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**STUDENT
HANDBOOK**

1971-1972

INTRODUCTION

Welcome to Robeson Technical Institute! We hope that this handbook will get you started on the right track by providing useful information, and also give you a quick overview of and a comprehensive look at your responsibilities, duties, obligations and privileges while attending Robeson Tech. As a student, you are presented with a serious challenge and responsibility—the responsibility of maintaining the high traditions worthy of being followed by future students. Every student group becomes a community in itself, and it is necessary for each citizen of that community to develop a sense of individual responsibility and integrity which contributes to constructive and dependable citizenship.

You—the student — are the center of our school. The time you spend with us is an investment that should pay dividends for many years to come. Our faculty and staff are dedicated to making your stay both pleasant and profitable. We look forward to this year, confident that YOU will help make this the finest student body Robeson Tech has ever had.

ROBESON TECHNICAL INSTITUTE

PHILOSOPHY, PURPOSES, AND OBJECTIVES

Robeson Technical Institute subscribes to the philosophy that every individual has the right to pursue further education compatible with his interests and abilities. Therefore, as an open-door institution, it provides a wide range of educational programs of general, occupational, and cultural education to meet the needs of adults within the region it serves. The Institute helps provide to industry qualified and trained manpower which helps promote continued industrial, business, and economic growth; and further, it assists in the development of cultural activities which are of interest throughout the service area.

The purpose of Robeson Technical Institute is to make available for adults a broad range of educational opportunities providing for individual backgrounds, interests, abilities, financial resources, career choices, and other needs. To achieve this purpose the Institute provides educational opportunities to enable each individual to develop to the maximum extent of his abilities, needs, and goals compatible with the needs of a democratic society. Programs will continue to be developed which will afford the individual the opportunity to understand his needs for continued growth and development in the areas of mental and physical health, cultural, social, civic and moral responsibilities, creative expression, aesthetic appreciation, economic insight, worthwhile leisure activities, and career aspirations.

To achieve these purposes Robeson Technical Institute has the following specific objectives:

OBJECTIVES

1. To provide general educational opportunities for adults regardless of their previous educational experiences.
2. To provide certificate, diploma, and Associate Degree programs to prepare students for employment in various occupations.

3. To provide leadership and to serve as a center to foster cultural, economic, and social development in the community.
4. To provide cooperative co-educational programs with various governmental agencies for the disadvantaged and handicapped citizens of this area.
5. To provide short-term occupational courses for adults who need retraining or additional job skills.
6. To provide counseling and other guidance services to meet individual needs of the citizens of the area.

INSTITUTIONAL CALENDAR

1971 - 1972

FALL QUARTER

Tuesday, September 7 (9 a.m.).....	Freshman Orientation
Wednesday, September 8 (9 a.m. - 12 noon).....	Freshman Registration
(1 p.m. - 3 p.m.).....	Senior Registration
Thursday, September 9.....	Classes Begin
Wednesday, November 24.....	End of Fall Quarter
Thurs., Friday, Nov. 25, 26.....	Thanksgiving Holidays

WINTER QUARTER

Tuesday, November 30.....	Registration
Wednesday, December 1.....	Classes Begin
Monday, Dec. 20 - Jan. 3.....	Christmas Holidays
Tuesday, January 4.....	Classes Resume
Wednesday, March 1.....	End of Winter Quarter

SPRING QUARTER

Friday, March 3.....	Registration
Monday, March 6.....	Classes Begin
Fri., March 31 - Mon., April 3.....	Easter Holidays
Tuesday, April 4.....	Classes Resume
Tuesday, May 23.....	End of Spring Quarter
Wed., May 24 - Thurs., June 1.....	Instructors Workshop

SUMMER QUARTER

Monday, June 5.....	Registration
Tuesday, June 6.....	Classes Begin
Mon., July 3, Tues., July 4.....	Holidays
Wednesday, July 5.....	Classes Resume
Wednesday, August 16.....	End of Summer Quarter
Friday, August 18.....	Commencement
August 21 - September 4.....	Instructors Vocotian

OFFICERS OF ADMINISTRATION

DEPARTMENT OF COMMUNITY COLLEGES

Ben E. Fountain, Jr. _____ Director
Charles R. Hallaman _____ Associate Director
and Business Manager

BOARD OF TRUSTEES

I. J. Williams _____ Chairman
A. D. Lewis _____ Vice Chairman
R. Craig Allen _____ Secretary

Appointed by Commissioners of Robeson County

Expiration of Term

E. W. Ayres _____ June 30, 1973
Vernon Floyd _____ June 30, 1975
B. C. McBee _____ June 30, 1971
J. A. Singleton, Jr. _____ June 30, 1977

Appointed by Robeson County Board of Education

Expiration of Term

John L. Carter _____ June 30, 1973
A. D. Lewis, Jr. _____ June 30, 1971
Guy P. McCormick _____ June 30, 1971
I. J. Williams _____ June 30, 1975

ADMINISTRATIVE STAFF

R. Craig Allen _____ President
Fred G. Williams _____ Administrative Assistant
Marie M. Malloy _____ Director of Student Personnel
R. Frank Leggett _____ Director of Adult Education
Russell E. Hellekson _____ Business Manager
Marcus Everitte _____ Librarian
Rosa W. Cooper _____ Bookkeeper
Thaddeus Sexton, Jr. _____ Director of Career Education
T. Eugene Mercer _____ Assistant Director of Adult Education
Eddie Mac Locklear _____ Counselor
George E. Howard _____ Dean of Instruction
J. W. Lawson _____ Assistant Director of Career Education
Clifford E. Bullard _____ Coordinator of M.D.T.A. Program
_____ Registrar

FACULTY

.....	Radio-TV Servicing
Sarah M. Britt	Business Education
Ronald C. Brown	Business Education
William S. Brown	Mathematics and Science
William M. Bryan	Welding
Hubert F. Bullard	Learning Lab Coordinator
John D. Downs	Business Education
Claude E. Fly	Drafting and Design
Lee Roy Hedgpeth	Carpentry
Helen K. Ivey	Business Education
Eugene Madison	Electrical
Silas M. McCall	Automotive Mechanics
Pauline H. McNair	General Education
Elizabeth T. Nye	Nursing Instructor
George Green Pope	Automotive Mechanics
Ann M. Revels	Business Education
Wayne Rass	Teacher Aide
Norman D. Rosser	Masonry
Virginia B. Simkins	Communicative Skills
Jane M. Smith	Nursing Instructor
James C. Taylor	Learning Lab Coordinator
Harold B. Thompson	Occupational Advancement
Tommy E. Williams	Mathematics and Science

SECRETARIAL STAFF

Lola B. Bracey	Secretary, President
Carolyn Britt	Secretary, Librarian
Judy Bruce	Secretary, Student Personnel
Joan A. Flynt	Secretary, Faculty
.....	Secretary, Adult Education
Mary P. Hughes	Secretary, Adult Education
Lynne R. Parker	Secretary, Business Manager
Pat Turner	Secretary, Student Personnel
Gayle L. Wilkes	Secretary, Career Education
Juanita Worrell	Secretary, Manpower Program

STUDENT ACTIVITY ADVICERS

Student Government	Mrs. McNair
.....	Mr. W. Ross
Student Newspaper	Mr. R. Brown
.....	Mrs. Ivey
RTI Annual	Mrs. Revels
.....	Mr. H. Thompson

Other Assigned Responsibilities

Public Relations _____ Miss Simkins
Automotive Maintenance _____ Mr. McColl
Audio-Visual Aids _____ Mr. Everitte
Photography _____ Mr. T. Williams

STUDENT SERVICES

COUNSELING

The Student Personnel office is open to the student body at all times and its staff is committed to the services of the students. Counseling services are available to help you with difficulties of a personal, vocational, or academic nature.

ADVISEMENT

The Advisement Service is YOUR formal, continuing contact with the institution during your stay at RTI. Advisement covers academic progress, change of course or transfer, and resolution of personal problems and relationships. The conferences with advisers offer the opportunity of maintaining desirable student-faculty communication and understanding.

Your Adviser _____

1. You will be assigned an adviser upon entering Robeson Tech.
2. Your adviser is available to help you with your academic progress, to help you with any problems, and generally be your Number 1 contact at Robeson Technical Institute.
3. Your adviser usually will be able to take care of any problem. If he cannot help you, he will be able to refer you to someone who can.
4. Your adviser cannot help you if you do not contact him. He has a very special interest in you and your welfare while at Robeson Tech, so get acquainted with him.
5. If you wish to make any change in your program, FIRST SEE YOUR ADVISER.
6. Faculty members have regular office hours, but meetings do not necessarily have to be by appointment.
7. Don't wait until you have problems. Give your adviser a chance to know you. He is interested in YOU at all times.

STUDENT DIRECTORY

A record of students' names, addresses, and class schedules is kept in the Student Personnel Services Office. A student directory will be issued to all students and staff shortly after the beginning of the first quarter.

RECORDS

Direct all information pertaining to credits, draft deferment, veteran's benefits, and official transcripts to Student Personnel Services.

TESTING

A testing program for the purpose of placement is given to all students prior to registration. Additional academic occupational testing will be conducted on an individual basis as deemed necessary or at the specific request of the student.

FINANCIAL AID

Robeson Technical Institute attempts to assist students to meet their financial needs for occupational education. This is accomplished through a program of financial aid which includes many forms of assistance.

The Institute serves as a referral agency for:

- Veterans Benefits
- Social Security
- Vocational Rehabilitation
- Department of Social Services
- Employment of part-time work

The Institute serves as a disbursing or coordinating agency for:

- Scholarships
- College Work - Study Programs
- Student Loans

Financial aid is allocated to students on the basis of financial need. Information and application forms are available at the Office of Student Personnel.

JOB PLACEMENT

Job placement service is provided for graduates of Robeson Tech by the Student Personnel Office. Contact is maintained with business and industrial firms in an effort to identify job opportunities in the various career fields taught at the Institute.

The purpose of the job placement service is to help students to establish contact with prospective employers and present their qualifications for entry-level employment. The responsibility for securing employment, however, rests entirely with the individual.

LOST AND FOUND

Lost and found articles are handled through the Student Personnel Office.

TELEPHONE

Telephone calls and messages for Students are handled through the Office of Student Personnel Services. Students are called from class only in case of extreme emergencies.

Telephones on campus are for business purposes only. In case circumstances arise that students must use the telephone, permission must be obtained from the Student Personnel Office.

CHANGE OF NAME AND/OR ADDRESS

In order that official records may be kept up-to-date, change of name and/or address must be reported immediately to the Student Personnel Office.

ADMINISTRATIVE OFFICE HOURS

Robeson Tech offices are open Monday through Friday from 8:00 a. m. to 5:00 p. m. An Evening Supervisor and Learning Lab Coordinator are on duty Monday through Thursday until 10:00 p. m.

BOOKSTORE

It is the student's responsibility to obtain the required textbooks and supplies. A bookstore is maintained from which students may purchase the necessary books and supplies.

STUDENT LOUNGE

The student lounge area is a place to meet, eat, and relax during leisure moments. Wastebaskets are provided in order that students may leave the area neat and clean for others. We always welcome you to take advantage of the refreshment center, but do not scatter litter to other parts of the campus. Robeson Tech is your school, and you should make every effort to keep the appearance of the buildings and grounds always as nice as possible.

THE LIBRARY

Library services are available for students of Robeson Tech to supplement and enhance classroom activities and to provide the opportunity for leisure reading.

Currently, three daily and five weekly newspapers, plus approximately 130 periodicals are available for the convenience of library patrons.

Students are requested to observe the following library policies:

1. Books may be borrowed for a period of two weeks, with the privilege of renewal for an additional two weeks if there are no other calls.
2. Reference books and periodicals must be used in the library. They may be checked out for overnight use at 3 p.m. and returned at 8 a.m. the following day.
3. Each borrower may have only one book at a time charged to him. However, if the need arises for special projects, the student may check out additional books with permission of the librarian.
4. A fine of five cents per school day is charged for overdue books. No fine is charged for overdues caused by an excused absence, provided that the book is returned on the day the borrower returns to school.

ATTENDANCE POLICY

The Institute has no set number of authorized class absences. Absences are a serious deterrent to good scholarship and it is virtually impossible to receive optimum instruction, obtain knowledge, or gain skills when absent. All students are adults with many responsibilities, and an occasional absence might be absolutely necessary; however, such absences in no way lessen the student's responsibility for meeting the requirements of the class. Explanation for an absence will not be demanded, but as a matter of courtesy the reason for it should be given to the instructor.

Students who can anticipate absences should, if possible, contact their instructor prior to the absence. Should this be impossible, the student should see the instructor as soon after the absence as possible to explain his absence and make up work. Make-up work will be allowed at the discretion of the instructor.

Warning notices for unexcused absences will be sent to parents or guardians of students when in the judgment of the instructor absences are adversely affecting satisfactory progress in class. Additional unexcused absences from class may result in the student's failing the course and becoming ineligible to register for subsequent courses.

REQUIREMENTS FOR GRADUATION

To be eligible for graduation, the student must:

1. Successfully complete the required curriculum in which he is enrolled
2. Have sufficient quality points to average 2.0 in his total program
3. Have passing grades on all assigned courses
4. Pay a \$10 graduation fee

5. Clear all financial obligations to Rabesan Technical Institute

COMMENCEMENT EXERCISES

Commencement exercises are held in August at the end of the fourth quarter. Caps and gowns and invitations are ordered in the spring. Notices will be pasted relevant to dates for measurement. Class rings may be ordered in the spring and in the fall.

Taking an appropriate part in the graduation exercises is an expected requirement for receiving a certificate, diploma, or degree from Rabesan Technical Institute. All students are expected to wear the complete appropriate attire specified by the Institute unless otherwise approved by the Director of Student Personnel.

The \$10 graduation fee covers cost of caps and gowns, diplomas, and incidental expenses of commencement exercises.

HONORS

The President's List is published at the end of each quarter. All full-time students who have a 3.0 average and above are eligible for the President's List.

Marshals for graduation are the seven first-year students in the technical curriculums with the highest quality point averages. Of these seven, the one student with the highest average shall be the chief marshal.

Commencement Awards:

Academic awards are presented to the graduate with the highest academic average in the vocational area and to the graduate with the highest average in the technical area. Service awards are presented to those students who have shown exceptional service to the institute.

A silver cup, donated by Rabesan Office Supplies, is awarded to the most outstanding business student graduate. Other awards are presented from time to time by outside agencies.

CAMPUS REGULATIONS

Students are expected to display the qualities of courtesy and integrity that characterize the behavior of ladies and gentlemen. In order to protect the rights and privileges of all students, a policy governing student misconduct has been adopted by the Board of Trustees. A copy of the complete policy, with procedures for dealing with alleged violations, is on file in the library. Upon request, students may obtain a copy from the Student Personnel Office. Types of student conduct considered major offenses are as follows:

RULE 1. DISRUPTION OF SCHOOL

A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school.

Neither shall he engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school if such a disruption or obstruction is reasonably certain to result.

Neither shall he urge other students to engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school if a substantial and material disruption or obstruction is reasonably certain to result from his urging.

The following illustrate the kinds of offenses encompassed here: (1) occupying any school building, school grounds, or part thereof, with intent to deprive others of its use; (2) blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, the building or corridor or room; (3) setting fire to or substantially damaging any school building or property; (4) firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose; (5) prevention of or attempting to prevent by physical act the convening or continued functioning of any school, class, or activity, or of any lawful meeting

or assembly on the school campus; (6) preventing students from attending a class or school activity; (7) except under the direct instruction of an administrator, blocking normal pedestrian or vehicular traffic on a school campus; and (8) continuously and intentionally making noise, or acting in any manner so as to interfere seriously with the instructor's ability to conduct his class.

RULE 2. DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY

A student shall not intentionally cause or attempt to cause substantial damage to valuable school property or steal or attempt to steal school property of substantial value. Repeated damage or theft involving school property of small value also shall be a basis for long-term suspension or expulsion from school.

RULE 3. DAMAGE OR DESTRUCTION OF PRIVATE PROPERTY

A student shall not intentionally cause or attempt to cause substantial damage to valuable private property or steal or attempt to steal valuable private property either on the school grounds or during a school activity, function, or event off school grounds. Repeated damage, theft, or fraud involving private property of small value also shall be a basis for long-term suspension or expulsion from school.

RULE 4. PHYSICAL ABUSE OF A SCHOOL EMPLOYEE OR A STUDENT OR OTHER PERSON NOT EMPLOYED BY THE SCHOOL

A student shall not intentionally do serious bodily injury to any person: (1) on the school grounds during and immediately before or immediately after school hours; (2) on the school grounds at any other time when the school is being used by a school group, or (3) off the school grounds at a school activity, function, event, or on a school-owned vehicle.

Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered an intentional act under this rule.

RULE 5. WEAPONS AND DANGEROUS INSTRUMENTS

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon: (1) on the school grounds during and immediately before or immediately after school hours; (2) on the school grounds at any other time when the school is being used by a school group, or (3) off the school grounds at any school activity, function, event, or on a school-owned vehicle.

This rule does not apply to normal school supplies like pencils or compasses, but does apply to any firearm, any explosive including firecrackers, any knife other than a small penknife, and other dangerous objects of no reasonable use to the student at school.

RULE 6. NARCOTICS, ALCOHOLIC BEVERAGES, AND STIMULANT DRUGS

A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind: (1) on the school grounds during and immediately before or immediately after school hours; (2) on the school grounds at any other time when the school is being used by any school group, or (3) off the school grounds at a school activity, function, event, or on a school-owned vehicle.

Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.

RULE 7. CONDUCT ON SCHOOL-OWNED VEHICLES

1. Students are allowed transportation on school-owned vehicles for the sole purpose of commuting to Robeson Tech, unless otherwise authorized by the Business Office.
2. The use of profane language, scuffling, or other actions not conducive to orderly conduct and safety of passengers, are prohibited.

RULE 8. SALES, SOLICITATIONS, OR DISTRIBUTIONS

No sales, solicitations, or distributions of any kind shall be made at the school or at any school-sponsored activities except those which are made by school officials in the normal operation of school business or by the officials, meaning primary officers of school-sponsored activities in the normal operation of the activity. All purchases by the school or school-sponsored activities shall be conducted through the Business Manager. Those sales, solicitations or distributions which are made by school-sponsored activities must relate directly to the business of the activity. All sales or solicitations must be approved by a committee appointed by the President of the institution. This rule is meant to include all personnel which are in any way connected with the school. Any violation of this rule may result in permanent dismissal on the part of the violator.

RULE 9. PERSONNEL RELATIONS

No person, whether he be a member of the student body, faculty, administration, general staff, or visitor to the school at any school function shall be allowed to create or promote that which in the opinion of the Board of Trustees constitutes hatred, racial prejudice or hostility, or other forms of disharmony among the members of the personnel of the school. Any person who is found to be guilty of such conduct shall be permanently dismissed from the school.

RULE 10. REPEATED SCHOOL VIOLATIONS

A student shall not repeatedly fail to comply with directions of teachers or other authorized school personnel during any period of time when he is properly under the authority of school personnel.

PARKING

All student cars will be parked in the designated student parking areas. The area south of the Administration Building and other marked reserved areas are for faculty and staff parking. Student vehicles are not allowed in spaces reserved for faculty and staff.

SMOKING

Smoking is not allowed in the classrooms, shops, or laboratories at any time. There are ash trays and receptacles throughout the buildings. Do not put out cigarettes on the floors.

VISITORS

We welcome all visitors. Visitors must be accompanied by a staff member or student and are subject to the regulations of the school while on campus.

CHANGES IN REGULATIONS

Robeson Technical Institute reserves the right to make changes in the regulations, courses, fees, and other matters of policy and procedure when deemed necessary.

ACADEMIC INFORMATION

EXPENSES

1. Tuition is \$32.00 per quarter, payable at each registration.
2. For non-residents of the State of North Carolina, tuition is two and one-half times the amount listed above.
3. Cost of textbooks and necessary materials.
4. Yearly activity fee of \$15.00, payable at the first registration.
5. \$10.00 graduation fee.

REGISTRATION

Students are expected to register for course work on the day specified each quarter in the Academic Calendar. A \$5.00 late registration fee will be charged to students registering after the announced registration day.

GRADING SYSTEM

Grades are issued at the end of each quarter and are entered on the permanent record. Grades are based on the following scale:

Grade	Explanation
A—Excellent	4 quality points for each quarter hr. credit
B—Good	3 quality points for each quarter hr. credit
C—Average	2 quality points for each quarter hr. credit
D—Poor, but passing	1 quality point for each quarter hr. credit
F—Failure	0 quality points for each quarter hr. credit
W—Withdrew	Attendance not sufficient to determine grade
WP—Withdrew Passing	Official Withdrawal—passing (WP's are not used in computing Grade Point Average)
WF—Withdrew Failing I—Incomplete	Work must be completed before the end of the following quarter; otherwise, F will be recorded.
AU—Audit	Enrollment as a special or non credit student.

COMPUTATION OF GRADE POINT AVERAGE (GPA)

A student's grade point average is determined by the following process:

(1) Multiply the number of quarter hour credits assigned to a course by the number of quality points for the grade received; (2) add all the quality points together; (3) divide by the total number of quarter hours attempted.

Subject	Qtr. Hrs. Credit	Grade Rec'd.	QP's Per Qtr. Hr.	Total Q.P.'s
English 1101	3	C	2	6
PME 1101	7	B	3	21
MAT 1101	5	A	4	20
PHY 1101	4	F	0	0
DFT 1101	1	D	1	1
	<hr style="width: 100%; border: 0.5px solid black;"/>			<hr style="width: 100%; border: 0.5px solid black;"/>
	20			48
				<hr style="width: 100%; border: 0.5px solid black;"/>
				2.4
			20	48.0

48 quality points divided by 20 hours attempted equals 2.4 grade point average for work attempted in this example. A 2.4 constitutes a C average. Hours attempted and quality points earned in previous quarters should be included in the above procedures to determine the CUMULATIVE GRADE POINT AVERAGE. NOTE: A CUMULATIVE 2.0 (C) GRADE POINT AVERAGE IS NECESSARY FOR GRADUATION.

Students may remove academic deficiencies by successfully repeating necessary courses. When a course is repeated, only the grade on the last course attempt is used in computing the student's quality point standing.

WITHDRAWAL

Students desiring to withdraw from Robeson Tech should contact the Office of Student Personnel Services and withdraw officially. The proper procedure is as follows:

1. FIRST: See your adviser.

2. **SECOND:** See the Director of Student Personnel, Counselor or Registrar, and obtain Withdrawal Form.
3. **THIRD:** Obtain signatures of your adviser, Library, and Business Office.
4. **FOURTH:** Return the completed form to Office of Student Personnel. Proper official withdrawal protects the student's scholastic record, his right to re-enroll, and the right to transfer to another institution in good standing.

REFUNDS

1. Refunds for full-time students shall not be made unless the student is compelled to withdraw from school for unavoidable reasons. In such cases, \$20 may be refunded if the student withdraws within 10 calendar days from the beginning of each quarter. No refund will be made after 10 calendar days.
2. The State Board has authorized modification of the tuition refund policy so that veterans of war orphans receiving benefits under U. S. Code, Title 38, Chapters 33 and 35, can be refunded the pro rata portion of the tuition fee not used up at the time of withdrawal of such students.

RE-ENTRANCE

1. Re-entrance will be allowed only at the beginning of the quarter in which those courses needed will be taught again.
2. A student dismissed from school for disciplinary reasons may be allowed to re-enter, subject to conditions specified in the student misconduct policy.

CHANGE OF PROGRAM

Any student who wishes to change programs must file a Registration Change notice with his adviser. The adviser will instruct the student in the proper channels to follow.

SELECTIVE SERVICE INFORMATION

Male students subject to the draft who wish their local Selective Service Board to be notified of their full-time at-

tendance must authorize that the school release this information. Local boards are NOT notified unless the student requests this be done. The proper form should be requested and completed at the first registration.

VETERANS ADMINISTRATION BENEFITS

Recipients of Veterans Administration benefits must complete monthly attendance forms which are retained by Robeson Tech. NOTE: The VA must be informed of Change of Program or unsatisfactory progress. Consult Eddie Mac Locklear, Counselor, if you have questions regarding VA benefits.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association is your organization. It is composed of all full-time students who are enrolled in the Institute. Your interest is its success. We encourage every student to be an active participant and to voice opinions and thoughts through the Student Government Association throughout the year. The organization sponsors social events, assembly programs, and various other activities to supplement the academic program. The constitution and activities of the association are subject to the approval and sanction of the administration of Robeson Tech.

Athletic activities on campus are determined by the desires of the students. Scheduled play and tournaments may be made available upon student request, and equipment may be secured for activities if sufficient interest is demonstrated.

The student government will be in charge of all recreation equipment. They will be responsible for its use and storage.

Clubs may be organized in interest areas at the request of a sufficient number of students. Upon request through the Student Council to form an organization, the student group must present to the Student Personnel Office a document

stating the purpose, the proposed structure of organization, and suggest a faculty adviser.

STUDENT GOVERNMENT ELECTIONS

All major officers (President, Vice-President, Secretary, and Treasurer) will be elected the first part of October and will assume office before the end of the month. In October representatives from each curriculum will be elected. Any person desiring to run for any office should check the constitution for qualifications and procedures for filing.

1971-72 STUDENT COUNCIL OFFICERS

(Fill in blanks after October elections)

President _____

Vice-President _____

Secretary _____

Treasurer _____

REPRESENTATIVES

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

STUDENT GOVERNMENT CONSTITUTION of the ROBESON TECHNICAL INSTITUTE

PREAMBLE

We, the students of the Robeson Technical Institute, in order to foster a spirit of cooperation among students and faculty, coordinate and regulate student activities, maintain a high standard for the school by upholding high standards of personal conduct, promote and encourage activities for the best interest of the school, and develop good citizens through experience in government, do hereby establish this constitution for the Student Government of the Robeson Technical Institute.

ARTICLE I

ORGANIZATION

Section 1

There shall be a student government, the membership of which shall consist of the entire body of the Robeson Technical Institute.

Section 2

There shall be a Student Council, the members of which shall be formed by each class appointing its representatives, with two-year curricula having two representatives, all other curricula to have one representative. The officers listed in Article II shall be elected by Australian ballot from the full-time student body, and shall be sworn in at an assembly sometime during the month of October following their election.

Section 3

The term of office for all members of the Student Council shall be one year.

Section 4

Each member of the Student Council must maintain a satisfactory scholastic average and be of good standing.

Section 5

There shall be one faculty adviser, selected by the administration of the school and approved by the council.

ARTICLE II

DUTIES OF THE OFFICERS

Section 1

The president shall preside at all Student Council meetings, shall perform such duties as devolve upon presidents of similar organizations unless otherwise ordered by the constitution; shall appoint the necessary committees with the advice and consent of the Council, and shall call special meetings when deemed necessary. He shall be the chairman of the elections committee and shall be ex officio member of all standing committees.

Section 2

The vice-president shall assume the duties of the president in case of his absence or disability. It shall also be the duty of the vice-president to be assembly program chairman.

Section 3

The secretary shall keep records of all meetings, shall conduct all correspondence, and perform such duties as devolve upon secretaries of similar organizations.

Section 4

The Treasurer shall have charge of all monies and shall deposit the same in the central office; shall keep a record of expenditures and receipts, and make a report of the finances at each meeting of the Council.

ARTICLE III

MEETINGS

Section 1

The Student Council shall meet as needed after consultation with the administration.

Section 2

The student body shall meet once a quarter at a time and place agreed upon and approved by the Council in cooperation with the administration.

Section 3

Called special meetings can be scheduled by the president when necessary and approved by the adviser.

ARTICLE IV

COMMITTEES

The Student Council shall establish committees to perform certain functions necessary to the Student Council. The following standing committees shall be appointed at the first meeting of the Council:

1. Constitution
2. Publicity
3. Elections
4. Intra-school Relations

ARTICLE V

POWERS

A quorum for the transaction of business shall consist of two-thirds of the Council membership.

ARTICLE VI

APPROVAL

Any regulation passed by the Student Council concerning the Student Government of the Robeson Technical Institute is subject to approval by the administration.

ARTICLE VII

AMENDMENTS

An amendment to this constitution may be adopted by a two-thirds vote of the members of the Student Council and a three-fourths vote of the student body present and voting.

ARTICLE VIII RATIFICATION

This constitution shall be adopted by a vote of two-thirds of the Student Council and three-fourths of the student body present and voting.

In addition to the aforesaid rules, the following will apply:

1. The president shall be any full-time student.
2. The vice-president shall be a first-year student of a two-year curriculum. This will allow the vice-president to act as president the following year until elections are held.
3. Secretary shall be any full-time student.
4. Treasurer shall be any full-time student.

To run for an office, any student must have signatures from at least 10% of the full-time student body. Final voting shall be by the whole student body.

AMENDMENTS

1. The Student Council of Robeson Technical Institute will meet on a specified day of the first full week of each month.
2. If, at any time during the school year, a vacancy occurs in the offices of the Student Government (President, Vice President, Secretary or Treasurer), the remaining officers will make three nominations to fill the seat. The curriculum representatives will then vote on this officer.
3. A Student Council Representative is required to attend all Student Government meetings. An absence must be excused by the Student Government officers. After three unexcused absences, the curriculum will be required to elect a new representative.



ACADEMIC RECORD

FALL	Course	Day	Time	Grade	Credit Hours	Q.P.'s	Instructor
Total							

*Grade Point Average _____

WINTER	Course	Day	Time	Grade	Credit Hours	Q.P.'s	Instructor
Total							

*Grade Point Average _____

No

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