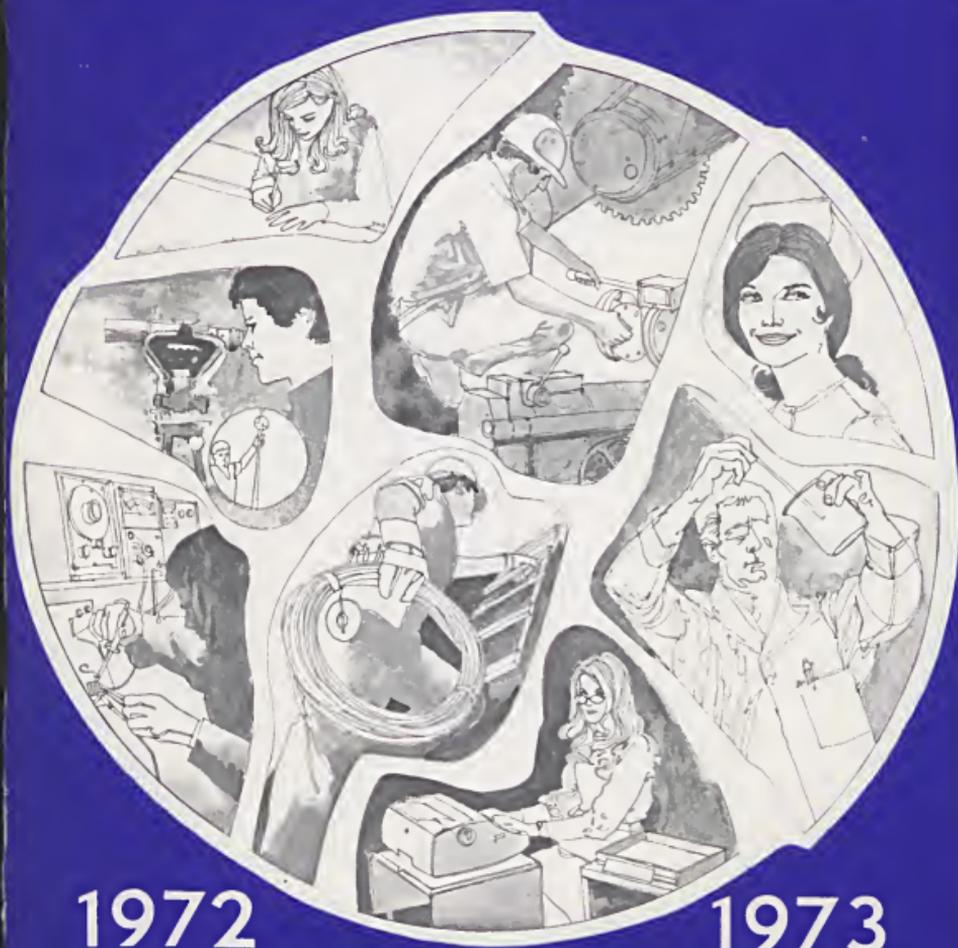


*Robeson Technical Institute*  
**STUDENT HANDBOOK**



1972

1973



This book belongs to \_\_\_\_\_

## FOR YOU . . .

This handbook has been prepared by Student Services with the aid of other interested faculty, staff, and Student Council members. We have not tried to make the "Best Seller" list, but we put forth every effort to make this book helpful to you. After all, we can only succeed in our work at Robeson Tech if you succeed in yours. Hopefully, this handbook will help in making you feel that you "belong" here too.

## ESTIMATED COST FOR AVERAGE FULL-TIME STUDENT

Item	Student	
	Out-of-State	In-State
Tuition (per quarter)	\$137.50	\$32.00
Books and Supplies (estimate per qtr.)		
1 year program	15.00	15.00
2 year program	35.00	35.00
Activity Fee (first quarter only)	15.00	15.00
Graduation Fee (last quarter only)	10.00	10.00

NOTE: Late registration fee of \$5 will be charged after classes begin.

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Students should contact Student Services on matters concerning financial aid.

## CALENDAR OF EVENTS

1972-1973

September 5 (9 a.m.)	Freshman Orientation
September 6 (9 a.m.—12 noon) (1 p.m.—3 p.m.)	Freshman Registration Senior Registration
September 7	Classes Begin
September 25—30	Lumberton Jaycee Fair
October 3	Field Day
October 9—13	SGA Campaign Week
October 13	SGA Election
October 19	Installation SGA Officers
October 23	Veterans Day Memorial Service
October 26	Miss RTI Finals
November 22	End of Fall Quarter
November 23, 24	Thanksgiving Holiday
November 28	Registration, Winter Quarter
November 29	Classes Begin
December 9	Christmas Dance
December 20—January 1, 1973	Christmas Holidays
January 2	Classes Resume
February 10	Valentine Dance
February 15	Fashion Show
February 26	End of Winter Quarter
February 28	Registration, Spring Quarter
March 1	Classes Begin
March 13	Cap and Gown, Invitation, Ring Order
April 20, 23	Easter Holidays
April 24	Classes Resume
May 5	Spring Dance
May 18	End of Spring Quarter
May 22	Registration, Summer Quarter
May 23	Classes Begin
May 28—30	Instructors' Workshop
July 4	Holiday
August 6	End of Summer Quarter
August 10	Commencement Exercises
August 13—24	Instructors' Vacation

## **A PERSONAL NOTE FROM THE PRESIDENT OF ROBESON TECH . . .**

The Board of Trustees and the whole staff join me in welcoming you to Robeson Tech. Much planning and preparation has been centered around your arrival on campus, and all of us stand ready to provide the learning experience and training that you want.

Opportunities abound for well-trained men and women. Our programs provide the knowledge and skills, and it is up to you to take advantage of them. Prospective employers will look closely at the record you make while attending Robeson Tech. It is well to keep this fact in mind as you progress.

May your stay here be most profitable, and at the same time most enjoyable. Remember, you are not alone in your pursuits. We are all here for the sole purpose of assisting you toward your goal.

Craig Allen

## **AND FROM THE PAST PRESIDENT OF THE STUDENT COUNCIL . . .**

A hearty welcome to the Student Body of 1972-1973! To the returning students, I leave the challenge to surpass the record of our Student Government Association of last year. New talents are joining you this year, and I charge you to involve them in many opportunities available at Robeson Tech.

We are proud of the friendly spirit and the cooperation among the students, faculty, and staff. The Student Government Association in the past has been an active voice in the school. Working as a team with the faculty and staff has been very rewarding and beneficial. I sincerely hope that this continues.

To the new students, I leave the charge to get involved. I encourage you to support your SGA, to participate in school activities. But never lose sight of the main reason you are here—to acquire that skill for successful employment.

My best wishes to all of you for the coming year.

Charles Locklear

## UP TILL NOW . . .

Robeson Technical Institute officially opened its doors on July 1, 1965, as an extension of Fayetteville Technical Institute. The establishment of the school at Barker-Ten Mile marked the fulfillment of a long felt need in the area to provide post-secondary training at the technical/vocational levels.

In the fall of 1967, Robeson Technical Institute became an independent institution operated through a contractual arrangement with the Robeson County Board of Education. A local Board of Trustees was appointed: four by the Robeson County Board of Education, and four by the Robeson County Commissioners.

On July 1, 1971, Robeson Tech's legal status changed to a chartered institution. The number of trustees increased to twelve with the additional four members appointed by the Governor.

The site for a new campus north of Lumberton at the intersection of I-95 and Highway 301 was purchased. Almost a million and one-half dollars was secured for the building program through the Economic Development Administration, Coastal Plains Regional Development, and Robeson County. Ground-breaking ceremonies were held on February 1, 1972, and a completion date has been set for July 23, 1973.

Robeson Tech is a tax supported, public, non-profit school. It is accredited by the North Carolina State Board of Education and has corresponding status with the Southern Association of Colleges and Schools. Last year over 5,000 persons in the area received some form of further education from the various programs offered by Robeson Tech.

## **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 retaining or additional job skills.
6. To provide counseling and other guidance services to meet individual needs of the citizens of the area.

## STUDENT SERVICES

The staff members of Student Services are responsible to YOU and for your well-being. They provide a counseling service to help you establish occupational and educational objectives, and they will assist you with personal problems when you ask for this kind of help. They assist students who need financial aid, provide placement service for students looking for a job, provide services to V. A. students and others who are on government sponsored programs, and help coordinate all student activities and functions. The Registrar keeps academic and other pertinent records of all students. They are there to assure you of success. Be sure that they do. Ask them for help at any time.

### Advisement

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.

Your adviser is \_\_\_\_\_.

## STUDENT ACTIVITIES

### Student Government

The Student Government Association is composed of all full-time students who are enrolled at Robeson Technical Institute. A student who attends 16 class hours or more each week is classified as a full-time student. Every SGA member is encouraged to be an active participant in student affairs and to voice opinions and thoughts through their organization.

Officers and representatives of the SGA are elected in October and provide leadership for the student body. The SGA sponsors athletic and social activities that enhance student campus life. Students are involved in school affairs, with active participation on various advisory and ad hoc committees. Representatives of the SGA usually attend state conferences of the student government organization in the Community College System.

A budget governing the student activity fee for the 1972-1973 school year has been adopted by the SGA:

Newspaper	\$ 600.00
Annual	1,000.00
Insurance	840.00
Dances, Socials	1,060.00
School Pictures, ID Cards	<u>700.00</u>
	\$4,200.00
Special projects (from pinball machine)	<u>\$ 500.00</u>
TOTAL BUDGET FOR THE YEAR:	<u><u>\$4,700.00</u></u>

Faculty sponsors for the SGA are Mr. Bill Bryan, Welding Instructor, and Mr. Oliver Walters, Business Instructor.

### Dances

Several dances under the sponsorship of the SGA are held each year, depending on the wishes of the students. A portion of the activity fee is budgeted to cover costs.

### Field Day

Student Services sponsor a Field Day in the early fall. Competitive outdoor activities and sports and a cook-out are arranged.

### Annual

THE DIRECTIONS is published by a student staff and is available to all students. The cost is included in the activity fee of \$15. See Mr. Harold Thompson or Mrs. Sarah Britt, advisors, if you are interested in serving on the annual staff.

**Newspaper**

The RTI ECHO is published quarterly by a student staff. See Mrs. Helen Ivey or Mr. John Downs, advisors, if you wish to join the staff. Cost of the ECHO is included in the student activity fee.

**Athletics**

In the past RTI has had a basketball and a softball team, playing in the local leagues. These, and other sports, may be organized upon request of a sufficient number of students. Volleyball, horseshoes, and ping-pong facilities are available on campus.

**School Colors**

The official colors of Robeson Technical Institute are royal blue and white.

## HOURS AND PLACES OF OPERATION

Robeson Tech is open from Mondays through Thursdays from 8 a.m. to 10 p.m., and Fridays from 8 a.m. to 5 p.m., exclusive of holidays. Teachers and staff are available at both day and evening schools.

Classes are operated at the Institute and in outlying areas. In general, curriculum courses are held on the main campus; upgrading and general adult courses are held at the Institute and at other locations.

## EXPENSES

### Tuition Fees

Each student enrolled full-time or part-time in credit courses shall be charged tuition at the rate of \$2.50 per quarter credit hour, with a maximum limit of \$32 tuition charged per quarter. Tuition for out-of-state students is \$137.50 per quarter, or \$11 per quarter credit hour.

For a student to qualify for in-state tuition rates, he (or if under 21, his parent or guardian) must have lived in North Carolina for at least twelve months immediately prior to his enrollment at Robeson Tech. Proof of residency rests with the student. Any appeal should be directed to the Business Manager of Robeson Technical Institute.

### Activity Fee

An activity fee of \$15 is charged at the first registration of full-time curriculum students. This fee covers the student's school insurance, annual, newspaper, school pictures and ID card, dances, social events, and other activities that may be scheduled for the students. In case of withdrawal, this fee is not refundable.

### Graduation Fee

A graduation fee of \$10 is charged each graduate in full-time curriculums.

### Breakage Fee

Breakage, damage, or loss due to negligence, carelessness, or other mishandling of school supplies, materials, or equipment by students is the responsibility of such students. They will be required to pay for such items and may be subject to disciplinary action.

### Refund Policy

Tuition refund shall not be made unless the student, in the judgment of the institution, is compelled to withdraw from school for unavoidable reasons. In such cases, \$20 may be refunded if the student withdraws within 10 calendar days after the first day of classes.

The State Board has authorized modification of the tuition refund policy so that veterans or 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.

**Textbooks**

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. In some instances second-hand textbooks are bought and sold by the bookstore.

**Business Office**

The payment of fees, sale of books, supplies, and materials, receipt of loans, and the payment of refunds are major responsibilities of the Business Office. Office hours are 8:30 a.m. to 5 p.m., Mondays through Fridays.

**Late Registration Fee**

A late registration fee of \$5 will be charged all students who register after the announced registration day.

## ACADEMIC INFORMATION

### Quarter System

Robeson Tech is on a quarter schedule. The fall, winter, spring, and summer quarters are each approximately eleven school weeks in length. The Institute is in session 5 days a week.

### Credit

Quarter hours of credit are awarded as follows: one quarter hour of credit for each hour per week of class work, one quarter hour of credit for each two hours per week of lab work, and one quarter hour of credit for every three hours of shop work.

### Credit by Transfer

Robeson Technical Institute may accept credits earned from technical institutes and colleges. Only course grades of "C" or better will be accepted and such courses must parallel the content of R.T.I. courses. Students who wish to transfer from other colleges and technical institutes must be eligible to return to the institution last attended.

The registrar will evaluate transcripts of previous education to determine the transfer credit allowable. This evaluating will be made at the time of acceptance and the student and his advisor notified in writing accordingly. Transfer credits will be posted to the student's permanent record as soon as the student enrolls.

A personal reference letter from the former post-secondary school will be required for transfer acceptance.

### Credit by Examination

Any student, with the recommendation of a counselor and an advisor, may apply for credit for any curriculum credit course offered by R.T.I. Proficiency examinations will be required for each course.

All credits received via examination will be posted on the student's permanent record, with the examination grade and the statement "credit by examination." Re-examination for the same course is prohibited.

### Grading System

The 4.00 quality point system is used to calculate student grade averages.

LETTER GRADE	MEANING	QUALITY POINTS PER CREDIT HOUR
A	Excellent	4
B	Good	3
C	Average	2
D	Poor, but passing	1
F	Failure	0
WP	Withdraw passing	0
WF	Withdraw failing	0
I	Incomplete, work must be completed within 6 weeks of next quarter otherwise, F will be recorded	0
AU	Audit; enrollment as a special or noncredit student	0

### EXAMPLE OF COMPUTING QUALITY POINTS EARNED

Course	Hours Credit	Grade	Quality Points Per Credit Hour	Grade Points Earned
ENG 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
	<u>20</u>			<u>48</u>

The Q. P. average is completed by dividing grade points earned by the total credit hours. In the case above, it would be  $48 \div 20 = 2.40$  quality point average. All grades A through F are counted in computing the Q. P. standing. Credit by transfer and credit by examination are not included in computing the Q. P. standing.

Students may remove academic deficiencies by successfully re-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.

### 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.

### Grade Reports

Grade slips will be mailed to students at the close of each quarter.

## **Tutorial Services**

Tutorial services are available for those who need extra help with particular subject areas. See your advisor or a counselor in Student Services for further information.

## **Withdrawal**

A student withdrawing from school during the academic year should complete the withdrawal form in the Registrar's office. Official withdrawal by the student will protect the student's scholastic record, his rights to re-enroll and to transfer credit, and his right to receive an annual.

## **GRADUATION**

The Registrar reviews records for each graduate to determine that all qualifications have been met. Among items checked are (1) required courses, (2) credit hours, (3) financial obligations to the Institute, and (4) library obligations. A minimum quality point average of 2.0 is required for diplomas and degrees.

Commencement exercises are held in August at the end of the fourth quarter. Caps and gowns and invitations are ordered in the spring. 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 Robeson Technical Institute. All students are expected to wear the complete appropriate attire specified by the Institute unless otherwise approved by the Dean of Student Services. The \$10 graduation fee covers cost of the diploma, cap, and gown. Those students approved to graduate in absentia are not exempt from this fee.

## **Honors**

The Dean's List and the President's List are published at the end of each quarter. All full-time students who have made all B's and above are on the Dean's List. Students who make straight A's for the quarter are on the President's List.

Graduates who have a cumulative average of 3.5 and above are recognized at Commencement as graduating with honors.

Marshals for Commencement Exercises are the seven first-year students in the two-year curriculum with the highest quality point averages at the end of the spring quarter. Of these seven, the one student with the highest average is chief marshal.

## **Awards**

Appropriately inscribed plaques are presented at Commencement to the graduate with the highest average in the Associate Degree programs and to the graduate with the highest average in the one year Diploma programs.

Certificates for membership in Who's Who Among Students in American Junior Colleges are awarded at Commencement. This honor is limited to students in the two year programs, and four or five students are usually cited each year.

A silver cup, sponsored by Robeson Office Supplies, is awarded the best all round graduate in the business area. Each year names of winners are engraved on the cup, which is retained in the school. A small replica is given to the recipient of this award.

The Wall Street Journal Achievement Award is presented to the most outstanding business student, who is chosen by the faculty members in the Business Department.

Framed certificates, appropriately inscribed, are presented to those students who have shown exceptional service to Robeson Tech. Any graduate is eligible for this award. Additional awards made eligible to graduates may be announced as they become available.

## **CAMPUS REGULATIONS**

### **Parking**

Certain areas on campus are designated as student parking areas. The area south of the Administration Building and other marked reserved areas are for faculty and staff parking only. At times faculty and staff members must leave and return on a moment's notice. That time used in looking for a place to park is expensive time that the school cannot afford to waste. Designated parking spaces for faculty and staff must be limited to their use at all times.

### **Smoking**

Smoking is allowed in the student lounge, halls, and on campus, but not in classrooms, shops or laboratories. There are ash trays and receptacles throughout the buildings. Do not put out cigarettes on the floors.

### **Visitors**

We welcome all visitors. Direct all visitors to the office of the President or to the office of Student Services. Visitors must be accompanied by a "tour guide" and are subject to the regulations of the school while on campus.

### **Student Lounge**

The student lounge 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.

### **Telephone**

Telephone calls and messages for students are handled through the office of Student 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 Services office.

### **Policy Governing Student Misconduct**

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 is on file in the library. Upon request, students may obtain a complete copy from the Student Services office. The policy describes procedures followed in producing a reliable determination of the issues, while assuring students fairness and due process of law in any case that may terminate in expulsion. 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 personnel during any period of time when he is properly under the authority of school personnel.

#### **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.

## **MORE THINGS TO KNOW**

### **Veterans Benefits**

Recipients of veteran educational benefits who are in the one year programs must complete monthly attendance forms. These forms are handled by Eddie Mac Locklear and verify attendance for receiving benefits. 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.

### **Learning Laboratory**

The Learning Laboratory is a new approach to education with the use of commercially and locally designed programmed instructional materials, self-instructional units, and teaching machines. It is essentially an individual study situation whereby a person's progress is limited primarily by his own ambition, motivation and ability.

Any person eighteen years of age or older can enroll in the Learning Lab for either of several purposes: (1) to prepare for the high school equivalency examinations (G.E.D.); (2) to pursue the Adult Education High School Diploma; (3) to reduce specific educational weaknesses; (4) to upgrade for job promotion; (5) for personal satisfaction; or (6) to make up admissions deficiencies for a technical institute or college. The Lab can also be used by regular R.T.I. curriculum students to supplement their regular course work when they feel help beyond the classroom is needed.

The coordinator serves as the facilitator in the learning process. Because he is trained in programmed and self-instructional techniques, he is capable of making educational decisions and directing students through their assignments. The coordinator interviews, counsels and tests the prospective enrollee. Merits and weaknesses are noted in the student's area of interest, after which, an individual curriculum is designed especially for that student. The student begins study at his pre-determined educational level and advances through the materials at his own rate of speed.

The Learning Lab is open from 8:00 A.M. until 10:00 P.M. Monday through Thursday, and 8:00 A.M. until 5:00 P.M. Friday. There are no charges for the services of the Learning Laboratory.

### **Library**

The library staff encourages the frequent use of their facilities for reference, research, study, self-improvement, and recreation. It has a book collection of more than 7,500 volumes; approximately 130 current periodicals; 3 daily newspapers; bound volumes of periodicals; and 275 paperbacks of all varieties on the "swap shelf." There is a growing collection of newer media, such as transparencies, microfilm, slides, filmstrips, tapes, and films. A typewriter is available for student use.

The library is affiliated with the In-Wats Service (Inward-Wide Area Telephone Service), providing almost instant communication with the State Library Center in Raleigh. Information and materials can be obtained on an express basis. The library is intended primarily for the use of students at R.T.I., but it is open to the community.

Office hours are from 8:00 a.m. to 8:00 p.m. Monday and Wednesday, and until 5:00 p.m. Tuesday, Thursday, and Friday. Students are given a Library Handbook to acquaint them with student services and policies.

### **Student Directory**

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

### **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 Services office.

### **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. Mr. Eddie Mac Locklear is in charge of the testing program.

### **Financial Aid**

Financial aid is allocated to students on the basis of financial need. Information and application forms are available in Student Services. The program of financial aid includes several forms of assistance. The Institute serves as a referral agency for: Veterans Benefits, Department of Social Services, Social Security, part-time employment, and Vocational Rehabilitation. The Institute also serves as a disbursing or coordinating agency for work-study programs and student loans.

The Student Aid Fund is supported by donations from local business and industrial firms, church and civic groups, and several interested individuals. This fund provides financial aid for approximately fifty students each year.

### **Job Placement**

Job placement service is provided for graduates of Robeson Tech by the Student Services 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.

**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 exofficio 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 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 to 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 the 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 and 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.
4. Elections of Student Council officers and representatives shall be by majority vote. In case a majority vote is not held by any one candidate, there will be a run-off between the two candidates with the highest number of votes cast.

## BOARD OF TRUSTEES

I. J. Williams, Chairman	B. C. McBee
E. W. Ayers	Guy P. McCormick
Gene Ballard	John Willie Oxendine
John L. Carter	Scott Shepherd
Vernon Floyd	J. A. Singleton, Jr.
A. D. Lewis	Rev. Arnold Walker

## ADMINISTRATIVE STAFF

R. Craig Allen	.....	President
Ronald C. Brown	.....	Registrar
Rosa W. Cooper	.....	Accountant
Marcus Everitte	.....	Librarian
Russell E. Hellekson	.....	Business Manager
George E. Howard	.....	Dean of Instruction
Harmon Kivett	.....	Area Consultant
James W. Lawson	.....	Asst. Educational Director
R. Frank Leggett, Jr.	.....	Director, Continuing Education
Eddie M. Locklear	.....	Counselor
Marie M. Malloy	.....	Dean of Student Services
T. Eugene Mercer	.....	Asst. Educational Director
Lynn R. Parker	.....	Accountant Assistant
Thaddeus Sexton, Jr.	.....	Director, Career Education
Frederick G. Williams, Jr.	.....	Outreach Representative
Clifford Bullard	.....	MDTA Director

## FACULTY

Cora Brewington	Industrial Sewing
Sarah M. Britt	Business Education
Dexter Brooks	Mathematics and Science
William S. Brown	Mathematics and Science
William M. Bryan, Jr.	Welding
J. D. Detter	Air Conditioning & Refrigeration
John D. Downs	Business Education
Roy Hedgpeth	Carpentry
Helen K. Ivey	Business Education
Judith Ann Jones	Teacher Aide
Gary Locklear	Business Education
Silas M. McColl	Automotive Mechanics
Pauline H. McNair	General Education
Eugene Madison	Electrical Installation
William S. Morris	Radio, TV, Electronics Servicing
Elizabeth T. Nye	Nursing Instructor
George Green Pope	Automotive Mechanics
Ann M. Revels	Business Education
Norman Rosser	Masonry
Virginia B. Simkins	General Education
Jane M. Smith	Nursing Skills
Harold B. Thompson	Occupational Advancement
Oliver R. Walters, Jr.	Business Education

## LEARNING LABORATORY

Mrs. Doris P. Bartley	Learning Lab Coordinator
Hubert F. Bullard, Jr.	Chief, Learning Lab Coordinator
James C. Taylor	Learning Lab Coordinator

## MAINTENANCE AND CUSTODIAL STAFF

Boyd A. Humphrey .....	Supervisor, Custodian
Joseph Couser .....	Janitor
Virgie Currie .....	Maid
Howard Humphrey .....	Janitor
Roy Humphrey .....	Janitor
Prentis Lowry .....	Security Guard

## OFFICE PERSONNEL

Osma N. Boone .....	Secretary, Continuing Education
Lola B. Bracey .....	Secretary, President
Carolyn Britt .....	Secretary, Librarian
Sarah C. Brown .....	Secretary, Faculty
Judy B. Conner .....	Secretary, Student Services
Cathy N. Fields .....	Secretary, Faculty and Staff
Jean F. Hickman .....	Secretary, Continuing Education
Mary P. Hughes .....	Secretary, Continuing Education
Carol Powers .....	Secretary, Business Manager
Vickie J. Walters .....	Secretary, Registrar
Gayle L. Wilkes .....	Secretary, Director of Career Education and Outreach Representative
Juanita Worrell .....	Secretary, Dean of Instruction

## STUDENT BOOK STORE

Russell E. Hellekson .....	Manager
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## BITS AND PIECES .....

What	Where
Academic: records, regulations, credits, schedules, transcripts, withdrawals .....	Registrar
Admissions .....	Student Services
Alumni: news and services .....	Student Services
Athletics .....	Student Services, SGA President
Bills, late payment of .....	Business Office
Books, supplies.....	Business Office
Calendar, student activities .....	Student Services
Change of address .....	Student Services
Clubs, formation of .....	Student Services, SGA President
Counseling .....	Student Services
Draft deferment request .....	Student Services
Financial aid, scholarships, work-study, loan .....	Student Services
First aid .....	Student Services
Food service machine malfunctions	Business Office
Insurance, students .....	Business Office
Lost and found .....	Student Services
Music, R.T.I. Chorus .....	Student Services
News releases and public relations	Student Services
Parking problems .....	Student Services, Business Manager
Placement, student employment ..	Student Services
Publications: R.T.I. Echo .....	Mrs. Ivey Mr. Downs
The Directions .....	Mrs. Britt Mr. Thompson
Sales, solicitations on campus ..	Business Manager
School closing, extreme weather conditions .....	Local Radio Stations
Social events .....	Student Services, SGA President

Student Government Association	. SGA President, Mr. Bill Bryan, Mr. Oliver Walters
Student Directory .....	Student Services
Student mail, messages .....	Student Services
Veterans' affairs .....	Mr. Eddie M. Locklear, Student Services
When all else fails .....	President Craig Allen

## NOTES

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