

STUDENT HANDBOOK

ROBESON
TECHNICAL
INSTITUTE

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This handbook is the property of: _____

Address: _____

Social Security Number: _____ Telephone: _____

Curriculum: _____

Faculty Advisor: _____

Handbook Editors:

This handbook has been prepared by Student Services with the aid of other interested faculty, staff, and Student Council members. The official seal and the official school colors, royal blue and white, are used on the cover. The Handbook is your personal assistant for the entire year. Keep it in your notebook. Use it!

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

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GREETINGS
FROM THE PRESIDENT OF ROBESON TECH . . .

The Board of Trustees and the whole staff and faculty join me in welcoming you to Robeson Tech. Much planning and preparation has been centered around your arrival, and all of us stand ready to provide the learning experience and training that you want. We have a well-qualified and dedicated team that sincerely works for a "student-centered" school. We pledge to you our full interest and cooperation as we work together this year.

In our eighth year of operation, a bigger campus and a new complex of buildings give us the opportunity to provide even more services for you and the community. This move marks considerable progress and accomplishments by many who believe that Robeson Tech offers quality educational training and a productive learning environment for its students. But the life of the school is the Student Body. After all, we can succeed in our work only if you succeed in yours. Let's work together to make this the most profitable and most enjoyable year yet.

If I can be of any personal assistance to you, please let me know.

Craig Allen

FROM THE PAST PRESIDENT OF THE STUDENT GOVERNMENT ASSOCIATION . . .

A hearty welcome to the Student Body of 1973-1974! Your stay at Robeson Tech can be one of the most important and one of the happiest times of your life. Get involved with what's going on, and you will reap many rewards for your efforts.

The Student Government Association has been an active voice in the school and has sponsored many extra-curricular activities. I challenge you to surpass our record in the past. Let your interests be known and get involved. The school is what you, the students, make of it.

My best wishes for the greatest year yet.

Carl Bounds
Class of 1973

HISTORY

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 Technical Institute'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.

The new complex of buildings was occupied the summer of 1973, with the Barker Ten Mile campus temporarily used for the overflow. The new structures provide approximately 48,000 square feet of modern facilities to house classrooms, laboratories, special skill areas, library, student lounge area, and offices. Plans for further expansion are already in progress. During the 1972-1973 school year approximately 5500 persons in the area received some form of further education from the various programs offered by Robeson Technical Institute.

Robeson Tech is a tax supported, public, non-profit school. It is accredited by the North Carolina State Board of Education and is a candidate for accreditation with the Southern Association of Colleges and Schools. All programs offered by the Institute have been approved officially by the Veterans Administration and by the North Carolina Department of Vocational Rehabilitation. The Practical Nursing program is fully approved by the North Carolina Board of Nursing.

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.

ORGANIZATION

BOARD OF TRUSTEES

I. J. Williams, Chairman
Gurney S. Kinlaw
Gene Ballard
John L. Carter
Vernon Floyd
A. D. Lewis

B. C. McBee
Guy P. McCormick
John Willie Oxendine
Scott Shepherd
J. A. Singleton, Jr.
Rev. Arnold Walker

ADMINISTRATIVE STAFF

R. Craig Allen.....	President
Ronald C. Brown.....	Director of Admissions
Marcus Everitte.....	Director of Library
Russell E. Hellekson.....	Business Manager
George E. Howard.....	Dean of Instruction
Judith Ann Jones.....	Counselor
Harmon Kivett.....	Area Consultant
James W. Lawson.....	Director of Occupational Extension
R. Frank Leggett, Jr.....	Director of General Education
Eddie M. Locklear.....	Director of Veteran Affairs and Placement
Marie M. Malloy.....	Counselor
T. Eugene Mercer.....	Director of Basic Education
Thaddeus Sexton, Jr.....	Director of Career Education
Frederick G. Williams, Jr.....	Dean of Student Services
Clifford Bullard.....	MDTA Coordinator

BOOKKEEPING

Rosa W. Cooper.....	Accountant
Lynne R. Parker.....	Assistant to Accountant

STUDENT BOOK STORE

Russell E. Hellekson.....	Manager
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OFFICE PERSONNEL

Osma N. Boone.....	Secretary, Continuing Education
Cathy S. Bracey.....	Receptionist-Switchboard Operator
Lola B. Bracey.....	Secretary, President
Carolyn Britt.....	Secretary, Library
Sarah C. Brown.....	Secretary, Faculty
Judy B. Conner.....	Secretary, Student Services
Cathy N. Fields.....	Secretary, Faculty
Mary P. Hughes.....	Secretary, Continuing Education
Carol Powers.....	Secretary, Business Manager
Nell Reising.....	Secretary, Continuing Education
Vickie J. Walters.....	Secretary, Student Services
Gayle L. Wilkes.....	Secretary, Director of Career Education
Juanita Worrell.....	Secretary, Dean of Instruction

FACULTY

Betty M. Biggs	Cosmetology
Sarah M. Britt	Business Education
William S. Brown	Mathematics and Science
Henry Bruce	Sewing Machines
William M. Bryan, Jr.	Welding
J. D. Detter	Air Conditioning & Refrigeration
John D. Downs	Business Education
Roy Hedgpath	Carpentry
Bonnie A. Hunt	English
Helen K. Ivey	Business Education
Dr. Louis LaMotte	General Education
Gary Locklear	Business Education
Silas M. McColl	Automotive Mechanics
Pauline H. McNair	Related Subjects
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
Betty K. Ruth	Preparatory Trade
Frances L. Scott	Preparatory Trade
Virginia B. Simkins	Related Subjects
Harold B. Thompson	Developmental Studies
Oliver R. Walters, Jr.	Business Education
Robert E. West	Mathematics

MAINTENANCE AND CUSTODIAL STAFF

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

LEARNING LABORATORY

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

HOURS AND PLACES OF OPERATION

Robeson Tech is open Monday through Thursday from 8 a.m. to 10 p.m., and Friday 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 on both campuses and in outlying areas.

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 hour, with a maximum of \$32 tuition charged per quarter. Tuition for out-of-state students is \$137.50 per quarter, or \$11.45 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. Residing outside the state while in service does not necessarily change residency status. 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. This fee is paid at registration of the last quarter of attendance, and covers the cost of diploma, cap and gown.

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, two-thirds of the tuition 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 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

Textbooks may be purchased in the bookstore. Cost of books vary according to the course of study. Normally, the average cost per quarter is \$15 for diploma programs and \$35 for degree programs.

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., Monday through Friday.

Late Registration Fee

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

Student Insurance

A group policy providing insurance protection is maintained in effect by the Institute. The cost is covered from the Activity Fee for all full-time students, the payment of which has been approved by the Student Government Association.

It is in the best interest of all students to provide some measure of insurance protection. Those who do not pay the \$15 activity fee may purchase this accident insurance for \$3.50 per year.

School Ring

Students may purchase school rings after completing half the credit hours required for graduation.

Commencement Invitations

Students may order invitations and personal cards when measured for caps and gowns. The charge for invitations and cards is paid by the student.

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.

ACADEMIC INFORMATION

Quarter System

Robeson Technical Institute 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 five days a week.

Class Schedule

All classes, full-time, part-time and noncredit courses, are scheduled between the hours of 8:30 a.m. and 10:00 p.m. Monday through Thursday, and 8:30 a.m. to 5:00 p.m. on Friday. Normally classes for full-time students are scheduled between 8:30 a.m. and 4:00 p.m.

Contact Hours

The contact hours shown in the catalog are minimal. The policy of the institution permits students to enroll in additional subjects and laboratory work beyond those shown in the catalog.

When in any quarter the total weekly contact hours listed are fewer than twenty-five hours in a degree program and fewer than thirty hours in a diploma program, a student may request additional instructional hours.

Credit Hours

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.

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	Withdrew passing	0
WF	Withdrew 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
	20			48

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

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.

Grade Reports

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

Withdrawal

A student withdrawing from school during the academic year should complete the withdrawal form in the Director of Admissions 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.

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.

GRADUATION

The Director of Admissions 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 and in the fall. 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 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 programs 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 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

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. If you smoke, be considerate of others and use the ash trays.

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.

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 rooms; (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 school is being used by a school group, or,
- (3) off the school grounds at a school activity, function, event, or a school-owned vehicle.

Neither self-defense or 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 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 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 authorized otherwise by the Business Office.
- (2) The use of profane language, scuffling, or other actions not conducive to orderly conduct and safety of passengers, is prohibited.

RULE 8. SALES, SOLICITATIONS, OR DISTRIBUTIONS

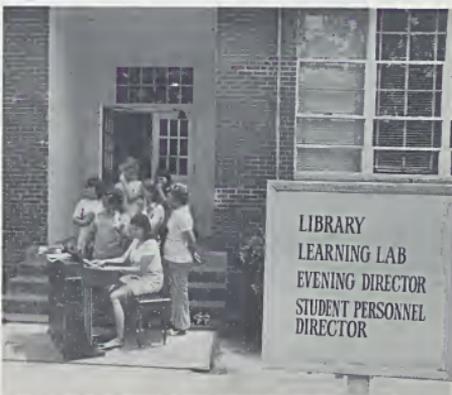
No sales, solicitations, or distributions of any kind shall be made at the school or at any school-sponsored activities except those which are made by school officials in the normal operation of school business or by the officials, meaning primary officers of school-sponsored activities in the normal 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 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 personnel.



GUIDANCE SERVICES

Counseling

Counseling is the process of helping people help themselves. Counselors are available to help students with problems in three broad areas: (1) educational problems, (2) vocational or occupational problems, and (3) personal-social problems. Counselors want to assist students in every way possible. Unless help is asked for, counselors will not know who needs help.

In the educational area, counselors provide information regarding educational requirements for different occupations, the characteristics, and entrance requirements of Robeson Tech and many other schools. In the occupational area, job opportunities, duties, requirements for entrance, conditions of work, long-range outlook, availability of positions, and other pertinent data is supplied the student. Concerning personal-social problems, counselors are available to students for whatever assistance they need. If a counselor cannot help a student with a personal-social problem, a student may be referred to someone who can.

Counseling services are available for both day and evening students. A counselor is always available in the Student Services office, and students are encouraged to make use of this service at any time.

Placement

Placement service is available to students seeking part-time or full-time employment. A counselor maintains contact with employers who are looking for qualified applicants and schedules interviews on and off campus throughout the year. Students and alumni are encouraged to use this service as often as they wish.

Testing

Tests which measure interest areas, personality, intelligence, achievement, and aptitude are available. Individual tests will be administered upon request. Faculty members may request that these tests be administered whenever they feel that the results will be helpful in working with a student. Mr. Locklear, in Student Services, is in charge of testing.

Advisement

1. You will be assigned an advisor upon entering Robeson Tech.
2. Your advisor 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 advisor 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 advisor 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 ADVISOR.
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 advisor a chance to know you. He is interested in YOU at all times.

Veteran Services

The VA student should direct any problems or requests to the Veteran Service Officer in Student Services. The veteran student must maintain satisfactory academic progress, attendance, and conduct for continued eligibility payments.

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.

Financial Aid

The team in Student Services assists students who need financial aid. Information and applications are on file in the Student Services office. Students who run into financial problems during the year should see a counselor for assistance.

Student Services can help students in contacting Social Security, Vocational Rehabilitation, Department of Social Services and other agencies.

HELPFUL AIDS AVAILABLE TO STUDENTS

Records

Transcripts of students' courses and grades are maintained in the office of the Director of Admissions. Transcripts are sent to agencies or institutions upon written request of the student.

Health Service

Robeson Tech maintains no health facilities other than first aid equipment. Emergency facilities are available at Southeastern General Hospital, Lumberton, and a registered nurse is on the campus or on call during the day. In case of emergency, notify the instructor or Student Services immediately.

Student Lounge

A snack bar is located in the student lounge on the Robeson Tech campus. Vending machines are provided on both campuses.

In order for students to enjoy a clean place to spend leisure time, it is necessary that cups, wrappers, and other items of refuse be placed in trash receptacles.

Gambling is not permitted by State Law.

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.

A pay telephone is located on the Robeson Tech campus for the convenience of students in making local or long distance calls. Business telephones are not for student use in making out-going calls.

Lost and Found

Lost and found articles are handled in Student Services.

Alumni

Follow-up and communication with graduates will be done through the office of the Dean of Student Services.

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 fall quarter.

Bookstore

A bookstore next to the student commons on the Robeson Technical Institute campus is operated by the Business Office. It is maintained for the convenience of students in purchasing necessary textbooks and supplies at minimum cost.

LIBRARY

The Robeson Technical Institute Library is located near the student commons where it is convenient to all students. The Library has a growing collection of books and materials, most of which are related to the degree and diploma programs offered by the Institute. These are selected by a media specialist in consultation with faculty, students, and administrative personnel. In addition to the book collection, the Library subscribes to approximately 115 periodicals and 8 newspapers.

Audio-visual materials and equipment are housed in the Library. The Library is open to persons in business, industry, and the community for reference materials not found in other area libraries. All students and faculty members are encouraged to use the Library. The Library is open from 8:00 a.m. to 10:00 p.m., Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Friday.

LEARNING LABORATORY

The Learning Laboratory is an approach to education with the use of commercially and locally designed programmed instruction 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 and out of the public schools for at least six months can enroll in the Learning Lab for any of several purposes: (1) to prepare for the high school equivalence examinations (GED); (2) to pursue the Adult 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 approved by the Veterans Administration. Studies toward high school completion does not count against training eligibility beyond high school.

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.

Rings can be ordered through the Student Services office for those who complete the Adult High School Diploma program. These students participate in the high school graduation ceremonies held in August of each year.



STUDENT ACTIVITIES

Student Government Association

The Student Government Association is composed of all full-time students who are enrolled at Robeson Technical Institute and who pay the \$15 activity fee. All SGA members are encouraged to be active participants 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 1973-1974 school year has been recommended by the SGA:

Newspaper	\$ 600.00
Annual	1,000.00
Insurance	840.00
Dances, socials	1,060.00
School pictures, ID cards	700.00
	<hr/>
	\$4,200.00
Special projects (from pinball machines)	1,000.00
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TOTAL BUDGET FOR THE YEAR:	\$5,200.00

Faculty sponsors for the SGA are Mrs. Pauline McNair and Mr. Eugene Madison.

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. The students may elect to have another Field Day in the spring.

Annual

The Directions is published by a student staff and is available to all students. The cost is included in the activity fee budget. See Mrs. Britt or Mr. Gary Locklear, advisors, if you are interested in serving on the annual staff.

Newspaper

THE RTI Echo is published quarterly by a student staff. See Mr. Downs or Mrs. Revels, advisors, if you wish to join the staff. Cost of **THE Echo** is included in the activity fee budget.

Athletics

In the past R.T.I. 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. The R.T.I. campus has acquired room for expansion of sports. Facilities for additional activities may be added if sufficient interest is shown and if the budget and school policy permit.

Miss R.T.I. Pageant

The Miss R.T.I. Pageant is held each fall. The winner is the school representative at functions and parades during her reign. Contestants are judged on beauty, talent, and poise.

Special Events

The Student Government Association may sponsor other activities such as socials, films, speakers, and related activities that are of interest to students. When such occasions arise, students are notified in advance and are encouraged to participate.

Clubs

The Student Government sponsors formation of clubs according to student interest. Information may be secured from Student Services or from the President of SGA.

**STUDENT GOVERNMENT ASSOCIATION
CONSTITUTION**

**Article I
Name and Objectives of Organization**

Section A

The organization shall be known as the Student Government Association. There shall be a smaller body, consisting of student representatives and officers, which shall be known as the Student Council.

Section B

The purpose of the organization shall be to foster a spirit of cooperation among students and faculty; to coordinate and regulate student activities; to maintain a high standard for the school by upholding high standards of personal conduct; to promote and encourage activities for the best interest of the school; to develop good citizenship through experiences in government.

**Article II
Qualifications of Members**

Section A

The members of the Student Government Association shall consist of all students enrolled in curriculum credit courses who pay an activity fee.

Section B

The members of the Student Council shall consist of one representative from each curriculum and the five elected officers.

Section C

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

Section D

There shall be two faculty advisors selected by the administration of the school and approved by the Student Council.

**Article III
Officers, Their Election and Duties**

Section A

The officers of the Student Government Association shall be elected by Australian ballot during the month of October.

Section B

The representatives shall be elected by SGA members of their specific curriculums.

Section C

The duties of the President of the SGA shall be

- (1) to acquire a working knowledge of parliamentary law and procedure and a thorough understanding of the constitution, bylaws, and standing rules of the organization,
- (2) to serve as chief executive officer of the organization,
- (3) to preside over all the meetings of the Executive Committee and the SGA.
- (4) to appoint, with the consent of two-thirds of the Executive Committee, all persons to fill the unexpired terms of elected officers should vacancies occur,
- (5) to appoint, with the consent of the Executive Committee, the chairmen of all standing committees,
- (6) to serve as an ex-officio member of such committees if he so chooses,
- (7) to have knowledge of the records and monies of the organization,
- (8) to perform all other functions pertaining to the office,
- (9) to call periodic meetings of the Executive Committee and the Student Council at his discretion.

Section D

The duties of the Vice President of the SGA shall be:

- (1) to assume the duties of the President should the President, for any reason, be unable to meet his duties,
- (2) to fulfill any duties as delegated by the President,
- (3) to chair an important committee.

Section E

The duties of the Secretary of the SGA shall be:

- (1) to maintain the records of the SGA,
- (2) to serve as recorder for the Executive Committee,
- (3) to distribute a copy of the minutes of the Executive Committee and the SGA meetings to all members,
- (4) to assist in all other areas that the Executive Committee may deem desirable,
- (5) to inform all members of the time and place of scheduled meetings,
- (6) to file copies of records and minutes in the office of Student Services.

Section F

The duties of the Treasurer of the SGA shall be:

- (1) to receive monies from student-sponsored activities and to deliver these monies to the business office for deposit,
- (2) to keep a record of expenditures and receipts, and make a report of the finances at each meeting of the SGA.

Section G

The duties of the Parliamentarian of the SGA shall be:

- (1) to maintain parliamentary order at the meetings of the SGA,
- (2) to serve as an advisor for any procedural problems,
- (3) to assist in all other areas that the Executive Committee may deem desirable,
- (4) to maintain adherence to the rules contained in the **Robert's Rules of Order** in all cases to which these are applicable, and in which they are not inconsistent with the bylaws of the SGA.

Section H

The duties of the Representatives of the SGA shall be:

- (1) to attend all meetings and to report to the students of their respective curriculums the proceedings of the SGA meetings,
- (2) to report to the Student Council any suggestions made by the students of his or her curriculum.

Article IV

Meetings of the Organization

Section A

The Student Council shall meet whenever it is necessary in order to carry on the business of the SGA. The President of the SGA shall call the meetings and shall be responsible for giving proper notice to all members of the Student Council.

Article V

Amendments

Section A

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.

By-Laws

Article I

Qualifications and Election of Officers

Section A

The President of the SGA shall be any member of the Student Government Association.

Section B

The Vice-President of the SGA shall be any first-year student of a two-year curriculum. The Vice-President shall act as President pro tempore the following year until elections are held.

Section C

The Secretary of the SGA shall be any member of the Student Government Association.

Section D

The Treasurer of the SGA shall be any member of the Student Government Association.

Section E

The Parliamentarian of the SGA shall be any member of the Student Government Association.

Section F

The election of the officers of the SGA shall be held in October. The elections shall be decided by a majority of the votes cast.

Section G

To run for an office, a candidate must have signatures of at least 10% of the voting membership.

Section II

Installation of officers and representatives will take place at an assembly one week after their election to office.

Article II

The rules contained in **Robert's Rules of Order** shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

Article III

Amendments

These bylaws may be amended at any regular or special meeting by a vote of two-thirds of the members present and voting, provided previous notice has been given in calling the meeting.

Article IV

Committees and their Duties

Section A

There shall be an Executive Committee consisting of the five officers of the SGA. The duties of the Executive Committee shall be as follows,

- (1) to plan the agenda, time, and place of meetings,
- (2) to call special meetings upon petition of a majority of members,
- (3) to interpret the constitution,
- (4) to maintain close liaison with the school administration and with the Student Council Advisors.

Section B

There shall be a Constitution Committee, the duty of which shall be to review the constitution periodically and to propose any changes deemed necessary.

Section C

There shall be a Publicity Committee, the duty of which shall be to inform all students of Student Government activities.

Section D

There shall be an Activities Committee, the duty of which shall be to plan activities to help promote school spirit.

BITS AND PIECES . . .

Academic: records, regulations, credits, schedules,
transcripts, withdrawals
Admissions
Alumni: news and services
Athletics
Bills, late payment of
Books, supplies
Calendar, student activities
Change of address
Clubs, formation of
Counseling
Financial aid, scholarships, work-study, loan
First aid
Food service machine malfunctions
Insurance, students
Lost and found
Music, R.T.I. Chorus
Parking problems
Placement, student employment
Public relations
Publications: R.T.I. Echo

The Directions

Sales, solicitations on campus
School closing, extreme weather conditions
Social events
Student Government Association

Student Directory
Student mail, messages
Student news releases
Veterans' affairs
When all else fails

Director of Admissions
Student Services
Student Services
Student Services, SGA President
Business Office
Business Office
Student Services
Student Services
Student Services, SGA President
Student Services
Student Services
Student Services
Business Office
Business Office
Student Services
Student Services
Student Services
Student Services, Business Manager
Student Services
Miss Simkins
Mr. Downs
Mrs. Revels
Mrs. Britt
Mr. Gary Locklear
Business Manager
Local radio stations
Student Services, SGA President
SGA President
Mrs. Pauline McNair
Mr. Eugene Madison
Student Services
Student Services
Student Services
Veteran Service Officer, Student Services
President Craig Allen



SCHOOL CALENDAR

1973 - 1974

Fall Quarter

September 4 (9 a.m.)	Freshman Orientation
September 5 (9 a.m.-12 Noon)	Freshman Registration
(1 p.m.-3 p.m.)	Senior Registration
September 6	Classes Begin
October 4	Field Day
October 8-12	SGA Campaign Week
October 12	SGA Election
October 18	Installation SGA Officers
October 22	Veterans Day Memorial Service
October 25	Miss R.T.I. Finals
November 21	End of Fall Quarter
November 22 & 23	Thanksgiving Holidays

Winter Quarter

November 27	Registration
November 28	Classes Begin
December 15	Christmas Dance
December 20-January 1, 1974	Christmas Holidays
January 2	Classes Resume
February 9	Valentine Dance
February 14	Fashion Show
February 26	End of Winter Quarter

Spring Quarter

March 1	Registration
March 4	Classes Begin
March 19	Cap & Gown, Invitations, & Ring Order
April 12-15	Easter Holidays
April 16	Classes Resume
May 4	Spring Dance or Field Day
May 21	End of Spring Quarter

Summer Quarter

May 23	Registration
May 24	Classes Begin
May 27-29	Instructors' Workshop
July 4	Holiday
August 7	End of Summer Quarter
August 8	Commencement Rehearsal
August 9	Commencement Exercises
August 12-23	Instructors' Vacation