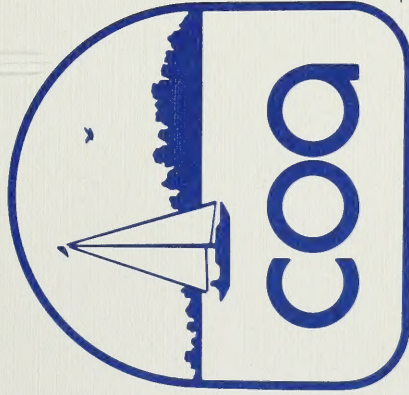


Student Handbook

1994-1995

An Open Door To A Better Future



TENTH ANNIVERSARY
1984-1994

WELCOME TO COA



Dear Student:

A hearty welcome to College of the Albemarle! The trustees, faculty, and staff of the College join me in warmly greeting you.

You will find that COA is an unusually friendly and helpful place which provides you educational opportunities at what ever level you may need. Everyone at the College is committed to helping you to meet your educational needs and thereby to make a better life for yourself. If you want to learn, we will help you to make it happen. At COA, our top priority is enabling you to succeed.

This Student Handbook is a great way for you to get answers to your questions about student life in and out of the classrooms, shops, and labs of COA. If you do not find what you need to know here or in our catalog, then I urge you to visit our Admissions Office or see a counselor in the Office of Student Development so that we can discuss your questions.

Every member of the COA family wants to be a part of your educational success. Come let us help you along your way to meeting your educational goals.

Sincerely,

Larry R. Donnthorne
President



Dear Students,

Thank you for choosing College of The Albemarle to pursue your educational and career goals. Students are the most important people at the college. The faculty and staff of the college are eager to help you succeed through the challenges ahead. We are committed to providing an environment of mutual respect in which each member of our college will realize his/her maximum potential.

I encourage you to begin your education at COA on a positive note by reading this handbook to learn your rights and responsibilities. This student handbook provides you with information which is critical to your success at COA.

Graduates of College of The Albemarle have performed well in rewarding careers. If you are interested in knowing the graduation rate of students in your program of study please see the registrar. Please seek assistance from staff and faculty as you need it. Have a wonderful school year!

Sincerely,

Ray Scaffa
Dean of Student Development

-INFORMATION DIRECTORY-

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Academic Calendar 1994-95

Fall Quarter 1994

- August 9-12
September 1
Tuesday-Friday. Registration.
Thursday. Freshman and transfer student orientation.
- September 7
September 13
September 20
October 11
Tuesday. First day of classes.
Tuesday. Last day to register or add classes.
Tuesday. End of refund period.
Tuesday. Last day to withdraw without penalty.
- November 8-11
November 15
November 16-22
November 22
Tuesday-Friday. Registration for winter quarter.
Tuesday. Last day of classes.
Wednesday-Tuesday. Exam week.
Tuesday. Fall quarter ends.

Winter Quarter 1994-95

- November 8-11
November 30
Tuesday-Friday. Registration.
Wednesday. Freshman and transfer student orientation.
- December 1
December 7
December 14
December 22
January 1
January 2
January 13
January 16
January 16
February 14-17
February 20
February 21-27
February 27
Thursday. First day of classes.
Wednesday. Last day to register or add classes.
Wednesday. End of refund period.
Christmas holidays. No classes.
Monday. Classes resume.
Friday. Last day to withdraw without penalty.
Monday. Holiday (Martin Luther King, Jr. Day)
Tuesday-Friday. Registration for spring quarter.
Monday. Last day of classes.
Tuesday-Monday. Exam week.
Monday. Winter quarter ends.

Spring Quarter 1995

- February 14-17
March 3
Tuesday-Friday. Registration.
Friday. Freshman and transfer student orientation.
- March 6
March 10
March 17
April 7
April 17-21
April 24
May 18-19
Monday. First day of classes.
Friday. Last day to register or add classes.
Friday. End of refund period.
Friday. Last day to withdraw without penalty.
Easter holidays. No classes.
Monday. Classes resume.
Thursday-Friday. Registration for all summer classes.
- May 19
May 22-26
May 26
May 31
Friday. Last day of classes.
Monday-Friday. Exam week.
Friday. Spring quarter ends.
Wednesday. Commencement.

Student's 1994-1995 Financial Aid Pay Schedule

Your award letter has pay periods 1 and 2 listed for each quarter. These show the amounts you are eligible to receive each pay period. Please refer to the Pay Schedule below for the correct pay dates.

PAY SCHEDULE			
1994-1995 QUARTERS	DATES TO REGISTER	PAY PERIOD	PAY DATES
FALL QUARTER 1994			
Registration	Aug. 9 through Aug. 12	1	Sept. 8
Late Registration	Aug. 16 through Sept. 13	2	Oct. 14
WINTER QUARTER 1994			
Registration	Nov. 8 through Nov. 11	1	Dec. 2
Late Registration	Nov. 14 through Dec. 7	2	Jan. 18
SPRING QUARTER 1995			
Registration	Feb. 14 through Feb. 17	1	Mar. 7
Late Registration	Feb. 20 through Mar. 10	2	April 12
SUMMER QUARTER 1995			
Registration	May 18 through May 19	1	June 6
Late Registration	May 22 through June 9	2	June 22

**IF YOU REGISTER AFTER THE PRE-REGISTRATION DATES,
YOU MUST PAY YOUR OWN TUITION AND FEES
(FOR EMERGENCY CASES, CONTACT THE SCHOLARSHIPS
AND STUDENT AID DIRECTOR)**

Purpose of the College

In accordance with a statement drafted by the Board of Trustees in November 1993, and officially adopted in January, 1994:

The purpose of College of The Albemarle is to provide accessible education and training for better jobs and better lives in North-eastern North Carolina.

Mission of the College

In keeping with the mission of the North Carolina Community College System, College of The Albemarle opens the door to opportunity to improve lives and well being by providing:

- education and training for the adult work force, including literacy education, occupational, and pre-baccalaureate programs;
- support for economic development through services to business and industry;
- services to communities and individuals which improve the quality of life; and
- an environment which promotes job satisfaction and career development for faculty and staff.

The College's Statement of Values

We respect the students, clients and fellow employees whom we serve.

We believe in the dignity and potential of every person. We appreciate others by the depth of their character, appreciating their cultural heritages and their diverse opinions.

We respect our relationships with one another.

We work with one another on the basis of trust, giving trust to others, and seeking to earn their trust by speaking and acting with integrity, dependability, and sincerity. We value independent teamwork which operates through the exercise of mutual respect and the sharing of ideas and decisions.

We respect the educational process which we provide.

We value excellence in instruction. Through the practice of our values and attitudes, we seek to foster the education of the whole person.

We respect the community which we serve.

We value participation in and service to community as one of the responsibilities of citizenship. We value the resources provided to us by our community and seek to employ them efficiently and effectively.

Educational Agenda

College of The Albemarle has identified the following goals on which to focus for the next biennium:

- to enhance the quality and accessibility of instruction;
- to emphasize job training and retraining;
- to incorporate new technology;
- to enhance literacy education;
- to augment instructional program offerings, particularly in allied health and paraprofessions;
- to enhance programs and services at Dare County Campus and Chowan County Center; and
- to strengthen cooperative relationships with schools, colleges, and businesses.

Foreword

This handbook has been prepared with YOU, the student, in mind. As you will see, a variety of information including many of the policies and regulations affecting students, has been included. As a student, it is important that you know the proper procedure to follow in registering for classes, and in officially withdrawing from school, if necessary. It is also important that you know your advisor, members of the Student Development staff and other officials who can either help you or refer you to the appropriate person, department or office of assistance with specific problems.

In order that you might achieve your educational goal within a reasonable period of time, it is our hope that you will avail yourself of each opportunity to broaden your views by taking full advantage of the facilities and training available to you. If you have not done so already, set a goal for yourself and then work toward it. Get to know the leaders of the Student Senate and the student clubs. Accept the challenges ahead of you with courage and determination. Become an integral part of each of your classes and COA by asking questions and by participating in extra-curricular activities.

Even though this HANDBOOK will answer most of your questions regarding class attendance, our grading system, student records, academic probation and suspension, financial aid, special services available to students, etc., you are still reminded and encouraged to stop by the Student Development offices whenever you have a question or a problem with which you need assistance. Please keep this book with you and use it often since **you are responsible for knowing and observing all regulations contained herein.**

Civil Rights/Nondiscrimination Policy

College of The Albemarle is committed to the principle of equal opportunity. It is the college's policy to comply with the provisions of the Civil Rights Act of 1964 and other acts banning discrimination because of race, national origin, color, religion, sex, disability, age, or political affiliation with regard to its students, employees, or applicants for admission or employment.

COA Sexual Harassment Policy and Procedure

It is the policy of College of The Albemarle to prohibit sexual harassment of staff, faculty, and students. All administrators, department heads, and supervisors are responsible for disseminating and enforcing this policy.

"Sexual harassment" is defined as unwelcome or offensive sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. It includes but is not limited to uninvited touching or physical contact, verbal or written comments of a sexual nature, display of obscene objects, pictures, posters, or other graphic materials of a sexually explicit or suggestive nature, and obscene gestures or sounds. Sexual harassment does not refer to occasional compliments of a socially acceptable nature or to acts which are usually found acceptable by all elements of society.

In addition to constituting a violation of the policy of College of The Albemarle, sexual harassment is unlawful and a violation of Title VII of the Civil Rights Act of 1964 where submission to such conduct is made (explicitly or implicitly) a condition of an individual's employment or education; or, submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individuals; or, such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or academic environment.

Any staff member, faculty member, or student, male or female, found to have engaged in sexual harassment, whether or not same rises to the level of a civil rights violation, will be subject to appropriate disciplinary measures commensurate with the offense, including but not limited to termination of employment or expulsion as a student. Any staff or faculty member who receives a complaint of sexual harassment from another staff or faculty member or student and fails to report the complaint to the proper office

as hereinafter stated shall be subject to appropriate disciplinary action, including but not limited to termination of employment.

Intent

The fact that someone did not intend to sexually harass an individual is generally not considered a defense to a complaint of sexual harassment. In most cases, it is the effect and characteristics of the behavior that determine if the behavior constitutes sexual harassment.

Retaliation

Retaliation in any form against any person who has made a complaint of sexual harassment in violation of the policy of College of The Albemarle is prohibited. Retaliation is defined as seeking to get back at or punish or cause harm or detriment to the employment or academic standing of a person who asserts a claim of sexual harassment. Regardless of the merits of the alleged sexual harassment, any staff member, faculty member, or student found to have retaliated, or threatened to retaliate, against any person pursuing his or her rights under College of The Albemarle's "Sexual Harassment Policy and Procedures" shall be subject to appropriate disciplinary measures, including but not limited to termination of employment or expulsion as a student.

For further information or a confidential contact, please see the Dean of Student Development (A120) or the Affirmative Action Officer (A107).

Consensual Relationships

The relationship between a College of The Albemarle faculty or staff member and a student is inherently one involving a difference in power, a difference which may be slight under most circumstances but which may be substantial when that student is under the direct tutelage or supervision of the faculty or staff member. Because of the power difference under such circumstances, it may be impossible for a balanced, truly consensual "romantic or sexual" relationship between such parties to exist. Rather, there is a potential for power to be used to prolong or shape the relationship in ways that could not occur in absence of the potentially-coercive power differential; thus, such relationships are not strictly prohibited, if they should develop and then lead to violations of other college policies, then a college member's failure in the beginning to avoid the consensual relationship will be viewed as aggravating the severity of any violation and its consequences for the college member.

Academic Information and Regulations

Honor Policy

Each student of College of The Albemarle is on his own honor during his relationship with the College. He is expected to abide by the standards and moral code which the College represents.

Academic Advising

Educational, vocational, career, and personal guidance are available to all students from the following two sources: The student development counselors and academic advisors.

The student development counselors provide admissions information designed to assist students to identify programs of study and to select courses for which they are best suited and which lead toward the attainment of their educational objectives. Academic Advisors continue to work with students after they are enrolled to insure that their educational program is implemented and that they are making satisfactory progress toward the accomplishment of their educational goal. Counselors are available also for personal and social counseling if students desire to take advantage of this resource.

Since the college offers college transfer education, many students frequent their advisors office to discuss transfer admission requirements at senior institutions. **Although academic advisor assumes the responsibility to be cognizant of transfer admission requirements, final analysis responsibility lies with each student to contact the senior college or university to determine requirements for transfer, thus verifying the information obtained from their advisor.**

Faculty members post regular office hours indicating when students and prospective students may seek advisement and consultation.

Within the first few weeks of each quarter, Student Development personnel assign all day students enrolled in six credit hours or more in a curriculum program to an advisor who is either a full-time faculty member or a Student Development counselor. The academic advisor's role is to assist students in the decision-making process of selecting courses to take each quarter which are consistent with the student's educational objective.

Students are responsible for contacting their advisor upon receiving their advisor assignment. Students assume responsibility for insuring that they know the requirements for the degree for program they are pursuing at College of The Albemarle. Students should seek assistance from their advisor regularly. **This is es-**

pecially important one to two weeks before each registration period in order for their advisor to complete a course registration form with each student.

It is recommended that each student learn their advisor's name, phone number, office number and office hours, and to set up appointments with their advisor throughout the student's enrollment at the college.

Testing

Incoming students will be given a series of placement tests for course placement and admission to specific programs. The counseling staff can also provide and administer a career interest assessment inventory when deemed necessary, or upon request by the student.

Class Attendance

COA regards regular class attendance to be an essential feature of the educational program. Class lectures, demonstrations, discussions, and other experiences are vital ingredients of the educational process which can not be easily compensated through out-of-class make-up work. **Students who miss more than 10 percent of the classes in a course may be disenrolled from that course** if such absences are unexcused. Excused absences include school-related activities which have been approved by the instructor, military training, illness on the part of the student, or serious family problems requiring the student's attention. To qualify for excused status, however, verification such as a physician's statement may be required. Students who become ill, or are otherwise prevented from attending classes, should inform their instructors at the earliest opportunity. Failure to do so may result in disenrollment from the course.

Some programs follow more rigid attendance policies due to requirement set by state licensing agencies.



ADVISOR _____ OFFICE HOURS _____ OFFICE NO. _____

(If you do not know who your assigned advisor is, please contact Judy Nero in Student Development.)

SCHEDULE OF CLASSES
FALL QUARTER '94

COURSE NO.	SEC.	COURSE TITLE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	QTR. HRS.	CONT. HRS.

* You must see your assigned Academic Advisor to register for classes, to drop/add, or withdraw from school.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7 FIRST DAY OF CLASSES	8 FINANCIAL AID PAYDAY	9	10
11	12	13 LAST DAY TO REGISTER OR ADD CLASSES	14	15	16	17
18	19	20 END OF REFUND PERIOD	21	22	23	24
25	26	27	28	29	30	

System of Grading

At the end of each quarter, students will receive Grade Reports for each course taken (Grade Reports for the summer mini quarters are mailed at the end of the summer quarter.) The system of grading is as follows.

GRADE	INTERPRETATION	QUALITY POINTS PER QUARTER HOUR
A	Superior	4
B	Good	3
C	Average	2
D	Poor, but passing	1
F	Failure	0

I INCOMPLETE - a deficiency in the quality of work accomplished. Given only when circumstances do not justify giving a specific grade. Must be removed by the end of the quarter following the one in which the incomplete (I) was received, regardless of whether or not the student is officially enrolled (includes Summer Quarter).

W VOLUNTARY WITHDRAWAL by the student for unavoidable reasons as determined by the Office of Student Development or administrative disenrollment by the instructor. Student Development Counselors may assign grades of "W" until the end of the fifth week following the first day of classes for any quarter. Thereafter, instructors assign **all grades**.

AUDIT Will be interpreted as a statement of intent to officially audit the course at the time of registration.

A few courses offered by the College are graded on a pass (P), repeat (R) basis. These courses are so indicated in their course description.

Auditing Courses

Students who wish to audit courses must indicate so at the time of registration. Students auditing courses receive no credit but are expected to **attend classes** regularly and participate in class discussions. They are encouraged to do all work expected or regularly enrolled students. Auditors will be charged the same tuition as students taking courses for credit and are responsible for observing the same regulations concerning attendance and behavior as student registered for credit.

Grade Point Average (G.P.A.) Computation

John Doe attended COA last Fall Quarter. He enrolled in five classes, and his final grades were as follows: English 101, "C"; Biology 101, "C"; Math 121, "F"; History 101, "D"; Physical Education 106, "A". As explained in the Academic Regulations, Grading System section of the current **Catalog**, an A = 4 quality points, B = 3, C = 2, D = 1, F = 0. John's grade point average (G.P.A.) is computed in the following manner:

COURSE	GRADE	QUARTER HOURS	QUALITY POINTS	TOTALS
ENG 101	C	3	x	= 6
BIO 101	C	4	x	= 8
MAT 121	F	3	x	= 0
HIS 101	D	3	x	= 3
PED 106	A	1	x	= 4
		14		21

$$\text{Divide: } 14 \overline{) 21.00} = \text{Grade Point Average (GPA)}$$

The 1.5 G.P.A. is equivalent to a "D" average at College of The Albemarle. However, one should note that a 2.0 or "C" is **required** (1) to graduate from COA, and (2) to transfer to a senior institution. In addition, it must be understood that earning final grades of "D" and "F" on courses with other grades of "C" will eventually result in a student being placed on Academic Alert, Conditional Status, and/or suspended. See "Policy for Encouraging Academic Progress" for further explanation.

Academic Honors

DEAN'S LIST

To qualify for the Dean's List, a student must pass a minimum of 12 quarter hours of course work and attain at least at 3.50 grade point average, with no grade being below a 2.00 (C).

COMMENCEMENT MARSHALS

Rising sophomores, who are first-time freshmen and who have maintained the highest grade point average during their freshman year are honored by being named Commencement Marshals. The marshal who has the best academic record is designated Chief Marshal.

HONOR SEALS

The college, in an effort to recognize those candidates for graduation who have excelled academically, awards Honor Seals on degrees or diplomas in accordance with the cumulative grade

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11 LAST DAY TO WITHDRAW WITHOUT PENALTY	12	13	14 FINANCIAL AID PAYDAY FOR LATE REGISTRANTS	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31 HALLOWEEN					

point averages noted below. The appropriate citation is also read when awarding the degree or diploma at the graduation exercises.

Honor Seal

	GPA
<i>summa cum laude</i> (with highest honors)	3.85-4.00
<i>magna cum laude</i> (with high honors)	3.70-3.84
<i>cum laude</i> (with honors)	3.55-3.69

Schedule Changes

(DROPPING & ADDING COURSES)

At the beginning of each quarter there is a scheduled period in which students may drop and add courses. The time limit for these changes is published in the academic calendar which appears in the front of the college catalog. Those students wishing to change their schedule should consult with their advisor or counselor. However, it should be noted that **students are advised to exercise good judgment and concern when registering with their counselor in order that a class schedule can be devised in which no changes will be needed for the duration of the entire quarter.**

During the first week of classes and if the advisor/counselor agrees that a change is in order, the drop/add form, called a Registration Change Notice, is completed and signed by the advisor/counselor and the student. In addition, all financial aid students must have Registration Change Notices approved by the Director of Scholarships and Student Aid. Finally, all such changes must be approved by the Registrar, validated by the Cashier, and signed by the Director of Accounting.

From the second week of class through the fifth week of classes, should students need to drop courses, they must see their respective instructors. The instructor will then complete a Schedule Change form for each class the student is dropping and the student must take the form to the Student Development Office.

Withdrawal From College

Students who withdraw from the college must confer with their counselor and complete the appropriate withdrawal form. If the students are financial aid recipients, they must also confer with the Director of Scholarships and Student Aid. In order to ensure that all obligations to and withdrawals from the library are accounted for, the Librarian must also sign the form. The Cashier must validate the withdrawal form.

If the student is unable to confer with their counselor, the student should promptly advise the Dean of Student Development

in writing of their decision to withdraw and state the reasons for discontinuing attendance.

Policy for Encouraging Academic Progress

This policy for encouraging academic progress has three goals: (1) prevention of failure, (2) remediation, and (3) as a last resort, exclusion from a program or the college. It applies to all full-time and part-time curriculum students.

To impress students with the necessity of maintaining a good academic record, the college defines three categories of students.

(1) ACADEMIC ALERT

This is a non-punitive category with the purpose of alerting students, counselors, and instructors to potential academic problems. Academic Alert means that students will be notified of their status and will be required to report to their counselor or advisor who will attempt to identify the causes of poor academic performance, suggest ways to improve, and may suggest alternative programs for which the student is better qualified. See Notice #4. Students will be placed on Academic Alert if they have less than an overall 2.00 G.P.A. for any one quarter.

(2) CONDITIONAL STATUS

Students will be placed on Conditional Status if they fail to meet the requirements of the following Academic Progress Scale:

CREDIT HOURS ATTEMPTED	MINIMUM G.P.A.
0-16	1.00
17-32	1.25
33-46	1.50
47-60	1.75
61-80	1.90
81 and above	2.00

This scale does not apply to summer school. Summer school performance will be computed and counted in the cumulative GPA in the succeeding quarter. **Exception: It does not apply every quarter for students receiving Veterans educational benefits.**

NOTICE #1:

Students on Conditional Status may enroll for a maximum of 12 credit hours.

NOTICE #2:

The status of students transferring to COA will be determined by computing the GPA on all hours attempted at other colleges. Following the first quarter at COA, the status will be determined by considering only hours attempted at COA.

NOTICE #3:

Students transferring from COA should be aware that the receiving institution may include all college work ever attempted in computing GPA.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

← SEE YOUR ADVISOR TO REGISTER FOR WINTER QUARTER →

← REGISTRATION FOR WINTER QUARTER →

← EXAMS →

LAST DAY OF CLASSES

FALL QUARTER ENDS
← EXAMS →

THANKSGIVING DAY

ADVISOR _____ OFFICE HOURS _____ OFFICE NO. _____

(If you do not know who your assigned advisor is, please contact Judy Nero in Student Development.)

**SCHEDULE OF CLASSES
WINTER QUARTER '94-'95**

COURSE NO.	SEC.	COURSE TITLE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	QTR. HRS.	CONT. HRS.

* You must see your assigned Academic Advisor to register for classes, to drop/add, or withdraw from school.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 FIRST DAY OF CLASS	2 FINANCIAL AID PAYDAY	3
4	5	6	7 LAST DAY TO REGISTER OR ADD CLASSES	8	9	10
11	12	13	14	15	16	17
18	19	20	21 END OF REFUND PERIOD	22	23	24
25	26	27	28	29	30	31
CHRISTMAS DAY						

NOTICE #4:

Students enrolled in developmental courses who are on Academic Alert or Conditional Status must meet with the Director of Student Support Services at the beginning of the quarter and more often if necessary.

(3) ACADEMIC SUSPENSION

Students who are unable to meet the requirement of the Academic Progress Scale after two consecutive quarters of Conditional Status will be academically suspended (or directed to a more appropriate program offered by the college). Any student who fails to fulfill the conditions set forth under Conditional Status will be immediately suspended. Vocational students who do not pass at least one-third of their work on an hourly basis may be excluded from registering for the next quarter or placed on probation.

Conditional Status II students who earn a 2.5 GPA at the conclusion of any quarter may be continued by the Dean of Student Development as a Conditional Status II student for the next quarter without being suspended or having to appeal their suspension to the Academic Appeals Committee. Unless they bring their average up to the minimum GPA on the Academic Progress Scale, students who fail to earn a 2.5 GPA in any quarter thereafter will be suspended but still maintain the right to appeal.

Suspended students who enroll in summer school and pull their overall GPA up to the minimum standards will not have to appeal their suspension to the Academic Appeals Committee.

Appeal of Suspension

The Academic Appeals Committee is composed of the Instructional Council Executive Committee, the Dean of Instruction, and the Dean of Student Development—all being voting members. In addition, faculty members who serve as advisors to students making appeals are consulting members of the committee. It considers letters of appeal from students who have been suspended because of unsatisfactory academic progress. All letters from suspended students must be received by the Dean of Student Development no later than noon of the second day of classes of the quarter following suspension. The committee meets at 10:00 a.m. on the third or fourth class day of the quarter, whichever falls on a Monday, Wednesday, or Friday. A quorum of three committee members is necessary for it to consider appeals. It is chaired by the Chairperson of the Instructional Council Executive Committee.

The Dean of Student Development is responsible for distributing letters of appeal and students' transcripts to members of the Academic Appeals Committee prior to an

assigned meeting. Students wishing to appeal their suspension must submit a written appeal, including their home address and telephone number, to the Dean of Student Development. The dean will notify appellants of the date, place, and time the committee will discuss their appeal. Students may appear before the committee and speak in their own behalf.

Student Records:

Please see the school catalog for complete information regarding student records.

Upon a student's written request, the registrar will mail an official COA transcript to wherever it is needed. There is no charge for this procedure but a written request is required; no telephone requests can be honored. For further information, please contact the Student Development office.

Financial Information, Obligations, Procedures, and Assistance

Financial Obligations

Students are responsible for payment of all obligations to the Business Office or Library. Anyone with unpaid tuition and fees or unpaid Library fines may be excluded from registering and attending classes until such obligations are cleared with the appropriate office. No transcript request will be honored for any student with an unpaid Business Office or Library account.

Student Financial Assistance

Financial assistance is available to the students attending College of The Albemarle who demonstrate need and who meet satisfactory academic and measurable time progress requirements. The financial assistance, granted on the basis of individual need, is administered by the financial aid office staff. This office also assists other agents in the administration of financial aid.

Financial assistance may be awarded in the form of a scholarship, grant, loan, part-time employment, or any combination of these. Scholarships and grants are awarded outright and do not have to be repaid. A student loan consists of a sum of money awarded to a student on a temporary basis to be used to help meet the student's educational expenses and must be repaid after the student leaves the college.

In addition to the college scholarships, which are awarded to eligible financial aid applicants, the college participates in the following federally sponsored programs:

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 NEW YEAR'S DAY	2 CLASSES RESUME	3	4	5	6	7
8	9	10	11	12	13 LAST DAY TO WITHDRAW WITHOUT PENALTY	14
15	16	17	18 FINANCIAL AID PAYDAY FOR LATE REGISTRANTS	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEDERAL PELL GRANT
 NC STUDENT INCENTIVE GRANT (NCSIG)
 FEDERAL WORK STUDY (FWS)
 FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY
 GRANT (FSEOG)
 FEDERAL STAFFORD LOANS (formerly Guaranteed Student
 Loans)

Application Procedure

For a student to be considered for all assistance offered by COA, he/she must request the following forms from the financial aid office, complete them, and have the FAFSA reviewed by the staff before mailing (optional):

1. Free Application for Federal Student Aid
 2. Private Scholarship Application (optional)
- The following forms are required for financial assistance from federal sources:
1. Student Aid Report (SAR)
 2. Other forms which may be requested if the student is selected for verification, such as the student's and/or parent's tax forms
 3. Financial Aid Transcript from all former colleges attended.

Students whose folders are complete by June 1 should receive their Award Letters no later than August 1. Others will be notified by an Award Letter when their application for financial aid is complete. If notification has not been received within a reasonable time after the student believes all forms should have been received, it is recommended that he/she contact the financial aid office concerning the application.

Scholarships

COA offers more than one hundred scholarships to certain eligible students. Please inquire at the financial aid office for applications for these scholarships which range from \$50 to \$1500 a year. Most scholarships require that the student attend full time (12 or more hours), maintain a 2.5 or better grade point average, and complete forms showing financial need and scholastic aptitude.

Deadline Dates

Deadlines are necessary for certain awards. The following completed forms must be at their destination by the dates given below:

North Carolina Student Incentive Grant March 15
 Most COA Scholarships April 1

Academic Requirements

Students who drop below the GPA satisfactory academic requirements or the measurable time progress requirements will be removed from financial assistance the following quarter and will not be eligible for further financial aid until a 2.5 GPA (with a minimum of six credit hours) has been maintained for each quarter thereafter or until their overall GPA is within the satisfactory academic requirements scale and the measurable time progress requirements scale. Financial assistance may be reinstated the quarter following demonstration of satisfactory progress in academics and time progress.

Support Services

All students who are receiving financial aid whose grade point average falls below 2.0 are requested to apply for academic tutoring through the Student Support Services Program.

Repeating Courses

Students cannot be paid twice for the same course. If students are paid for taking a certain course and withdraw from that course, they cannot be paid if they repeat the same course.

Award Letter

When eligible students receive an Award Letter, they should answer the appropriate questions, sign and return it within 20 days, signifying acceptance of the award. If the aid is not suitable for the student's needs, he/she should make an appointment with the Director of Scholarships & Student Aid for consultation.

Personal Interview

The Director of Scholarships & Student Aid and staff will be happy to have a student and his/her parents visit the campus and discuss financial matters personally. Although an appointment is not necessary, it is suggested that visitors advise the financial aid office of the proposed visit. Office hours are from 8 a.m. to 4:30 p.m. weekdays. The offices are located in Building A, Rooms 122 and 123.

In Summary

The financial aid office staff is here to help you in any way we can with your financial needs while you are attending COA. To assure a continued flow of your financial aid, you should:

1. Register during the early registration period.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
LINCOLN'S BIRTHDAY		VALENTINE'S DAY				
19	20	21	22	23	24	25
	LAST DAY OF CLASSES	PRESIDENT'S DAY	WASHINGTON'S BIRTHDAY			
26	27	28				
	EXAMS WINTER QUARTER ENDS					

← SEE YOUR ADVISOR TO REGISTER FOR SPRING QUARTER →

← REGISTRATION →

← EXAMS →

ADVISOR _____ OFFICE HOURS _____ OFFICE NO. _____
 (If you do not know who your assigned advisor is, please contact Judy Nero in Student Development.)

SCHEDULE OF CLASSES
SPRING QUARTER '95

COURSE NO.	SEC.	COURSE TITLE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	QTR. HRS.	CONT. HRS.

* You must see your assigned Academic Advisor to register for classes, to drop/add, or withdraw from school.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6 FIRST DAY OF CLASS	7 FINANCIAL AID PAYDAY	8	9	10 LAST DAY TO REGISTER OR ADD CLASSES	11
12	13	14	15	16	17	18
19	20	21	22	23	24 END OF REFUND PERIOD ST. PATRICK'S DAY	25
26	27	28	29	30	31	

2. Keep your grade point average above 2.0.

And you must:

1. Pay for courses you repeat if you withdraw from them.
2. Take and pass sufficient credit hours to show that you are progressing normally toward your degree/certificate program.
3. Apply yearly for financial aid.

Refunds and Tuition Credits

Tuition refunds shall not be made unless the student is, in the judgment of the institution, compelled to withdraw from the college for unavoidable reasons. In such cases, a 100% refund may be awarded if a student withdraws properly before the first day of the quarter. 75% of the student's tuition may be refunded if the student withdraws within the 20% point of the quarter after the first day of classes. Tuition refunds will not be considered after that time. Tuition records will not be considered for tuition of \$5.00 or less, unless a course or curriculum is not offered, in which case all tuition shall be refunded. All refunds are forfeited for failure to adhere to proper withdrawal procedures.

All fees, including student activity fees, are non-refundable unless the student withdraws before the first day of class.

Petitions for refunds and credits must be made in writing to the Dean of Student Development within ten (10) calendar days of the official date of withdrawal. Forms for this purpose are available in the Student Development Office. Reasons for withdrawal will be considered unavoidable when circumstances beyond the control of the student affect the life and livelihood to such an extent as to make continued enrollment impossible. Matters of personal convenience or preference are not considered unavoidable reasons.

Refunds are not given for reducing hours on or after the first day of the quarter, but only for withdrawing from all classes whenever there are unavoidable circumstances and if withdrawal occurs before the "end of refund period" as identified in the academic calendar section of the catalog.

General College Regulations and Student Responsibilities, Regulations and Conduct

1. Admittance to all social events will be by student identification cards.

2. No outside guests, other than a student's date, are allowed.
3. Dress of students (or their guests) should be appropriate for the occasion according to the school function involved.
4. College students are considered to be mature individuals. Their conduct, both in and out of school, is expected to be that of responsible adults in public places. Any and all actions or materials prohibited by federal, state, and city-county law also are prohibited on the COA campus. Common courtesy and cooperation are the basic rules for conduct.
5. The playing of portable radios, tape recorders, and other similar equipment by students in halls, classrooms, labs, student center, and other common areas is prohibited. However, with the approval of an instructor, students may use tape recorders to record lectures and class discussions.
6. The use of skateboards on campus is prohibited.
7. General misconduct by students (or their guests) at school functions will subject them to disciplinary action by the Disciplinary Committee.
8. Each student is held responsible for information published in the College Catalog and Student Handbook and announcements placed on the student bulletin boards.
9. Students who negligently lose, damage, destroy, sell, or otherwise dispose of College property placed in their possession or entrusted to them will be charged for the full extent of the damage or loss and are subject to disciplinary action.
10. Under no condition will intoxicating liquor (any beverage containing as much as one half of one percent alcohol), narcotics, illicit drugs, hallucinogens, barbiturates, or amphetamines be permitted in or on College property. Anyone known to be under the influence of same is prohibited from College property. Additionally, the introduction, possession, sale, exchange, and/or use thereof is considered grounds for dismissal and possible legal action. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.
11. Students who engage in such acts as stealing, cheating, gambling, use of profane language, personal combat and possession of firearms or dangerous weapons on College property are liable to disciplinary action.
12. Cheating and plagiarism are those processes of utilizing as one's own, another's work, words, or ideas. Those processes are not the mark of the competent college student; and students who use them are subject to disciplinary action by the College.
13. Personal cleanliness and property cleanliness are important

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7 LAST DAY TO WITHDRAW WITHOUT PENALTY	8
9	10	11	12 FINANCIAL AID PAYDAY FOR LATE REGISTRANTS	13	14	15
16	17	18	19	20	21	22
EASTER SUNDAY						
23	24	25	26	27	28	29
30	CLASSES RESUME					

←----- EASTER HOLIDAY — NO CLASSES ----->

APRIL 1995

phases of training. Students will be expected to make use of the disposal containers in the halls and in areas of shops and classrooms.

14. No students shall possess or carry, whether openly or concealed, any gun, rifle, pistol, dynamite cartridge, bomb, grenade, mine, powerful explosive as defined in G.S. 14-284. 1, bowie knife, dirk, dagger, slingshot, leaded cane, switch-blade knife, blackjack, metallic knuckles, or any other weapon of like kind, not used solely for instructional or school sanctioned ceremonial purposes, in any College building or vehicle, or other property owned, used, or operated by the College.

15. College of The Albemarle honors the right of free discussion and expression. That these rights are a part of the fabric of this institution is not questioned. It is equally clear, however, that in a community of learning, willful disruption of the education process, destruction of property and interference with the rights of others cannot be tolerated. Accordingly, it shall be the policy of the College to deal with such disruption, destruction, or interference promptly and effectively, but also fairly and impartially without regard to race, religion, sex or political beliefs.

16. Any student, who with the intent to obstruct or disrupt any normal operation or function of the College, or any of its components, engages, or invites others to engage, in individual or collective conduct which destroys or significantly damages any College property, or which impairs or threatens impairment of the physical well-being of any member of the College community or which because of its violent, forceful, threatening or intimidating nature, or because it restrains freedom of lawful movement, or otherwise prevents any member of the College community from conducting his normal activities within the College, shall be subject to prompt and appropriate disciplinary action, which may include suspension, expulsion, or dismissal from the College.

The following, while not intended to be exclusive, illustrate the offenses encompassed herein, when done for the purpose of obstructing or disrupting any normal operation or function of the College or any of its components: (1) occupation of any College building or part thereof with intent to deprive others of its normal use; (2) blocking the entrance or exit of any College Building or room therein with intent to deprive others of lawful access to or from, or use of, said building or corridor or room; (3) setting fire to or by any other means destroying or substantially damaging premises; (4) any possession on or display of, or attempt or threat to use, for any unlawful purpose, any weapon, dangerous

instrument, explosive or inflammable material in any College building or on any College campus; (5) prevention of, or attempt to prevent by physical act, the attending, convening, continuation, or orderly conduct of any College class or activity or of any lawful meeting or assembly in any College building; (6) blocking normal pedestrian or vehicular traffic on or into any College campus.

Student Grievance Procedure

I. Grievance Procedures on the Informal Level

A. A student who thinks he or she has received unfair or improper treatment should address the problem informally through discussion with the faculty member, staff member, or administrator involved. In certain situations, however, the student may feel more comfortable in first discussing the problem with one of the student development counselors. This discussion should be to determine the necessary procedures to solve the problem at the lowest level.

B. If this discussion does not resolve the situation the student should request input from the immediate supervisor of the person involved. If the grievance involves a faculty member, the student should discuss the problem with the departmental chairperson; if the grievance involves a staff member or administrator, the student should discuss the problem with the appropriate dean; if the grievance involves a dean, the student should discuss the problem with the College President.

II. Grievance Procedures on the Formal Level

A. A student who is not satisfied with the resolution reached at the informal level may submit a formal grievance in writing to the appropriate dean. The grievance must be dated and signed by the student and must:

1. describe in detail the grievance and the facts related to the grievance;
2. identify the person, policy, or procedure against whom or what the grievance is filed;
3. explain the steps taken in an effort to resolve the grievance at the informal level;
4. describe the student's idea of a satisfactory resolution. This document must be submitted within twenty (20) days after the end of the quarter in which the alleged grievance occurred.

B. The dean will review the grievance, make such inquiries as he or she deems appropriate, and provide the student with a written response within fifteen (15) working days, including in the decision:

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
MOTHER'S DAY						
21	22	23	24	25	26	27
28	29	30	31			

SEE YOUR ADVISOR TO REGISTER FOR SUMMER SCHOOL

← REGISTRATION →
LAST DAY OF CLASSES

EXAM WEEK



COMMENCEMENT

1. disposition of the grievances and discussion of the steps taken in the inquiry;
2. subsequent appeals steps possible for the student, such as pursuit of the grievance through discussion with the college president and/or appropriate college committees.

III. Appropriate Channels for Appealing Grievances at the Formal Level

- A. A student who has an unresolved complaint concerning a faculty member or a problem involving an academic matter should submit a grievance to the Dean of Instruction.
- B. A student who has a problem involving a non-academic matter or a problem dealing with federal regulations concerning the handicapped (Section 504 of the Rehabilitation Act of 1973) should submit a grievance to the Dean of Student Development.
- C. A student who has a problem involving sexual harassment or discrimination (Title IX of the Education Amendments of 1972) or affirmative action should contact the Director of Development and Planning.

College Disciplinary Committee

The purpose of this committee is to hear charges against students accused by any member of the college community of infractions of rules or regulations applying to student behavior; to judge the guilt or innocence of students so charged; and to decide upon action to be taken against student judged to be guilty of such infractions.

The College Disciplinary Committee shall be composed of all current members of the Faculty Executive Committee, a student representative appointed by the current President of the Student Senate, the Dean of Student Development, and the Dean of Instruction. The Dean of Instruction serves as the chairman and votes only in the event of a tie. The Dean of Student Development, as a representative of the student's interests, will be a non-voting member.

Disciplinary Procedures

1. Any student, faculty member, or administrator may:
 1. File a written complaint against the student with the Dean of Instruction and request that the College Disciplinary Committee be convened to consider the complaint. The written

charges of the alleged violations shall include the rule(s) or regulation(s) allegedly violated.

2. The Dean of Instruction shall distribute copies of the complaint to the committee members and to the student against whom the complaint is lodged and set the time for the committee's meeting. The student's copy of the charges and alleged violations shall be handed to the student by the Dean of Instruction or his designee or the copy may be mailed to the student's residence or last known residence.
3. The committee shall be the judge of whether sufficient time has elapsed for the accused to prepare his defense.
4. If the student fails to appear at a scheduled hearing and offers no reasonable excuse, the student will be suspended from the college for one quarter. If the student is unable to appear at a scheduled hearing for a logical reason, another hearing date will be set. The student will direct the excuse to the Dean of Instruction.
5. No member of the Disciplinary Committee who has an interest in the case shall sit in judgment. A temporary replacement shall be appointed by the Dean of Instruction except in the event or replacement of the Student Senate representative, whose replacement shall be appointed by the President of the Student Senate.
6. At the hearing, the Dean of Instruction shall preside. The Dean of Student Development shall present any information relative to the situation.
7. Both the accused and the accuser shall have the right to make statements in extenuation or rebuttal and to call witnesses on their behalf. Both shall also have the right to question witnesses.
8. Members of the committee shall have the right to call other persons to appear, and to question witnesses and the accused.
9. Any member of the college faculty or staff, or any student or group of students, may appear only with prior permission of the committee.
10. The Dean of Student Development may make a recommendation to the committee.
11. The Dean of Instruction shall be responsible for keeping a verbatim record of the hearing (e.g., a recording). In addition, he/she shall prepare three case summaries of the proceedings. One copy of the case summary shall be kept permanently in the office of the Dean of Instruction, another kept in the office of the Dean of Student Development (to be retained in files separate from student's permanent academic files) and the

third shall be for the student. The recording shall be retained by the Dean of Instruction. The Secretary to the Dean of Instruction is authorized to be present at the proceedings for operation of the recorder and to take written minutes for the case summaries.

12. An appeal of a decision by the college disciplinary committee may be made to the President.

Student Identification Cards

Each student receives a student identification card upon paying his student activity fee. The ID Card will admit full-time students to school functions without admission charge unless otherwise specified. Each student should carry his ID Card with him at all times as he will need it to check out library books. The ID Card may also be used by a student when needed to establish his identity as a COA student off campus.

Visitors

Visitors are welcome at the college. Persons who do not have legitimate reasons for being on the campus are not allowed to use the campus facilities. Children of enrolled students and college employees may not attend classes/labs, nor should they be left to play in hallways, the Student Center, and other similar areas. Loitering is strictly prohibited.

Care Of The Campus

Property cleanliness is vital to the care of the college campus. Students will be expected to make use of the disposal containers in the halls, outside and in all areas of shops and classrooms.

Bulletin Boards

Following are regulations governing the use of all College bulletin boards:

1. All notices, posters, etc., to be posted must bear the initials of the appointed designee in one of the following areas: A-118, Judy Nero; A-119, Lynn Hurdle-Winslow; A-238, Glenda Crane; C-102, Nancy Farmer; or C-203, Martha Swain. The "date posted" and "date to be removed" should be included on each notice.
2. Notices, posters, etc., not in compliance with the above guidelines will be removed.
3. It is the student's responsibility to remove notices, posters, etc., on the "date to be removed."

4. All "For Sale"/"For Rent"/"Service Rendered" type of announcements must be written or typed on 3 x 5 post cards.

Utilization of College of The Albemarle Bulletin Boards by Off-Campus Non-Profit and For-Profit Organizations

Information from Non-Profit and For-Profit Organizations may be posted on campus bulletin boards for a maximum of thirty days. The date posted and date to be removed should be included on each notice. Interested parties are required to contact the Associate Dean, Dare County Campus; Associate Dean, Chowan Center; or the Student Development Secretary, Elizabeth City Campus before posting items. Due to limited space, the college will not post information requiring more than 11" x 14" of space. The college reserves the right to decline requests.

Requests for Lists of Students

College of The Albemarle does not publish lists of applicants, currently enrolled students, or graduates for use by non-profit or for-profit off campus organizations.

Smoking

Smoking tobacco products or related products is prohibited inside all buildings on the Elizabeth City campus, including the Extension Center on Riverside Avenue. Smoking is also prohibited inside buildings on the Dare County Campus, the Edenton-Chowan Adult Education Center, the ABLE Center in Elizabeth City, and the instructional areas in buildings used by the college throughout the service area.

Smoking areas will be designated outside the buildings, with receptacles being provided for the disposal of cigarette butts and other tobacco products.

Smoking is also prohibited inside all college vehicles.

Traffic and Parking Regulations

General Statutes 15D-21 makes all the provisions of Chapter 20 of the General Statutes relating to the use of highways of the State of North Carolina and the operation of motor vehicles thereon applicable to the streets, roads, alleys, and driveways on the campus of College of The Albemarle. It also empowers the trustees to make local rules and regulations not in conflict with state law.

A. Purpose: To provide for orderly and safe traffic and parking for all who study, work and visit on the campus of College of The Albemarle.

- B. **Personal Responsibility:** It is the responsibility of all who enter upon the campus to observe the traffic and parking regulations.
- C. **Speed Limits:** The speed limit on all roadways is 20 mph, except the speed limit on roadways within parking lots is 10 mph.
- D. **Parking:** Parking is permitted only in college parking lots within marked spaces and in other areas which may be designated on a temporary basis by the President as space requirements may dictate. Faculty and staff may not park in spaces designated for students and visitors. Students and visitors may not park in spaces designated for faculty and staff. Only handicapped persons may park in spaces designated for the handicapped. Special reserve parking spaces may be designated by the President for special events. No one other than authorized persons may park in spaces designated "Reserve." Use of Albemarle Hospital parking while visiting, working, studying, or doing business at College of The Albemarle is prohibited.
- E. **Vehicle Identification:** Students will receive a parking decal at the time of payment of tuition at the Business Office. At other times, decals will be available from the receptionist desk in Building A. One decal should be obtained for each vehicle to be driven onto the campus. Handicapped persons are required to register their vehicles with the Dean of Student Development and to display the necessary parking permit. Parking decals and permits must be placed on the rear bumper of the vehicle.

Towing and Fines

Vehicles found in violation of the above regulations will be towed at the owner's expense or citations will be issued with fines imposed as follows:

- A. Parking in roads, alleys, driveways, on sidewalks or grass, in loading zones and/or service areas, or in fire lanes: **TOWED AWAY.**
- B. Parking in an unauthorized area: **TOWED AWAY.**
- C. Parking in such a manner that two parking spaces are utilized for one vehicle: **TOWED AWAY.**
- D. Parking in Albemarle Hospital parking spaces for purposes related to the college: **\$5.00**
- E. Exceeding posted speed limit: **\$5.00**
- F. Traveling opposite direction on one-way roadway: **\$5.00.**

Fines are payable to the college cashier in Building A. If fines are not paid within seven (7) academic days after issuance of a citation, student's records will be incumbered, transcripts will not

be released, and graduation will not be allowed until fines are paid. If records are encumbered, and additional fee of \$5.00 will be assessed for failure to adhere to regulations.

Violations and Adjudication

If one receives a parking citation and feels that the citation was issued in error, he or she may appeal to the Dean of Student Development within 48 hours. If the Dean of Student Development determines an error has been made, the citation will be voided. If the dean determines no error has been made, the person receiving the citation may appeal to the president of the college within 24 hours. The president's decisions if final.

College Services

Learning Resource Center

The library is located on the ground floor of B-Building. During fall, winter, and spring quarters the LRC is open each day from 7:45 am to 9:30 pm, except for Friday when it closes at 4:00 pm.

A library handbook is available for the students. The reference librarian and library staff are available to assist with library usage.

The Bookstore

The bookstore is located in the Student Center in A-Building; day and evening hours are posted.

Used Bookstore

Operated by Phi Theta Kappa Honor Fraternity, the Used Bookstore is located in the Student Center and is open during the first week of each quarter. Students can both sell and purchase any college textbook at the Used Bookstore. Hours will be posted.



Career Development Services

Career Development Services at College of The Albemarle provide a complete career planning process to assist students in choosing the right path. Resources are available to help you:

- Discover your interests, skills, and abilities;
- Explore career and work options;
- Decide on a college major or a vocation;
- Select a college or vocational school;
- Learn job search strategies.

Career Counseling

Student Development counselors are available to assist students in developing their individual career plans. Career planning begins with self-assessment that helps students to identify their interests, abilities, personality, and values. The next step is career exploration that leads to students looking at occupations that correspond to their self-assessment. In the action phase of career preparation, students learn the skills it takes to find the job best suited for them.

Career Assessment

The Career Assessment Inventory or Career Choice Indicator is available free of charge to prospective and enrolled students. These are interest inventories designed to assist individuals in making a career decision.

Career Development Center

The Career Development Center located in the Learning Resources Center provides accurate, up-to-date information to help users with their career and education exploration and planning. Resources are available to anyone seeking occupational or educational information. No fees are charged for any of the services provided.

Occupational Information

Available on over 20,000 occupations. Includes work descriptions, employment opportunities, earning potential, education and training requirements, and job outlook information.

Educational Information

Available on over 3,000 colleges and schools. Includes entrance requirements, tuition and related costs, training offered, financial aid programs, and other specific information.

Career Planning Information

Making a career decision is a process. Resources are available to assist you in making sound decisions regarding your career choice.

Computer Assisted Career Assessment & Planning

CCAPP is a computerized system which provides each student with the opportunity to gain knowledge and learn decision-making skills. The system contains four separate programs: career assessment, selecting alternatives, career planning, and career exploration. *N.C. Careers System* is designed to supplement the *Career Choices* in *N.C.* tabloid and provides additional job outlook information to assist students in making career decisions. It is highly recommended that counselor follow-up be initiated for computer-generated printouts.

Video Instruction

Videos assist first-time job seekers by presenting common problems and attitudes of inexperienced workers. Topics include first time out on your own; what employers look for and expect from entry-level workers; acceptable behavior on the job; how and where to look for work; and how to interview for a job.

Resu-Riter Software

Utilize this user friendly software package to prepare a basic resume to assist you in your job search.

Job Search Skills

Information on how and where to look for jobs, how to prepare resumes, and interviewing tips.

Assistance in Using Materials

See the career and life planning counselor during office hours for career counseling and assistance in using the Career Development Center materials. For additional assistance, see the library technician on duty Monday-Thursday, 8:00 a.m.-9:30 p.m., and on Friday, 8:00 a.m.-4:00 p.m., in the Learning Resources Center.

Career Outlook Information

Obtain meaningful career outlook information and projected salaries locally and statewide through COA's Job Outlook Report, the *N.C. Jobs and Careers Getting Started* publication, and the *Occupational Trends* booklet. Individual counseling will be provided at your request.

Automated Job Information System

Located in room C-102, this system provides local, state, and national job listings. If you are looking for full or part-time employment you need to check this out. An Employment Security Commission employee is also available on Wednesdays from 9:00 a.m.-noon for consultation.

Career Development Series Workshop (B-202)

Monthly workshops are offered during the educational enhancement hour (noon-1:00 p.m., Monday, Wednesday, and Friday) to assist students in the career decision-making and development process. Topics include but are not limited to the following: interviewing skills, resume writing, and career workshops for undecided students.

Career Choices in North Carolina

Tabloid *Career Choices* provides occupational information, including 220 career briefs, to support career exploration and decision-making.

Job Placement

College of The Albemarle provides both educational and job placement assistance for its students. College transfer students are assisted by the Student Development counseling staff in gaining admission into senior colleges and universities to complete their baccalaureate program.

Students who do not plan to further their education after graduation from college are urged to register with the Cooperative Education and Job Placement Office (C-102) a minimum of three months prior to their graduation date, regardless of whether they plan to seek employment immediately upon graduation.

Students who desire employment are recommended to prospective employers in business and government and notified of vacancies which exist. Upon request by a prospective employer and approval of the student, the student's credentials consisting of personal data, references, and college transcript are sent to the employer by the Cooperative Education and Job Placement Office. Registrants are eligible for interviews with recruiters who come to the Cooperative Education and Job Placement Office seeking applicants for jobs. The director is also available for advising registrants who need information about job opportunities.

There is no charge for any of the services of the Cooperative Education and Job Placement Office.

Student Support Services

Student Support Services is a federally-funded program which serves students with academic potential who are economically disadvantaged and/or first-generation college students and those who are learning disabled or physically handicapped. The program offers supportive services to a select group of students who may not otherwise show their true academic potential. Academic advisement, no-cost tutoring, child care services, assistance in applying for financial aid, personal development counseling, resource information and guidance, and cultural enrichment activities are facets of the program which increase the likelihood that students will successfully reach their college goals.

The tutorial program is a component of Student Support Services and is available to Student Support Services participants in all regular curriculum courses. The tutorial program is designed to help those students who are having difficulty making satisfactory grades in any particular subject. Students recommended by instructors will tutor those students in need of assistance. Students interested in the tutorial program should contact the Student Support Services Office or the program's Tutor Coordinator.

The child care program, also a component of Student Support Services, is a federally-funded project designed to meet the needs of single parents and/or homemakers who may not otherwise be able to attend classes. Depending upon the availability of funds, the college contracts with local child care providers who meet the standards of the Day Care Services Office to provide child care services to eligible Student Support Services participants enrolled in vocational and technical curricula. Interested students should contact the Student Support Services Program's Intake Officer.

Alternative Career Education Studies (ACES)

This nontraditional occupations program at COA originates from the Carl D. Perkins Vocational and Applied Technology Education Act, and grant funds are administered through the N.C. Department of Community Colleges. The project is designed to provide benefits and services to students enrolled in vocational or technical programs of study targeted as nontraditional in terms of gender participation.

Students participating in the program are eligible for limited financial assistance for tuition/fees, books/supplies, and transportation. Counseling, career development activities, workshops, and the benefits of a support group made up of professionals and peers are also available to program participants.

The overall aim of Alternative Career Education Studies is to encourage and support women and men in nontraditional curricula and to provide services that aid in retention and successful completion of course work, followed by job placement directly related to the student's programs of study. For more information or to request an application, please contact Martha Swain, Counselor, Career and Life Planning, at COA.

Veterans Affairs

Veterans are invited to take advantage of the student services and educational programs offered by the college. College of The Albemarle cooperates with the Veterans Administration (VA) and the North Carolina Department of Veterans Affairs in assisting veterans and dependents of disabled or deceased veterans. Please see the school catalog for more information or the Registrar, who is the Veterans certifying official.

Student Activities

Student Activity Fee

All full-time and part-time students enrolled in curriculum programs are required to pay an activity fee as applicable. For full-time students, the fee shall be \$10 in the fall quarter and \$9 per quarter in the winter and spring quarters. Part-time students shall pay a student activity fee of \$5 during each of the fall, winter, and spring quarters. Senior citizens, full-time College of The Albemarle employees, students who audit classes, nursing assistant, BLET students, and students enrolled at the U.S. Coast Guard base shall be exempt from paying activity fees.

Activity fees entitle students admission to various college-sponsored activities. The fees partially and totally fund the following: student government; campus publications such as *Argus*, *The Student Voice*, and the *Student Handbook*, Sports Club, intramurals; various student clubs; COAST Players, Scholarships and Awards Ceremony, new student orientation, three student scholarships, campus renovation projects*; student activities; and cultural and social events.

Local businesses may also offer student discounts to students carrying a college student identification card.

A description of how student activity fees are spent may be picked up at the Cashier's office window or in A-119.

Student Government

The Student Senate is the governing body of the students at COA. From the activity fees which are paid by part-time and full-time students, the Student Senate appropriates funding for a variety of campus programs, activities, and publications, including this handbook. The Senate works closely with the Assistant Dean, Counseling & Student Activities to plan and direct campus events.

Students may participate in the Senate as elected and appointed government officers or Senators, who are entitled to vote, or as non-voting attendants at any meeting. All students of the College are invited and encouraged to attend the Student Senate meetings and to voice their concerns and ideas. The Senate meets every Monday at 12:00 p.m. in Room B-202 or A-201 during regular class weeks.

Social Events

The social life of College of The Albemarle is aimed to meet the needs and desires of the students. Social events provide opportunities to get to know fellow students and members of the faculty personally.

It is the hope and desire of the Student Senate that all students will take part in these activities. Any suggestions will be welcomed by the Senate.

Athletics

The opportunity for students to participate in an athletic program is made available in two ways--through physical education classes which are creditable toward graduation, and through an active intramural program which is designed to afford maximum participation.

The intramural activities at COA include, but are not limited to, basketball, volleyball, bowling, softball, tennis, ping-pong, golf, and archery.

Physical education courses offered include the following:

ADAPTED PHYSICAL EDUCATION

Basic Movement	Swimming
Basketball	Sailing
Badminton	Lifesaving
Archery	Dance
Tennis	Bowling
Softball	Water Safety Instructor
Golf	Techniques of Officiating
Volleyball	

Sports Club

The Sports Club is a student organization that supports different athletic teams, events or programs to ensure student appreciation and participation in athletic activity. Currently the Sports Club supports a men's soccer team and softball team that competes in the local parks and recreation leagues, and intercollegiate and noncollegiate tournaments. The Sports Club will support any athletic team made up of students and faculty who are willing to play in an organized league or intramural program. Each team must provide it's own coach or player coach who will assume responsibility for the team.

Scholarship and Awards Ceremony

A Scholarship and Awards Ceremony is held each spring at which student awards are given to those students who have exhibited qualities of leadership and enthusiasm in their respective clubs/organizations or academic department. Other awards include intramurals, *Who's Who Among Students in American Junior and Community Colleges*, *National Collegiate Minority Leadership Awards*, *All American Scholars* and various Student Senate and club awards.

Special Information

Student Housing

Many students from other counties and states desire to live in Elizabeth City while attending College of The Albemarle. No dormitory facilities are provided. Students must arrange their own living accommodations. *The college does not assume responsibility for the acquisition, approval, or supervision of such housing.* However, the admissions office can make available upon request a list of realtors, apartments and current listings of available rentals.

Facilities For Physically Disabled Persons

All of the buildings, classrooms, and meeting areas at COA are accessible to the disabled. Handicapped-only parking spaces are provided close to building entrances in the A and C Building parking lots. Doorways can accommodate wheelchairs in every building; please note, however, that some wheelchair users entering Building C may find the side entrance to the building's breezeway area easier to manage than the air-lock entry at the front of that building.

Elevators are located in the A Building hallway across from the information desk, and in the C Building lobby. Access to the

second floor of the B Building may be gained by using the "catwalk" connecting the second floors of Buildings A and B.

Health Services

The college does not have an elaborate system of health services. However, the Rescue Squad of Pasquotank County is available on call in case of an emergency. First aid kits are currently available in physical education faculty offices (C 152), the cashier/business office (A 129), the maintenance offices, and certain laboratories. These locations are subject to change. The kits are available for students use; however, *the college does not assume responsibility for the administration of first aid.* The college's Policy and Procedure Manual should be consulted for information and procedures for handling accidents and emergencies.

Students have an opportunity to purchase accident insurance when they register. The college strongly recommends that students who enroll in occupational programs or who plan to take physical education activity courses purchase accident insurance.

Student Accident Insurance

All full-time students may purchase Standard Life Accident Insurance policies during the registration period each quarter. The cost is approximately \$6.00 per year. This policy provides protection while: (a) at school during the hours that school is in session; (b) at/or taking part in a school activity and traveling to and from such activity in school transportation. The Policy pays regardless of other insurance you may carry — **with no deductible.** Insured students who receive injuries are reminded that they are responsible for completing appropriate forms in the Business Office.

Emergency Procedures

Emergency cases occurring during regular day classes should be handled in the following manner:

- A. Notify the Student Development Office at once (335-0821, ext. 218). This office will send a representative to the scene of the emergency to determine the appropriate action to be taken.
- B. If necessary, the Student Development representative will call (911), who dispatches the appropriate service.
- C. The Student Development representative, a family member, or friend will accompany the student to the hospital if hospitalization or further medical attention is necessary.
- D. The Student Development representative accompanying the student will notify the Student Development Office as to the

nature, seriousness, diagnosis, and prognosis of the illness or injury in order that the parent, guardian, or spouse of the individual may be notified.

E. Spectators should not render help unless qualified or under the supervision of qualified medical personnel. The ill or injured person should not be moved unless absolutely necessary.

F. Try to keep the ill or injured party dry and warm. All objects should be moved that may cause further injury.

G. Emergencies occurring in on-campus evening classes (Adult Education classes included) should be handled in the same manner as that of the regular day classes, with the following exceptions:

1. The Evening Director will be notified instead of the Student Development Office.
2. The Evening Director will submit a written report describing the incident and how it was handled. This report will be sent to the Dean of Student Development the day following the incident.
3. Emergencies occurring in off-campus classes under the direction of the Adult Education Division will follow a procedure to be determined by the Director of that division.



Lost and Found

If a student loses an item on campus, he/she should check with The Student Development Office and switchboard operator to see if it has been turned in. All students are urged to turn in items that have been found to the Student Development Office as soon as possible.

Telephone Calls

Students having to make telephone calls are asked to use the pay phone in the first floor lobby of C-Building or in the Student Center. **Students will not be called from classes except in the case of a medical emergency.**

Class Rings

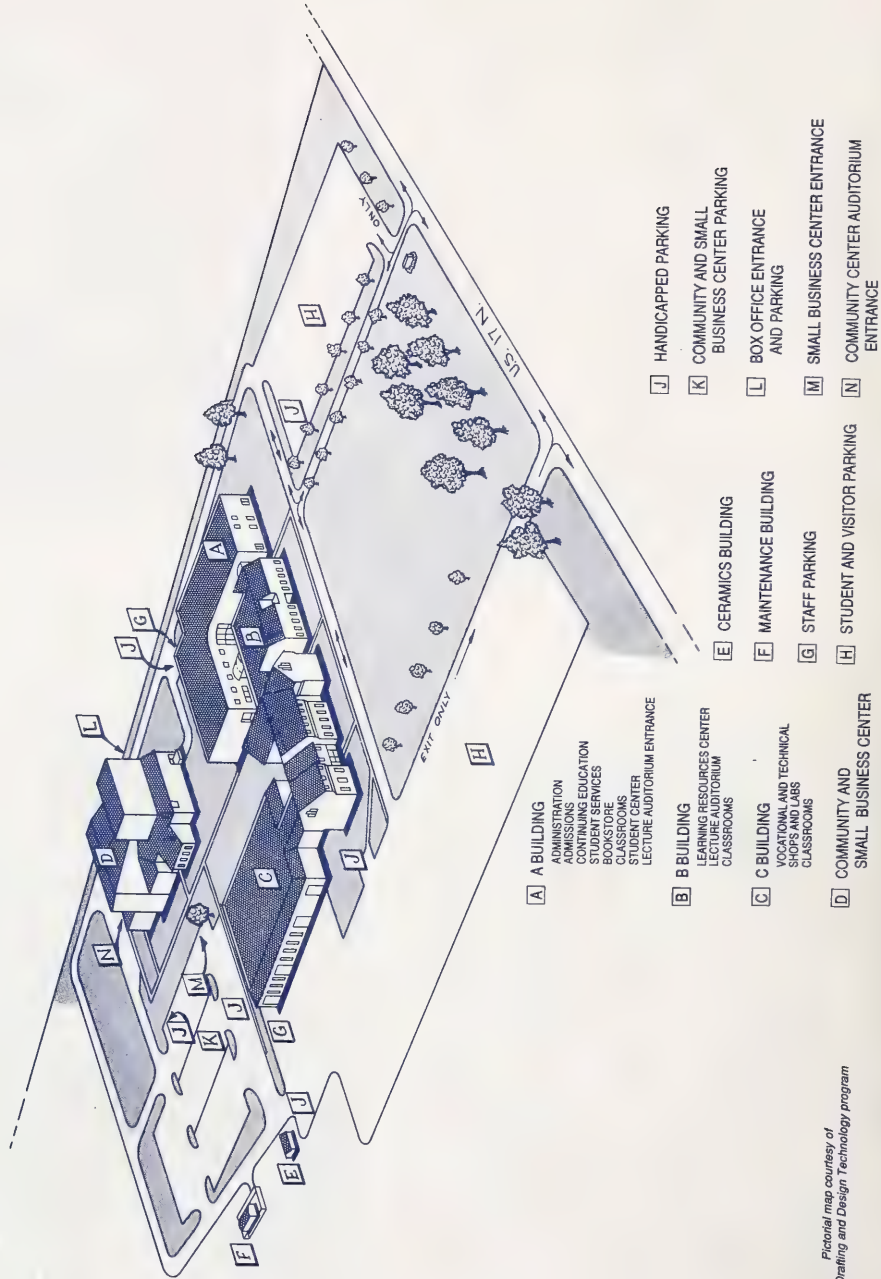
Class rings are available for any regularly enrolled student who has reached sophomore status (42 quarter hours credit) with at least a 1.50 average. A graduate of COA is qualified to order a class ring at any time.

The rings, which can be ordered through the Bookstore for all qualified students, require a deposit. All rings will be shipped C.O.D. directly to the student.



COLLEGE OF THE ALBEMARLE

ELIZABETH CITY, N.C.



- A** BUILDING
ADMINISTRATION
ADMISSIONS
CONTINUING EDUCATION
STUDENT SERVICES
BOOKSTORE
CLASSROOMS
STUDENT CENTER
LECTURE AUDITORIUM ENTRANCE
- B** BUILDING
LEARNING RESOURCES CENTER
LECTURE AUDITORIUM
CLASSROOMS
- C** BUILDING
VOCATIONAL AND TECHNICAL
SHOPS AND LABS
CLASSROOMS
- D** COMMUNITY AND
SMALL BUSINESS CENTER

- J** HANDICAPPED PARKING
- K** COMMUNITY AND SMALL
BUSINESS CENTER PARKING
- L** BOX OFFICE ENTRANCE
AND PARKING
- M** SMALL BUSINESS CENTER ENTRANCE
- N** COMMUNITY CENTER AUDITORIUM
ENTRANCE

- E** CERAMICS BUILDING
- F** MAINTENANCE BUILDING
- G** STAFF PARKING
- H** STUDENT AND VISITOR PARKING

*Pictorial map courtesy of
COA's Drafting and Design Technology program*

PHONE EXTENSIONS

Adams, Bobby	203	Johnson, Roy	216	Talkington, Gene	232	Library	271
Alexander, Karen	261	Jones, Betty	289	Taylor, Lance	0	Maintenance	276
Alexander, Miriam	318	Jones, Carrie	253	Tuiska, Connie	324	Nursing Department	283
Anderson, Delores	269	Jones, Elizabeth (Betsy)	287	Warren, Ruth	320	Operator	0
Anderson, Diane	265	Jordan, Carlotta	329	Watts, Kyle	213	Personnel	236
Anderson, Jimmy	315	Keiskick, Dave	298	Watts, Rhonda	206	Placement Office	239
Aydlett, Julian	267	Krauss, Kerry	321	Wells, John	220	Public Relations	255
Barcliff, Joyce	268	LaDow, Carolyn	214	Wesner, Gerhardt	260	Student Activities	240
Beloat, Hollis	207	Lamm, Carnell	257	White, Marvenia	314	Student Development	218
Bogardous, Pete	276	Layden, Rita	245	White, Melody	308	Student Senate	264
Boye, Emma	217	Lee, Patricia	0	White, Nelson	312	Student Support Services	253
Boye, Sandra	299	Leete, Jerome	200	Whitehurst, Gladys	0	Support Room	229
Brickhouse, Wendy	236	Lennon, Anne	296	Whitehurst, Ryane	247	Tutoring Lab	279
Brown, Ella	237	Leverette, Clyde	276	Williams, Andrea	224		
Brown, Mary Louise	237	Leverette, Diane	231	Williams, Debra	239		
Bryant, Janice	256	Mansfield, Shelby	311	Williams, Doug	288		
Bunch, Lynne	223	McDonald, Carlton	276	Williams, Rose	307		
Chou, Leland	282	McNary, Orville	286	Winslow, Lot	312		
Cook-Wood, Holly	244	Melvin, Bob	330	Winslow, Lynn Hurdle	240	PAY PHONES	
Crane, Glenda	280	Mercer, Jesse	313	Yarborough, Shirley	283	A Building	Hallway ... 335-9822
Daveiro, Susan	231	Millard, Kimberly	242	Zeigler, Jeff	255	A Building 335-9975
Davis, Carolyn	303	Needham, Lynn	271			C Building 335-9801
Dawson, Angie Godfrey	225	Nero, Judy	218			Community Center 335-9826
Donnithorne, Larry	234	Nixon, Stanley	285				
Douglas, Carol	325	Omer, MaryPat	328				
Dozier, Quay	279	Overman, Gwen	310				
Dubbe, Marsha	325	Parkinson, Ann	268				
Dunlow, Dorothy	275	Patterson, Kay	259				
Fairchild, Sharon	301	Phelps, Mickey	453-2161				
Farless, Patti	304	Pilgrim, Barney	258				
Farmer, Nancy	205	Riccardo, Barbara	280				
Finch, Patricia	205	Riccardo, Ron	238				
George, Jean	208	Riddick, Maxine	0				
Gordan, Lucy	263	Roberson, Annette	290				
Greene, Doris	0	Rosenblatt, Harry	316				
Gregory, David	202	Rountree, Dawn	302				
Hall, Jim	276	Sanders, Patsy	274				
Harris, Marion	317	Sass, Sharon	241				
Harris, Wilma	228	Sawyer, Diane	270				
Harts, Barry	211	Sawyer, Doug	210				
Haskett, Phyllis	215	Scaffa, Ray	251				
Hewitt, Sherry	250	Schmidt, Steve	268				
Hill, Ben	319	Sheep, Michelle	248				
Hodges, David	246	Stephens, Robert	209				
Hoffman, Faye	272	Stephenson, Louis	378				
Holland, Deborah	237	Sterritt, Patricia	309				
Horton, Floyd	233	Sterritt, William	212				
Hoshtutler, Ron	276	Strickland, Sandra	262				
Jennings, Rita	300	Swain, Martha	277				

ABLE Center	227	Conference Room	292
Admissions	290	Continuing Education	250
Board Room	254	Control Room	293
Bookstore	237	Co-op Education	239
Bridges Program	242	Cosmetology	272
Business Office	214	Dev. Reading	204
Career Planning	277	Drafting	257
Cashier	248	Electronics Lab	284
Community Center	287	Evening Counselor	281
Community Center Lobby	297	Evening Director	212
Community Center		Extension Center (Riverside)	249
Conference Room		Financial Aid	225
Continuing Education		Food Service	226
Control Room		Green Room	291
Co-op Education		Learning Lab	268
Cosmetology			
Dev. Reading			
Drafting			
Electronics Lab			
Evening Counselor			
Evening Director			
Extension Center (Riverside)			
Financial Aid			
Food Service			
Green Room			
Learning Lab			

College of The Albemarle
P.O. Box 2327
Elizabeth City, North Carolina
27906-2327

Dare County Campus
P.O. Box 2029
Manteo, North Carolina 27954

(919) 473-2264
(919) 473-3593
Fax # 473-5497

Chowan Center
P.O. Box 145
Edenton, North Carolina 27932

(919) 482-7900
Fax # 482-7999

Faculty & Student Development Offices

Adams, Bobby	A217	Nero, Judy	A118
Alexander, Miriam	C203	Nixon, Stanley	C138
Anderson, Jimmy	B211	Omer, Mary Pat	A239
Adylett, Julian	A218	Overman, Gwen	A250
Beloat, Hollis	A241b	Patterson, Kay	C152c
Brown, Mary Louise	A121	Phelps, Mickey	Maple
Boyce, Emma	A123	Roberson, Annette	A118
Boyce, Sandra	C205	Rosenblatt, Harry	B212
Chou, Leland	C204	Riccardo, Barbara	A238
Daveiro, Susan	A125	Riccardo, Ron	A251
Dozier, Quay	B102	Sanders, Patsy	A244
Dubbe, Marsha	A232	Scaffa, Ray	A120
Dunlow, Dorothy	B217	Stephens, Robert	A243
Farless, Patti	A248	Sterritt, Patricia	A250
Finch, Patricia	A235	Sterritt, William	A116
George, Jean	A241a	Swain, Martha	C135
Godfrey-Dawson, Angie	A122	Talkington, Gene	C103
Gregory, David	A207	Warren, Ruth	A204
Harris, Marion	C152d	Watts, Rhonda	A240
Harris, Wilma	A252	Wells, John	A117
Hill, Ben	C222	Wesner, Gerhardt	C139
Hodges, David	C220	White, Marvenia	B208
Hoffman, Faye	C145	White, Melody L.	A247
Hurdle-Winslow, Lynn	A119	White, Nelson	B214
Jones, Betty	A249	Williams, Andrea	A137
Jones, Carrie	A137	Williams, Debra	C102
Jordan, Carlotta	B101	Williams, Doug	C154
Krauss, Kerry	C111	Williams, Rose	A246
Lamm, Carnell	C210	Winslow, Lot	B204
Leete, Jerry	A206		
Mansfield, Shelby	A219		
McNary, Orville	C129		
Melvin, Bob	R102		
Mercer, Jesse	B207		

Evening Counselors

Donald Alexander	A125
Martha Goodman	A125

Student Senate

(Office A-149)

Advisor

Lynn Hurdle-Winslow

Student Clubs, Organizations and Advisors

ADN 95	Wilma Harris
ADN 96	Patricia Sterritt
Alternative Career Education Studies (ACES)	Martha Swain
Art Club	Ben Hill
Biology Club	Jerry Leete
C.O.A. Choral	Leland Chou
C.O.A. Band	Ray Scaffa
Cosmetology Club	Faye Hoffman
Foreign Arts Club	Barbara Riccardio, Maureen Cahill
Gospel Club	Clyde Leverette
Phi Theta Kappa (PTK)	Rhonda Watts
PNE	Melanie White
Student Voice Newspaper	Robert Stephens
Sports Club	John Wells
Social Issues Club	Hollis Beloit

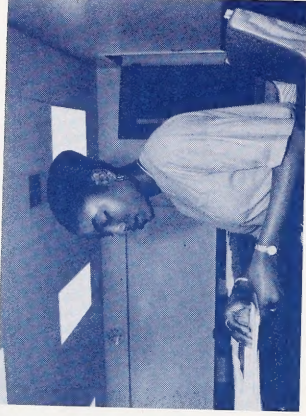
Students are encouraged to get involved in student activities and to join student clubs and/or organizations. If you have questions regarding clubs, seek out the advisor listed above.

If you are interested in investigating the possibility of forming a new club or organization, see the Assistant Dean of Counseling and Student Activities (A-119).

College of The Albemarle

Chowan County Center

P.O. Box 145/1340 Edenton Village Shopping Center
Edenton, North Carolina 27932
Phone (919) 482-7900 / Fax (919) 482-7999



STAFF

Mary F. Partin, *Dean*
Shirley O. Blount, *Secretary*
Mary Kay Peele, *Secretary*

HOURS

Monday - Thursday
8:00 a.m.-10:00 p.m.
Friday
8:00 a.m.-4:30 p.m.

BOOKSTORE

Open first two weeks
each quarter at
designated times.

REGISTRATION

Registration at the Chowan
Center is only for students
all their classes
at Chowan.

FINANCIAL AID

Grant and Scholarship applications available in front office.

INSTRUCTORS

Marianne Allen, *English*
Carmen Boland, *Physical Education*
Robert Brown, *Physical Education*
Sharon Shappel, *English*
Dr. Ralph Cook, *Art*
John Dobson, *Computer Science*
Barbara Ferrell, *Office Science*
Juanita Fleming, *Reading*
Anita Johnson, *Psychology*
Gladys Lister, *Office Science*
Rosaling MacEnulty, *Music*
Dennis Morse, *Business*

Sandra Onley, *History*
Suzanne Palmer, *Reading*
Joe Pennick, *Math*
Shirley Powell, *Math*
Susan Powell, *Psychology*
Dr. Zaki Rachmat, *Computer Applications*
Doris Skinner, *Business*
Dr. Stanley Smith, *Math*
Vicki Smith, *Orientation*
Liz Woiwode, *Art*
Barbara Wood, *Business*
Peter Wood, *Business*

College of The Albemarle

Dare County Campus

Post Office Box 2029
 Manteo, North Carolina 27954
 Phone (919) 473-2264 / TeleFax (919) 473-5497

HOURS OF OPERATION

Monday-Thursday 8:00 a.m.-10:00 p.m.
 Friday 8:00 a.m.-4:30 p.m.

FACULTY AND STAFF

Allen Aldridge Math
 Kay Barefoot Program Coordinator,
 Hotel Restaurant Management
 Raymond Christie Custodial
 Peg Gillis Receptionist
 Karen Harper Administrative Assistant
 Robin Hooper Continuing Education/Bookstore
 Marion Heller Librarian
 Teresa Kerber Assistant Dean
 Kathryn Lamb Student Support Services/
 Admissions Recruitment

Malinda Lathan Data Entry Technician
 Vicki Loy Assistant Professor of English
 Jerry Oliver Counseling/Testing
 Virginia Tillet Satellite Campus Registrar/
 Student Activities Coordinator
 Marietta Trainor Coordinator, Learning Lab
 Joseph Turner Dean of Dare Campus
 Lynette Wyche Evening Secretary

Dare Campus Clubs, Organizations, and Advisors

Computer Club Heidi Leo
 Environmentalist Vicki Loy
 Freshman Club Jerry Oliver
 Hotel Restaurant Kay Barefoot
 Phi Theta Kappa Teresa Kerber, Vicki Loy

Students Against Driving
 Drunk (SADD) Allen Aldridge
 Student Senate (SGA) Virginia Tillet
 Yearbook Jerry Oliver

BOOKSTORE HOURS

Fall, Winter, Spring Quarters
 First two weeks of quarter:
 Monday-Thursday 7:30-11:30, 1:00-4:00, 5:00-8:00
 Friday 7:30-11:30, 1:00-4:00
 Remainder of quarter:
 Monday-Thursday 8:00-12:00, 1:00-4:00

Summer Quarter
 First week of quarter:
 Monday-Thursday 7:30-11:30, 1:00-4:00, 5:00-8:00
 Second week of quarter:
 Monday-Thursday 7:30-11:30, 12:30-4:30
 Remainder of quarter:
 Monday-Thursday 9:00-12:00, 1:00-4:00



