

College of The Albemarle



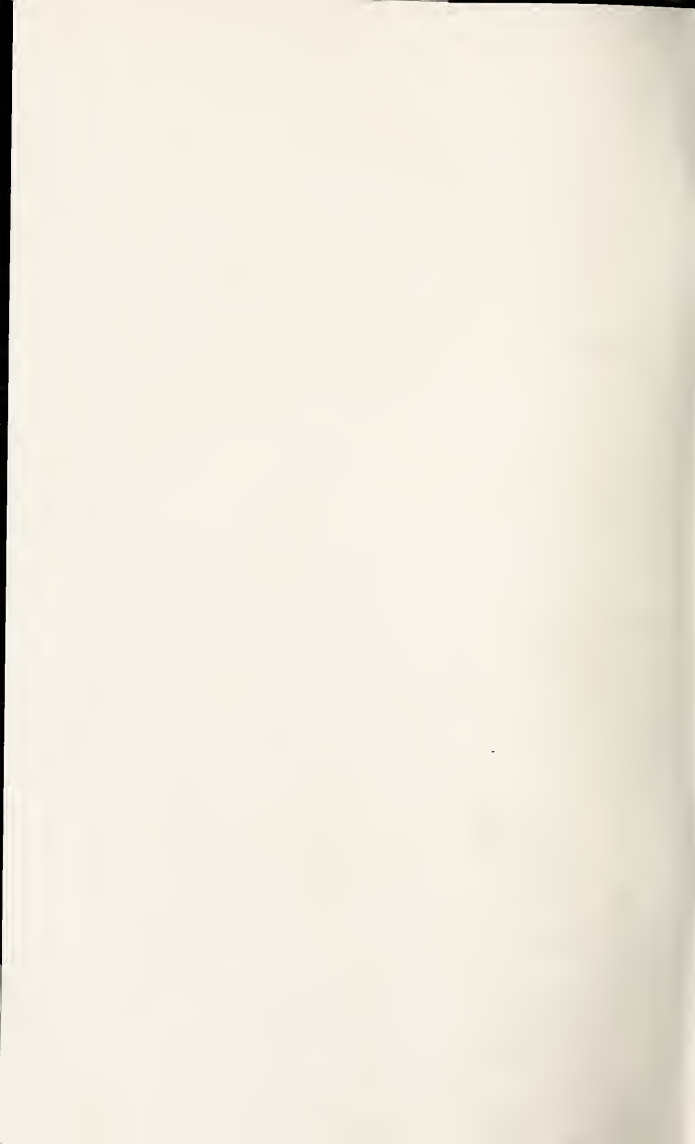
Student Handbook

1995

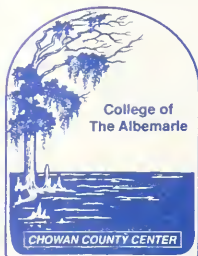
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1996

Academic Planner



The provisions of this handbook are not to be regarded as an irrevocable contract between the student and College of The Albemarle. The handbook is intended to provide relevant information to COA students. The information is as accurate and up-to-date as possible, but this does not preclude the possibility of changes taking place during the academic year. Such changes will be publicized through normal channels and will be included in future printings of this document. In many cases, official College policy is summarized from the College catalog. Because you are responsible for observing the rules and regulations of College of The Albemarle, please make sure you read this handbook and the catalog.



This handbook is provided to you by your Student Government Association

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DARE COUNTY CAMPUS
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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 COS, 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 education goals.

Sincerely,

Larry R. Donnithorne
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 bring 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 register. Please seek assistance from staff and faculty as you need it. Have a wonderful school year!

Sincerely,

Ray Scaffa
Dean of Student Development

Academic Calendar 1995-96

FALL QUARTER 1995

August 7-10	Monday-Thursday. Registration.
August 31	Thursday. Freshman and transfer student orientation.
September 5	Tuesday. Faculty Professional Development Day.
September 6	Wednesday. First day of classes.
September 12	Tuesday. Last day to register or add classes.
September 20	Wednesday. End of refund period.
October 10	Tuesday. Last day to withdraw without grade penalty.
October 30-November 3	Preregistration - See advisor for schedule.
November 7-10	Tuesday-Friday. Registration for winter quarter.
November 14	Tuesday. Last day of classes.
November 15-21	Wednesday-Tuesday. Exam week.
November 21	Tuesday. Fall quarter ends.

WINTER QUARTER 1995-1996

November 7-10	Tuesday-Friday. Registration.
November 28	Tuesday. Freshman and transfer student orientation.
	Faculty Professional Development Day.
December 5	Wednesday. Last day to register or add classes.
December 13	Wednesday. End of refund period.
December 20-January 1	Holiday Break. No classes.
January 2	Tuesday. Classes resume.
January 15	Monday. Holiday (Martin Luther King, Jr. Day)
January 16	Tuesday. Last day to withdraw without grade penalty.
February 5-9	Preregistration - See advisor for schedule.
February 13-16	Tuesday-Friday. Registration for spring quarter.
February 20	Tuesday. Last day of classes.
February 21-27	Wednesday-Tuesday. Exam week.
February 27	Tuesday. Winter quarter ends.

SPRING QUARTER 1996

February 13-16	Tuesday-Friday. Registration.
February 27	Tuesday. Faculty Professional Development Day (P.M. Activity).
February 29	Thursday. Freshman and transfer student orientation.
March 4	Monday. First day of classes.
March 8	Friday. Last day to register or add classes.
March 18	Monday. End of refund period.
April 5	Friday. Last day to withdraw without grade penalty.
April 8-12	Spring Break. No classes.
May 6-10	Monday-Friday. Preregistration - See advisor for schedule.
May 16-17	Thursday-Friday. Registration for all summer classes.
May 17	Friday. Last day of classes.
May 20-24	Monday-Friday. Exam week.
May 24	Friday. Spring quarter ends.
May 28	Tuesday. Commencement.

SUMMER QUARTER 1996

May 16-17	Thursday-Friday. Registration.
May 29	Wednesday. Freshman and transfer student orientation.
May 30	Thursday. First day of classes.
June 5	Wednesday. Last day to register or add classes.
June 13	Thursday. End of refund period.
July 3	Wednesday. Last day to withdraw without grade penalty.
July 4	Thursday. Holiday (Independence).
July 22-25	Monday-Thursday. Preregistration - See advisor for schedule.
July 29-August 1	Monday-Thursday. Registration for fall quarter
August 8	Thursday. Last day of classes.
August 12-15	Monday-Thursday. Exam week.
August 15	Thursday. Summer quarter ends.
August 19	Monday. Commencement

Student's 1995-1996 Financial Aid Pay Schedule

A student's financial aid file must be complete on or before the following dates to be eligible to receive payment on the scheduled Pay Dates:

PAY SCHEDULE		
1995-1996 QUARTERS	COMPLETE FILE DATE	PAY DATES
FALL QUARTER 1995	August 11 September 12 October 13	September 7 September 26 October 26
WINTER QUARTER 1995	November 10 December 5 January 17	November 30 December 19 January 26
SPRING QUARTER 1996	February 16 March 10 April 16	March 5 March 25 April 25
SUMMER QUARTER 1996	May 17 June 19	June 3 June 26

Students receiving financial aid must register on May 16 or 17 for ALL summer sessions. If your award is less than or equal to the amount of your tuition, you must endorse the check and/or pay any amount due within four days after the quarter begins.

**IF YOU REGISTER AFTER THE PRE-REGISTRATION DATES,
YOU MUST PAY YOUR OWN TUITION AND FEES.**

Important Dates to Remember Registration

Fall Quarter	August 8 - August 11
Winter Quarter	November 7 - November 10
Spring Quarter	February 13 - February 16
Summer Quarter	May 16 - May 17

28 Monday

29 Tuesday

30 Wednesday

31 Thursday

1 Friday

2 Saturday

3 Sunday

NOTE: The designation of CC at the end of an event signifies that the event will be held at the Chowan Center in Edenton. All other events will be held on the Elizabeth City campus.

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 Northeastern North Carolina.

Mission of the College

In keeping with the mission of the North Carolinas 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 appraise 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 interdependent teamwork which operates through the exercise of mutual respect and the sharing of ideas and decisions.

We respect the education 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.

4 Monday Labor Day Holiday

5 Tuesday

6 Wednesday 1st Day of Classes
Student Senate Nomination Open - CC

7 Thursday

8 Friday

9 Saturday

10 Sunday

Education 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 education 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.

11 Monday

12 Tuesday Last Day to Register or Add Classes

13 Wednesday Club Advisor Workshop - 12:00 noon, B-202

14 Thursday Welcome Back Students - 11:00 a.m.-12:00 noon
and 6:30-7:30 p.m. - CC

15 Friday

16 Saturday

17 Sunday

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, gender, 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 or written 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.

18 Monday Fall Convocation - COA Auditorium 12:00 noon

19 Tuesday Study Skills Workshop - 6:00-7:30 p.m. - CC

20 Wednesday Career Development Center Open House, 12 noon
End of Refund Period
Club "Rush" Day - "A" Bldg. Hallway, 12 noon-1:00 pm

21 Thursday

22 Friday Faculty/Staff vs. Students Softball Game -
12:00 noon, Front Lawn

23 Saturday

24 Sunday

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 of academic standing of a person who asserts a claim of sexual harassment. Regardless of 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 hereby one involving a difference of 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 indifference 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, though apparently consensual at the start, can develop very serious complications, including sexual harassment. If a sexual harassment claim arises out of a relationship between any member of the faculty or staff and a student, then consideration of age and the relative positions at the college of the two parties involved will be permitted in determining whether the claim is valid or not and whether the relationship is truly consensual or a result of unfair advantage. For that reason, faculty or staff and students are discouraged from promoting or becoming involved in a "romantic or sexual" relationship.

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.

25 Monday SGA/Parliamentary Procedure Workshop -
12:00 noon, B-202

26 Tuesday

27 Wednesday Test Taking Stratgies Workshop - 12:00 noon, B-202

28 Thursday

29 Friday Career Awareness Workshop - 11:00 a.m. at
Employment Security Commission - CC

30 Saturday

1 Sunday

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 advisors assume 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 program they are pursuing at College of the Albemarle. Students should seek assistance from their advisor regularly. **This especially 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.

2 Monday SGA Meeting, 12 noon, B-202

3 Tuesday

4 Wednesday Leadership Development Series -
12:00 noon-1:00 p.m. (SBC) or 6:00-7:00 p.m.

5 Thursday

6 Friday

7 Saturday

8 Sunday

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 inventories to assist students in choosing a major course of study.

Class Attendance

College of The Albemarle regards class lectures, demonstrations, discussions, and other in-class experiences as vital ingredients of the educational process which cannot be easily compensated for through out-of-class make-up work. Therefore, students who miss more than 10 percent of the classes in a course may be disenrolled from that course. Some programs may follow a more rigid attendance policy due to regulations set by state and federal licensing agencies.

Only registered students are permitted to attend college classes/labs and utilize certain institutional support services (i.e., tutoring, career interest inventories, etc.). Exceptions to this may be cleared with the appropriate administrative officer or department chairperson. 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.

Grading System

Students receive grades in each course at the end of the quarter. Instructors, using numerical codes, may post grades outside their offices shortly after final grades are determined. Grade reports are mailed to students within a few days after the end of each quarter.

The grading system is as follows:

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

- I INCOMPLETE - a deficiency in the quantity 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). If not removed within this time, the Incomplete (I) becomes a Failure (F).

9 Monday SGA Meeting, 12 noon , B-202

10 Tuesday Last Day to Withdraw without Grade Penalty

11 Wednesday ECSU Transfer Student Workshop -
12:00 noon-1:00 p.m., B-202
(Appointments 9:00 a.m.-12:00 noon)
Student Senate Nominations Close - CC

12 Thursday

13 Friday

14 Saturday

15 Sunday

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

W VOLUNTARY WITHDRAWAL by the student or administrative disenrollment by the instructor after the drop period. A grade of "W" is assigned until the end of the fifth week following the first day of classes for any quarter. After the "Last Day to Withdraw Without Grade Penalty" (listed in the academic calendar), instructors may assign a grade of "F" on the Registration Change Form or final grade roster.

A few courses offered by the College are graded on a pass (P), repeat (R) basis. This is indicated in the course descriptions.

Auditing Courses

Students who wish to audit courses must follow the usual procedure for registration and must state their intentions to audit courses when they register. Students auditing courses receive no credit but are expected to attend classes regularly and to participate in class discussions. They are also encouraged to do all work and assignments expected of regularly enrolled students. In addition, they are responsible for observing the same regulations concerning attendance and behavior as students 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	2	=	6
BIO 101	C	4	x	2	=	8
MAT 121	F	3	x	0	=	0
HIS 101	D	3	x	1	=	3
PED 106	A	1	x	4	=	4
		14				21

$$\text{Divide: } 14 \overline{) 21.00} \quad 1.5 = \text{Grade Point Average (GPA)}$$

16 Monday SGA Meeting, 12 noon , B-202
Student Senate Campaign Speeches -
11:00 a.m. & 7:00 p.m. - CC
National Collegiate Alcohol Awareness Week

17 Tuesday Student Senate Campaign Speeches -
11:00 a.m. & 7:00 p.m. - CC

18 Wednesday Student Senate Elections - CC

19 Thursday Student Senate Elections - CC

20 Friday

21 Saturday

22 Sunday

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, (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 a 3.50 grade 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 diploma's in accordance with the cumulative grade point averages noted below. The appropriate citation is also read when awarding the degree or diploma at the graduation exercises.

Honor Seal

summa cum laude (with highest honors)

magna cum laude (with high honors)

cum laude (with honors)

GPA

3.85-4.00

3.70-3.84

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.**

23 Monday SGA Meeting, 12 noon , B-202

24 Tuesday

25 Wednesday ECU Transfer Student Workshop - 12 noon, B-202

26 Thursday Wellness Fair - 9:00 a.m.-12:00 noon - CC

27 Friday

28 Saturday

29 Sunday

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.

From the second week of class through the fifth week of classes, students needing to drop courses 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

30

Monday

SGA Meeting, 12 noon , B-202

See Your Advisor to Pre-register for Winter Quarter

31

Tuesday

See Your Advisor to Pre-register for Winter Quarter

HALLOWEEN

1

Wednesday

See Your Advisor to Pre-register for Winter Quarter

Thanksgiving Donations Collection - CC

Leadership Development Series (SBC) 12:00-1:00
p.m. or 6:00-7:00 p.m.

2

Thursday

See Your Advisor to Pre-register for Winter Quarter

3

Friday

See Your Advisor to Pre-register for Winter Quarter

4

Saturday

5

Sunday

requirements of the following Academic Progress Scale:

CREDIT HOURS ATTEMPTED	MINIMUM G.P.A.
0-16	1.00
17-32	1.25
33-48	1.50
49-64	1.50
65-80	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.

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 requirements 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.

6 Monday SGA Meeting, 12 noon , B-202

7 Tuesday Registration for Winter Quarter

8 Wednesday Registration for Winter Quarter

9 Thursday Registration for Winter Quarter

10 Friday Registration for Winter Quarter

11 Saturday

12 Sunday

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 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

13 Monday SGA Meeting, 12 noon , B-202

14 Tuesday Last Day of Classes

15 Wednesday Exams

16 Thursday Exams

17 Friday Exams

18 Saturday

19 Sunday

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 needs, 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:

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

20 Monday Exams

21 Tuesday Exams

Fall Quarter Ends

22 Wednesday

23 Thursday Thanksgiving Holiday

24 Friday Thanksgiving Holiday

25 Saturday

26 Sunday

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 GrantMarch 15
- Most COA ScholarshipsApril 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

No aid will be awarded for repeating a course for which credit already has been awarded, unless curriculum standards require that the course be repeated or by the advice of the student's advisor and with the approval of the Dean of Student Development.

27 Monday

28 Tuesday Freshman & Transfer Student Orientation

29 Wednesday First Day of Classes

30 Thursday Angel Tree Donations - CC

1 Friday Christmas Donation Table - CC

2 Saturday

3 Sunday

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.
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

1. A refund shall not be made except under the following circumstances:
 - a. A 100 percent refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic quarter as noted in the college calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered fails "to make" due to insufficient enrollment.
 - b. A 75 percent refund shall be made if the student officially withdraws from the class(es) prior to or on the official 20 percent point of the quarter.
 - c. For classes beginning at times other than the first week (seven calendar days) of the quarter, a 100 percent refund shall be made if the student officially withdraws from the class prior to

4 Monday SGA Meeting, 12 noon , B-202

5 Tuesday Last Day to Register or Add Classes

6 Wednesday

7 Thursday

8 Friday

9 Saturday

10 Sunday

the first class meeting. A 75 percent refund shall be made if the student officially withdraws from the class prior to or on the 20 percent point of the class.

- d. For contact hour classes, apply as Part (e)(1)(c.) of this policy except use 10 calendar days from the first day of class(es) as the determination date.
2. To comply with applicable federal regulations regarding refunds, federal regulations will supersede the state refund regulations stated in this rule.
3. Where a student, having paid the required tuition for a quarter, dies during that quarter (prior to or on the last day of examinations of the college the student was attending), all tuition and fees for that quarter may be refunded to the estate of the deceased.
4. For a class(es) which the college collects receipts which are not required to be deposited into the State Treasury account, the college shall adopt appropriate local refund policies.
5. All fees, including student activity fees, are non-refundable unless the student withdraws before the first day of the quarter. Fees are non-refundable after classes begin and are forfeited upon withdrawal from the college; however, fees may be refunded when a class is canceled by the college and the student registered only for the canceled class.

Petitions for refunds must be made in writing to the Dean of Student Development within 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 student's control affect the student's life and livelihood to such an extent that continued enrollment is impossible. Matters of personal convenience or preference are not considered unavoidable reasons.

General College Regulations

Student Responsibilities, Regulations and Conduct

College students are considered to be mature individuals. Their conduct, both on and off campus, is expected to be that of responsible adults in public places. Common courtesy and cooperation are the basic rules for conduct at the college. Students are required to know and follow the college regulations listed below.

Academic Integrity

1. Each student is held responsible for information published in the

11 Monday SGA Meeting, 12 noon , B-202

12 Tuesday Self Defense Workshop - 11:00 a.m.-12:00 noon - CC

13 Wednesday End of Refund Period

14 Thursday

15 Friday Christmas Party - 1:00 p.m. - CC

16 Saturday

17 Sunday

College of The Albemarle Catalog, Student Handbook, and announcements placed on student bulletin boards.

2. 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; students who use them are subject to disciplinary action by the college.
3. 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 educational 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, and political beliefs. Students interested in information concerning campus demonstrations are required to consult with the Dean of Student Development.

Courtesy/Social Behavior

4. Dress of students and/or their guest should be appropriate for the school function involved.
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. Admittance to all social events will be by student identification cards.
7. No outside guests, other than a student's date, are allowed at college social events.
8. General misconduct by students and/or their guests at college functions will subject to students to disciplinary action by the college Disciplinary Committee.
9. Personal cleanliness and property cleanliness are important phases of training. Students will be expected to make use of the disposal containers in the halls, Student Centers, shops, and classrooms.
10. College of The Albemarle prohibits sexual harassment of staff, faculty, and students. "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

18 Monday SGA Meeting, 12 noon , B-202

19 Tuesday

20 Wednesday Holiday Break

21 Thursday Holiday Break

22 Friday Holiday Break

23 Saturday

24 Sunday

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 of effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or academic environment.

Safety/Legal Concepts

11. Any and all actions or materials prohibited by federal, state, and city/county law are also prohibited on the college campus.
12. The use of skateboards on campus is prohibited.
13. 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 be subject to disciplinary action.
14. Students who engage in such acts as stealing, cheating, gambling, using profane language, engaging in personal combat, and possessing firearms or dangerous weapons on college property are subject to disciplinary action.
15. No student shall possess or carry, whether openly or concealed, any gun, rifle, pistol, dynamite cartridge, bomb, grenade, mine, powerful explosive as defined in G.S. 14284.1, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade 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.

Respect for Normal Operation

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; 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 members of the college community from conducting their normal activi-

25 Monday Holiday Break

26 Tuesday Holiday Break

27 Wednesday Holiday Break

28 Thursday Holiday Break

29 Friday Holiday Break

30 Saturday

31 Sunday

ties 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 inclusive, illustrates offenses which are regarded as obstructive and disruptive:

- a. Occupation of any college building or part thereof with intent to deprive others of its normal use;
- b. 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;
- c. Setting fire to or by any other means destroying or substantially damaging premises;
- d. Any possession or display of or attempt to threaten to use, for any unlawful purpose, any weapon, dangerous instrument, explosive, or inflammable material in any college building or on any college campus;
- e. 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; and
- f. 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

1 Monday Holiday Break

2 Tuesday Classes Resume

3 Wednesday Leadership Development Series (SBC) -
12:00-1:00 p.m. or 6:00-7:00 p.m.

4 Thursday

5 Friday

6 Saturday

7 Sunday

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:
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.

8 Monday SGA Meeting, 12 noon , B-202

9 Tuesday

10 Wednesday Money Management Workshop - 12 noon, B-202

11 Thursday Financial Aid Workshop - 7:00 p.m. (CC)

12 Friday

13 Saturday

14 Sunday

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

Any student, faculty member, or administrator may:

1. File a written complaint against a student with the Dean of Instruction and request that the College Disciplinary Committee be convened. The written charge(s) shall include the rule(s) or regulation(s) of student rights, responsibilities and regulations 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.

15 Monday Martin Luther King, Jr. Day - Holiday

16 Tuesday Last Day to Withdraw without Grade Penalty
Martin Luther King, Jr. Celebration -
6:30-8:00 p.m. - CC

17 Wednesday

18 Thursday Money Management Workshop -
11:00 a.m.-12:00 noon - CC

19 Friday

20 Saturday

21 Sunday

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 the 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.

Visitors

Visitors are welcome at the college. However, person who do not have legitimate reasons for being on the campus are not allowed to use the campus facilities. Loitering is prohibited.

Only registered students are permitted to attend college classes/labs and utilize certain institutional support services (i.e., tutoring, career interest inventories, etc.). Exceptions to this may be cleared with the appropriate administrative officer or department chair. 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.

22 Monday SGA Meeting - 12:00 noon, B-202

23 Tuesday

24 Wednesday 1996-97 Scholarship and Financial Aid Information
Workshop - 12:00 noon, B-202

25 Thursday

26 Friday 1996-97 Scholarship and Financial Aid Information
Workshop - 12:00 noon, B-202 (Repeated)

27 Saturday

28 Sunday

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, using the appropriate containers for recycling.

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, Jerry Oliver; B-110, Martha Swain; or C-102, Nancy Farmer;. 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.

29 Monday SGA Meeting - 12:00 noon, B-202

30 Tuesday

31 Wednesday Career Development Workshop - 12:00 noon
B-202 (Topic TBA)

1 Thursday

2 Friday

3 Saturday

4 Sunday

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 Chowan County 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 prohibited inside all college vehicles.

Traffic and Parking Regulations

General Statutes 115D-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 space 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

5 Monday SGA Meeting, 12 noon , B-202
See Your Advisor to Pre-register for Spring Quarter

6 Tuesday See Your Advisor to Pre-register for Spring Quarter

7 Wednesday Leadership Development Series - (SBC)
12:00-1:00 p.m. or 6:00-7:00 p.m.
See Your Advisor to Pre-register for Spring Quarter

8 Thursday See Your Advisor to Pre-register for Spring Quarter

9 Friday See Your Advisor to Pre-register for Spring Quarter

10 Saturday

11 Sunday

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, an 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 decision is 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 8:00 a.m. to 9:00 p.m., except for Friday when it closes at 4:00 p.m.

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

12 Monday SGA Meeting, 12 noon , B-202

Black History Program, 6:30-8:00 p.m. - CC

13 Tuesday Spring Quarter Registration

14 Wednesday Multi-Culturalism Issues Workshop, 12 noon, B-202
ECSU Transfer Student Appointments (9:00a.m.-
1:00 p.m.)
Valentine's Day Carnation Distribution - CC
Spring Quarter Registration

15 Thursday Spring Quarter Registration

16 Friday Spring Quarter Registration

17 Saturday

18 Sunday

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 to prospective and enrolled students. These are interest inventories designed to assist individuals in making career decisions.

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 education information. No fees are charged for any of the services provided.

19 Monday SGA Meeting, 12 noon , B-202

20 Tuesday Last Day of Classes

21 Wednesday Exams

22 Thursday Exams

23 Friday Exams

24 Saturday

25 Sunday

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.

26 Monday Exams

27 Tuesday Exams

Winter Quarter Ends

28 Wednesday

29 Thursday

1 Friday

2 Saturday

3 Sunday

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 B-110 (LRC), 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 Wednesday from 9:00 a.m.-11:30 a.m. for consultation.

Career Development Series Workshop

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

4 Monday SGA Meeting, 12 noon , B-202
First Day of Classes

5 Tuesday

6 Wednesday Leadership Development Series (SBC)
12:00-1:00 p.m. or 6:00-7:00 p.m.

7 Thursday

8 Friday Last Day to Register or Add Classes

9 Saturday

10 Sunday

Placement Office (B-110 LRC) 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 transcripts 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 program 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

11 Monday SGA Meeting, 12 noon , B-202

12 Tuesday

13 Wednesday Career Development Workshop - 12 noon
B-202 (Topic - TBA)

14 Thursday

15 Friday

16 Saturday

17 Sunday

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 (B-110).

JTPA

College of The Albemarle administers a federally funded training program under the Job Training Partnership Act (JTPA). This program is designed to provide qualified candidates with technical and vocation skills training that will result in increased employment opportunities and decreased dependency on welfare. Due to limited funding, few students will be accepted into the 1995-96 program.

The following criteria must be met for acceptance in the program:

Financial - The program participant must be classified as "Economically Disadvantaged". This is determined by totaling the applicant's gross family income during the six months preceding the date of the interview. The JTPA counselor uses guidelines established by federal and state agencies to determine cut-offs.

Program of Study - JTPA supports only certain technical and vocational curriculums.

- * Administrative Office Technology (2 years)
- * Medical Office Technology (2 years)
- * Associate Degree Nursing (only after acceptance into program - 2 years)
- * Computer Engineering Technology (2 years)

18 Monday SGA Meeting, 12 noon , B-202
End of Refund Period

19 Tuesday Career Planning Workshop, 3:30-4:30 p.m. - CC

20 Wednesday Male-Female Communication Styles Workshop -
12:00 noon, B-202

21 Thursday

22 Friday

23 Saturday

24 Sunday

- * Electronics Engineering Technology (2 years)
- * Microcomputer Systems Technology (2 years)
- * Basic Law Enforcement Training (1 quarter)
- * Nursing Assistant (1 quarter)
- * Practical Nursing (only after acceptance into program - 1 year)
- * Air Conditioning, Heating and Refrigeration (1 year)
- * Automotive Mechanics (1 year)
- * Electrical Installation and Maintenance (1 year)
- * Machinist (1 year)

In addition to these two basic requirements the JTPA participant must also:

- * Meet college admissions standards
- * Attend every quarter until program completion
- * Be a full-time student every quarter (4-6 classes)
- * Start directly in curriculum without need for development classes
- * Apply for financial assistance if applicable
- * Maintain at least a 2.50 GPA

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 Department of Veterans Affairs (DVA) and the North Carolina Department of Veterans of 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 assistants, BLET students, and students enrolled at the U.S. Coast Guard base shall be exempt from paying activity fees.

25 Monday SGA Meeting, 12 noon , B-202

26 Tuesday

27 Wednesday

28 Thursday Severe Weather Awareness -
11:00 a.m.-12:00 noon - CC

29 Friday

30 Saturday

31 Sunday

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, Spring Convocation, 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 is outlined on page 91.

Student Government

The Student Senate is the governing body of the students at COA. From the activity fees which are paid by part-time or 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.

1 Monday SGA Meeting, 12 noon , B-202

2 Tuesday

3 Wednesday Leadership Development Series (SBC)
12:00-1:00 p.m. or 6:00-7:00 p.m.

4 Thursday Easter Bunny Drawing - CC

5 Friday Last Day to Withdraw without Grade Penalty

6 Saturday Walk-A-Thon Heart Association - CC

7 Sunday

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 its own coach or player coach who will assume responsibility for the team.

Fall and Spring Convocation Ceremony

A Fall Convocation is scheduled for Monday, September 18, 1995 at 12 noon in the COA Auditorium. During this time the President of the college will deliver his "state of the college" address and welcome all students to COA. All attending scholarship donors and 1995-96 scholarship recipients will also be recognized during this ceremony.

A Spring Convocation is scheduled for May 6, 1996 at 12 noon in the COA Auditorium. 1995-96 student award recipients are recognized during this ceremony. 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, *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.

8 Monday Spring Break - No Classes

9 Tuesday Spring Break - No Classes

10 Wednesday Spring Break - No Classes

11 Thursday Spring Break - No Classes

12 Friday Spring Break - No Classes

13 Saturday

14 Sunday

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 the 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 Building 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 approxi-

15 Monday SGA Meeting, 12 noon , B-202

16 Tuesday

17 Wednesday Career Development Workshop - 12 noon
B-202 (Topic - TBA)

18 Thursday

19 Friday

20 Saturday

21 Sunday

mately \$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

1. Emergency cases occurring during regular day classes should be handled in the manner outlined below.
 - a. Notify the Dean of Administrative Services at 9335-0821, ext. 211) or the Dean of Student Development at (335-0821, ext. 251) at the main campus or the Dean of the Dare County Campus at the satellite campus (473-2264, ext. 21) or the Dean of the Chowan County Center at the Edenton site (482-7900, ext. 21). This office will send a representative to the scene of the emergency to determine the appropriate action to be taken. In the event of serious injury or illness when a representative is not immediately available, faculty and/or staff members should determine the appropriate action to be taken.
 - b. If necessary, the representative will call 9-1-1, who dispatches appropriate services.
 - c. The representative will accompany the student to the hospital if hospitalization or further medical attention is necessary. The Student Development staff will notify the parent, guardian, or spouse as soon as possible.
 - d. The 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 (identification must be provided) 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 which may cause further injury should be moved.
 - g. An accident report form must be completed for all sudden illnesses or injuries occurring while a student is enrolled in the college and will be made a part of the student's folder. A copy of the report will be kept in the office of the Dean of Student Development and a second copy forwarded to the Director of Physical Facilities, who files an incident report with the Dean of Administrative Services.

22 Monday SGA Meeting, 12 noon , B-202

23 Tuesday

24 Wednesday Self-Defense Workshop - 12 noon, B-202

25 Thursday

26 Friday

27 Saturday

28 Sunday

2. Emergencies occurring in on-campus evening classes, including adult education classes, should be handled in the same manner as emergencies occurring during the regular day classes with the exceptions noted below:
 - a. At the main campus, the Associate Dean, Evening Services will be notified instead of the Student Development office. At the Dare County or Chowan County Center, the evening coordinator will be notified.
 - b. The associate dean or coordinator will submit an accident report form describing the incident and how it was handled for inclusion in the student's folder. This report will be sent to the Dean of Student Development the day following the incident. A copy of the report will be forwarded to the Dean of Administrative Services.
3. Emergencies occurring in off-campus classes under the direction of the Division of Continuing Education will follow procedures to be determined by the Associate Dean of Continuing Education.
 - a. The supervisor of continuing education programs in the county where the emergency occurs will be notified.
 - b. The county supervisor will submit a written report describing the incident and how it was handled for inclusion in the student's folder.

Emergency Message Procedure

College of The Albemarle does not have an intercom system or message center. Please inform persons such as relatives, day care providers, children's schools, etc. that messages will only be delivered in an emergency/medical situation. Emergency messages are taken at the following numbers: 335-0821, ext. 290, 221, or 218 and an attempt to locate the student in class is made, however, if the student is not in class the message cannot be delivered.

Inclement Weather

In the event of significant snowfall, area radio stations, including stations in Nags Head, Columbia, Elizabeth City, Moyock, Edenton, Manteo, and Wanchese will be contacted prior to 7:00 a.m. and asked to announce the cancellation of classes.

A decision on evening classes will be made in the afternoon, and the radio stations will be notified about a closing.

The following radio stations will be asked to make announcements: WZBO/WERX, and WBXB (Edenton), WCNC, WGAI/WCXL, and WKJX (Elizabeth City), WRSF and WNHV (Nags Head), WOBR (Wanchese),

29 Monday

30 Tuesday

1 Wednesday Leadership Development Series (SBC)
12:00-1:00 p.m. or 6:00-7:00 p.m.

2 Thursday

3 Friday

4 Saturday

5 Sunday

and WVOD (Manteo). Television stations making announcements are: WAVY-TV, WITN-TV, and WNCT-TV.

Change of Name/Address

If you move or change your name at any time, please notify the Student Development Office to complete a student information change form. This will help to ensure that important documents, such as transcripts, are correctly filed and that you will receive information sent to you by mail.

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 phones in the first floor lobby of C-Building or in the Student Center or at the Dare County Campus or Chowan County 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 anytime.

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.



**Assistance Is
One Phone
Call Away**

**Information and
Referral Service
CARE-LINE
1-800-662-7030**

TDD/Voice/Spanish

Monday - Friday, except holiday - 8 a.m.-5 p.m.

Information and Referral for Human Services

Provided by Government, Non-profit Agencies and Support Groups.

Office of Citizen Services N.C. Department of Human Resources

6 Monday Spring Convocation, 12 noon, COA Auditorium
See Your Advisor to Pre-register for Summer School

7 Tuesday See Your Advisor to Pre-register for Summer School

8 Wednesday Faculty/Staff vs. Students - Softball Game
12:00 noon - Front Lawn
See Your Advisor to Pre-register for Summer School

9 Thursday Career Development Workshop, 9:30-10:30 a.m. - CC
See Your Advisor to Pre-register for Summer School

10 Friday See Your Advisor to Pre-register for Summer School

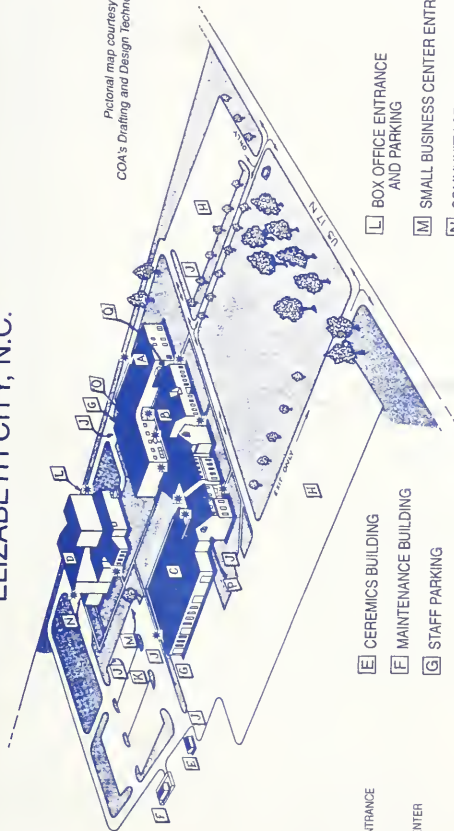
11 Saturday

12 Sunday

COLLEGE OF THE ALBEMARLE

ELIZABETH CITY, N.C.

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



★ Exits

A A BUILDING

ADMINISTRATION

ADMISSIONS

CONTINUING EDUCATION

STUDENT SERVICES

BOOKSTORE

CLASSROOMS

STUDENT CENTER

LECTURE AUDITORIUM ENTRANCE

B B BUILDING

LEARNING RESOURCE CENTER

LECTURE AUDITORIUM

CLASSROOMS

C C BUILDING

VOCATIONAL AND TECHNICAL

SHOPS AND LABS

CLASSROOMS

D COMMUNITY AND

SMALL BUSINESS CENTER

E CERAMICS BUILDING

F MAINTENANCE BUILDING

G STAFF PARKING

H STUDENT AND VISITOR PARKING

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

O ELEVATOR

P ELEVATOR

Q ELEVATOR

13 Monday SGA Meeting, 12 noon , B-202

Aids Workshop, 11:00 a.m.-12:00 noon - CC

14 Tuesday

15 Wednesday

16 Thursday Summer School Registration

17 Friday Last Day of Classes

Summer School Registration

18 Saturday

19 Sunday

PHONE EXTENSIONS

Adams, Bobby	203	Horton, Floyd	233
Alexander, Karen	261	Hostutler, Ron	276
Alexander, Miriam	318	Jennings, Rita	300
Alphin, Judy	218	Jennings, Renee	222
Anderson, Delores	269	Johnson, Martha	325
Anderson, Diane	265	Johnson, Roy	216
Anderson, Jimmy	303	Jones, Betty	289
Beloat, Hollis	266	Jones, Carrie	253
Bogardous, Pete	276	Jordan, Carlotta	329
Boyce, Emma	217	Kelsick, Dave	298
Boyce, Sandra	299	Krauss, Kerry	321
Brickhouse, Wendy	236	LaDow, Carolyn	214
Brown, Ella	237	Lamm, Carnell	327
Bryant, Janice	256	Layden, Rita	245
Bunch, Lynne	223	LeBlanc, Elizabeth (Betsy)	287
Cahill, Maureen	204	Lee, Patricia	0
Chou, Leland	282	Leete, Jerome	200
Cook-Wood, Holly	268	Lennon, Anne	275
Davis, Carolyn	314	Leverette, Clyde	276
Dawson, Angie Godfrey	225	Leverette, Diane	231
Douglass, Moses	281	Liverman, Margaret	242
Donnithorne, Larry	234	Mansfield, Shelby	311
Dozier, Quay	279	McDonald, Carlton	276
Dubbe, Marsha	325	McDonald, Michelle	290
Dunlow, Dorothy	219	McNary, Orville	286
Fairchild, Sharon	301	Meads, Tony	276
Farless, Patti	304	Melvin, Bob	330
Finch, Patricia	205	Mercer, Jesse	313
Grantham, Meg	283	Nixon, Stanley	285
George, Jean	208	Oliver, Jerry	240
Greene, Doris	276	Omer, MaryPat	328
Griffin, David	263	Overman, Gwen	310
Harris, Marion	317	Parker, LeVean	306
Harris, Wilma	228	Parkinson, Ann	332
Hartis, Barry	211	Patterson, Kay	259
Haskett, Phyllis	215	Phelps, Mickey	260
Hewitt, Sherry	250	Riccardo, Barbara	280
Hill, Ben	319	Riccardo, Ron	238
Hodges, David	246	Riddick, Althea	235
Hoffman, Faye	272	Roberson, Annette	221
Holland, Deborah	237	Rosenblatt, Harry	239
Holly, Cheryl	207	Rossman, Jane	235

20 Monday Exams

21 Tuesday Exams

22 Wednesday Pizza Party - CC
Exams

23 Thursday Exams

24 Friday Exams
Spring Quarter Ends

25 Saturday

26 Sunday

PHONE EXTENSIONS (cont'd)

Rountree, Dawn	302	Taylor, Lance	276
Sass, Sharon	241	Warren, Ruth	320
Sawyer, Diane	271	Watts, Kyle	213
Sawyer, Doug	210	Watts, Rhonda	206
Scaffa, Ray	251	Wells, John	220
Schmidt, Steve	332	White, Melody	308
Sheep, Michelle	248	White, Nelson	257
Smith, Steve	316	Whitehurst, Gladys	276
Stancil, Angela	326	Whitehurst, Ryanee	247
Stephens, Robert	209	Williams, Andrea	224
Stephenson, Louis	TBA	Williams, Debra	244
Sterritt, Patricia	309	Williams, Doug	288
Sterritt, William	212	Williams, Rose	307
Strickland, Sandra	262	Winslow, Lot	298
Swain, Martha	TBA	Zeigler, Jeff	255
Talkington, Gene	232		
ABLE Center	227	Evening Director	212
Admissions	290	Extension Center (Riverside)	249
Board Room	254	Financial Aid	225
Bookstore	237	Food Service	226
Bridges Program	242	Green Room	291
Business Office	214	Learning Lab	332
Career Planing	277	Library	271
Cashier	248	Maintenance	276
Community Center	287	Nursing Department	283
Community Center Lobby	297	Operator	0
Community Center		Personnel	236
Conference Room	292	Placement Office	244
Continuing Education	250	Public Relations	255
Control Room	293	Student Activities	240
Co-op Education	244	Student Development	218
Cosmetology	272	Student Senate	264
Dev. Reading	204	Student Support Services	253
Drafting	327	Supply Room	229
Electronics Lab	284	Tutoring Lab	279
Evening Counselor	281		

PAY PHONES

Building Hallway	335-9822	C Building	335-9801
Building	335-9975	Community Center	335-9826

27 Monday

28 Tuesday Commencement

29 Wednesday

30 Thursday GED/AHS Graduation

1 Friday

2 Saturday

3 Sunday

Faculty & Student Development Offices

Adams, Bobby	A217	McDonald, Michelle	A118
Alexander, Miriam	C203	McNary, Orville	C129
Alphin, Judy	A118	Melvin, Bob	B102
Anderson, Jimmy	C218	Mercer, Jesse	B207
Aydlett, Julian	A218	Nixon, Stanley	C138
Beloat, Hollis	A205	Oliver, Jerry	A119
Brown, Mary Louise	A121	Omer, Mary Pat	A239
Boyce, Emma	A123	Overman, Gwen	A250
Boyce, Sandra	C205	Parker, LeVern	A245
Cahill, Maureen	A234	Patterson, Kay	C105
Chou, Leland	C204	Phelps, Mickey	C139
Douglas, Moses	A125	Roberson, Annette	A118
Dozier, Quay	B102	Rosenblatt, Barbara	A238
Dubbe, Marsha	A232	Riccardo, Barbara	A238
Dunlow, Dorothy	C218	Riccardo, Ron	A251
Farless, Patti	A248	Scaffa, Ray	A120
Finch, Patricia	A235	Smith, Steve	B212
George, Jean	A241a	Stancil, Angela	A254
Godfrey-Dawson, Angie	A122	Stephens, Robert	A243
Gregory, David	A207	Sterritt, Patricia	A250
Haley, Cheryl	A241b	Sterritt, William	A116
Harris, Marion	C135	Swain, Martha	B110
Harris, Wilma	A252	Talkington, Gene	C103
Hill, Ben	C222	Warren, Ruth	A204
Hodges, David	C220	Watts, Rhonda	A240
Hoffman, Faye	C145	Wells, John	A117
Jennings, Renee	A123	White, Melody L.	A247
Jones, Betty	A249	White, Nelson	C210
Jones, Carrie	A137	Williams, Andrea	A137
Jordan, Carlotta	B101	Williams, Debra	B110
Krauss, Kerry	C111	Williams, Doug	C154
Lamm, Carnell	C153	Williams, Rose	A246
Leete, Jerry	A206	Winslow, Lot	C218
Mansfield, Shelby	A219		

Evening Counselors

Donald Alexander	A125	Martha Goodman	A125
Brenda Gregory	A125		

Student Senate

(Office A-149)

(Phone - 335-0821, ext. 264)

Advisor

Jerry Oliver

Student Clubs, Organizations and Advisors

ADN 96Chosen by Club in September
ADN 97Chosen by Club in September
Alternative Career	
Education Studies (ACES)Martha Swain
Art ClubBen Hill
Biology ClubJerry Leete
Christian Science OrganizationHolly Cook-Wood
C.O.A. ChoralLeland Chou
C.O.A. BandRay Scaffa
Cosmetology ClubFaye Hoffman
Foreign Arts ClubBarbara Riccardo
	Maureen Cahill
Gospel ClubClyde Leverette
Phi Theta Kappa (PTK)Rhonda Watts
	Angela Stancil
PNEChosen by Club in September
Student Voice NewspaperRobert Stephens
	Jeff Zeigler

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

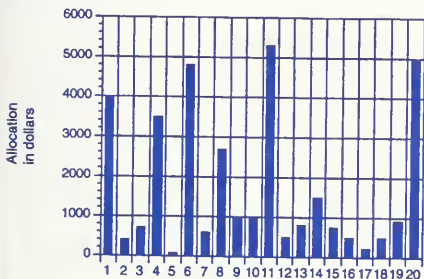
If you are interested in investigating the possibility of forming a new club or organization, see the Assistant Dean of Counseling and Student Activities (A-119).

1995-96 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 student 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 assistants, 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, Spring Convocation, new student orientation, three student scholarships, campus renovation projects*; student activities; and cultural and social events. A breakdown of how the activity fee is distributed is shown below.**

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



*During 1994-95, \$412.80 was spent from the unexpended fund balance.

Budget Line Item

- | | |
|---|-------------------------------------|
| 1- Salaries (\$4,000) | 11-Entertainment (\$5,300) |
| 2-Officer Training (\$400) | 12-Spring Convocation (\$500) |
| 3-Student Senate supplies/
materials (\$720) | 13-Chowan County Center (\$800) |
| 4-Student Senate travel (\$3,500) | 14-Sports Club (\$1,500) |
| 5-N4CSGA Dues (\$75) | 15-New student orientation (\$732) |
| 6-Student Handbook (\$4,800) | 16-Newspaper (Student Voice, \$500) |
| 7-Student center maint. (\$610) | 17-Literary magazine (Argus, \$200) |
| 8-Student clubs (\$2,690) | 18-Intramurals (\$500) |
| 9-Cultural Affairs Committee (\$1,000) | 19-Scholarships (\$900) |
| 10-COAST Players (\$1,000) | 20-Yearbook (\$5,000) |

**Pending Board of Trustees approval

College of The Albemarle

Chowan County Center

P.O. Box 145 / 1316C North Broad Street
Edenton, North Carolina 27932
Phone (919) 482-7900 / (919) 482-7501
Fax (919) 482-7999

STAFF

Lynn Hurdle-Winslow, *Associate Dean*
Shirley O. Blount, *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
taking all their classes at Chowan.

FINANCIAL AID

Grant and Scholarship applications available in front office.

INSTRUCTORS

Hollis Belloat, *Sociology*
Carmen Boland, *Physical
Education*
Robert Brown, *Health*
Dr. Ralph Cook, *Art*
Barbara Ferrell, *Office Science*
Juanita Fleming, *Ready*
Anita Johnson, *Psychology*
Shelby Mansfield, *Psychology*
Jesse Mercer, *Economics*
Dennis Morse, *Business*

Gwen Overman, *Nursing
Assistant*
Suzanne Palmer, *Reading*
Joe Pennick, *Math*
Shirley Powell, *Math*
Susan Powell, *Psychology*
Doris Skinner, *Business*
Lucy Vaughan, *Speech*
Natalie Ward, *Computer
Applications*
Nelson White, *Accounting*

Twelve Positions TBA

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
Bill Amriott	Counselor
Kay Barefoot	Program Coordinator Hotel Restaurant Management
Raymond Christie	Custodial
Cindy Crawford	Business & Records Office Assistant
Marge Davenport	Receptionist
Karen Harper	Administrative Assistant
Julie Cord	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
Nancy Morris	Evening Secretary
Virginia Tillett	Continuing Education
Joseph Turner	Dean of Dare Campus

DARE CAMPUS CLUBS AND ORGANIZATIONS

Bill Amriott, Virginia Tillett and Faculty/Staff Advisors

Freshman Club	Students Against	Student Senate
Phi Theta Kappa	Driving Drunk (SADD)	Yearbook

HOW TO REGISTER

1. See your assigned advisor approximately two weeks prior to registration to complete a registration form. Advisors have appointment sign-up sheets posted on their door prior to registration. If you do not know who your assigned advisor is, please go to the Student Development Office to get this information. (Find out who your advisor is, his/her office number and phone number.)
2. Before meeting with your advisor, you should have completed a trial schedule form (available in the Student Development Office).
3. Bring your registration form with you on your assigned day to register (Registration schedule outlined in the COA Preview which will be mailed to your home).
4. You must pay tuition/fees when you register.
5. The following sections must be filled in before you can register.

Complete Name, Address and Phone Number
Social Security Number
Financial Aid and VA Benefits

Reg. # Provided by
registration staff

School Year

Quarter

Curr. Code

It is necessary to complete this section for statistical purposes. Information given will be kept confidential.

Example:

EDP 206-1

Department (EDP)

Course Number (206)

Section No. (1)

[illegible]

Your signature

Signature Advisor

**Must be completed
by the Dean of Instruction
if you are taking 19 or
more hours.**

If any of the above information is not complete please see your advisor or a member of the registration staff **BEFORE** you get in line to register.

SCHEDULE OF CLASSES

ADVISOR _____ OFFICE HOURS _____

OFFICE NO. _____

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

FALL QUARTER '95

COURSE NO.	INSTRUCTOR	DAY	TIME	ROOM

WINTER QUARTER '95

COURSE NO.	INSTRUCTOR	DAY	TIME	ROOM

SUMMER QUARTER '96

COURSE NO.	INSTRUCTOR	DAY	TIME	ROOM

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

