

**COLLEGE OF THE
ALBEMARLE**



**CAMDEN
CHOWAN
CURRITUCK
DARE
GATES
PASQUOTANK
PERQUIMANS**

**2004-2005
Student Planner**



COLLEGE OF THE ALBEMARLE

2004 - 2005

STUDENT HANDBOOK

THIS AGENDA BELONGS TO

NAME _____

ADDRESS _____

CITY/STATE _____ ZIP _____

PHONE _____ STUDENT ID _____

The information in this book was the best available at press time. Watch for additional information and changes.



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<http://www.schooldatebooks.com> • sdi@schooldatebooks.com



WELCOME !

Welcome to College of The Albemarle! Students are the most important people at the college. The faculty and staff are eager to help you reach your educational and career goals. We are committed to providing an environment of mutual respect in which each member of our college will realize her/his maximum potential.

There are several strategies that will help you to succeed in college:

1. **Know why you are here.** If you are unsure of your career goal, utilize the career information provided by the college and speak with Martha Swain, 335-0821, extension 2243;
2. **Know the requirements of your program of study.** Utilize a graduation checksheet and the COA catalog to learn about the courses you need to complete. Speak to your assigned academic advisor regularly;
3. **Get the help you need from faculty, counselors, tutors, and other staff at the college.** A listing of college resources is listed in the Where Do I Go? section;
4. **Put balance in your life.** Plan time for your family, your work, your studies, and your relaxation. Use the calendar in this handbook to schedule your time;
5. **Develop habits for your success.** For example, always keep a positive attitude. By doing so, you will experience a healthy, productive, and rewarding life; and
6. **Read this handbook to begin your college career on a positive note.** It is filled with information to help you succeed at COA and in your career.

Graduates of College of The Albemarle have performed well in a wide variety of careers. If you are interested to know the graduation rate of students in your program of study, please see the Registrar. Please seek the assistance of faculty and staff as you need it. Get involved in college activities. Have a wonderful year!

Ray Scaffa

Ray Scaffa

Vice President of Student Development

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PURPOSE OF THE COLLEGE

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

MISSION STATEMENT

In keeping with the mission of the North Carolina Community College System, College of The Albemarle opens the door to high-quality, accessible educational opportunities that minimize barriers to post-secondary education, maximize student success, and improve the lives and well being of individuals by providing:

- Education, training, and retraining for the adult work force in a global economy, including literacy education, occupational, and pre-baccalaureate programs;
- Support for economic development through services to business and industry;
- Services to communities and individuals which promote the quality of life; and
- An environment that promotes job satisfaction and career development for faculty and staff.

STATEMENT OF OUR 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 educational process which we provide.

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

We respect the community which we serve.

We value partnership in and service to the 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.

COA PRIDE

Self-respect . . . Dignity . . . High-minded personal values . . . Satisfaction taken in your achievements . . . The fulfillment received from doing your best . . . This is pride.

Courtesy . . . Responsibility . . . Service . . . Respect for fellow students, faculty, and staff . . . Taking responsibility for your actions . . . This is COA Pride.

COA Pride is a collective agreement among all students, faculty, and staff to sustain an excellent community for learning. We all work together to maintain a safe and clean campus. Each of us contributes to a friendly and helpful atmosphere from which all of us benefit. This includes refraining from using profanity, placing trash in cans, attending every class on time, completing each assignment to the best of your ability, providing assistance to newcomers, participating in activities and services, and enabling each member of our campus community to reach individual and common goals. COA Pride sets a high standard of excellence for all of us.

Call Ray Scaffa, 335-0821, ext. 2251, or Linda Lewis, ext. 2218, to get involved with COA PRIDE.



SUMMER SESSION 2005

Classes Begin	Monday, May 16
End of 75% Refund Period (First 5-Week Session).....	Tuesday, May 17
End of 75% Refund Period (10-Week Session).....	Thursday, May 19
Memorial Day Holiday	Monday, May 30
Last Day to Withdraw Without Grade Penalty (10-Week Session)	Monday, June 20
Last Day of First 5-Week Session.....	Monday, June 20
First Day of Second 5-Week Session.....	Tuesday, June 21
End of 75% Refund Period (Second 5-Week Session)	Wednesday, June 22
July 4th Holiday	Monday, July 4
Summer Semester Ends	Tuesday, July 26
Summer Commencement.....	Thursday, July 28

ACADEMIC ADVISEMENT

One of the most important activities you will engage in while at the college is the process of academic advisement. Academic advisement is a time for you and an advisor to discuss your academic and career goals, to explore options, and make informed decisions on a regular basis.

You will be assigned an advisor from among the faculty of the academic department representing your major area of study. If you are undecided about your major, you will be assigned to a Student Development advisor.

It is important that you maintain contact with your advisor throughout your enrollment. Faculty advisors post a schedule of office hours, and you should feel free to call on them anytime you need assistance. Your advisor will assist you in selecting courses, planning your schedule, and registering for your classes.

One of the most successful ways to ensure a successful academic career is to utilize the academic advising process.

HOW TO PREPARE FOR AN ADVISING APPOINTMENT

1. Make your appointment EARLY.
2. Keep your appointment or call in advance to cancel so that someone else may have the time slot.
3. Be on time.
4. Review materials that you received at orientation or during previous appointments before you go to your advising appointment.
5. Write down any questions you wish to ask your advisor.
6. Take appropriate materials to the advising appointment (pen/pencil, catalog, graduation check sheet, class schedule booklet, trial schedule of classes, etc.)
7. Follow through on referrals and recommendations that are made during the advising sessions.

ACADEMIC CALENDAR

FALL SEMESTER 2004

Faculty Return.....	Friday, August 13
Classes Begin.....	Monday, August 16
End of 75% Refund Period (First 8-Week Session).....	Thursday, August 19
End of 75% Refund Period(16-Week Sesion).....	Wednesday, August 25
Labor Day Holiday	Monday, September 6
First Day of 12-Week Session.....	Thursday, September 16
End of 75% Refund Period (12-Week Session).....	Thursday, September 23
Mid-term Break.....	Monday - Tuesday, October 11-12
Last Day to Withdraw Without Grade Penalty (16-Week Session) ...	Wednesday, October 13
Last Day of First 8-Week Session.....	Wednesday, October 13
First Day of Second 8-Week Session.....	Thursday, October 14
End of 75% Refund Period (Second 8-Week Sesion).....	Tuesday, October 19
Thanksgiving Holiday (no classes).....	Wednesday - Friday, November 24-26
Classes End.....	Monday, December 6
Exam Week	Tuesday - Monday, December 7-13
Semester Ends.....	Monday, December 13

SPRING SEMESTER 2005

Classes Begin.....	Thursday, January 6
End of 75% Refund Period (First 8-Week Session).....	Tuesday, January 11
Martin Luther King, Jr. Holiday	Monday, January 17
End of 75% Refund Period (16-Week Session).....	Tuesday, January 18
First Day of 12-Week Session.....	Friday, February 4
End of 75% Refund Period (12-Week Session).....	Friday, February 11
Mid-Term Break.....	Thursday - Friday, March 3-4
Last Day to Withdraw Without Grade Penalty (16-Week Session)	Monday, March 7
Last Day of First 8-Week Session.....	Monday, March 7
First Day of Second 8-Week Session.....	Tuesday, March 8
End of 75% Refund Period (Second 8-Week Session)	Friday, March 11
Spring Break (no classes).....	Monday - Friday, March 28 - April 1
Classes End.....	Monday, May 2
Exam Week	Tuesday - Monday, May 3-9
Semester Ends.....	Monday, May 9
Spring Commencement.....	Thursday, May 12

To change your major, complete a Student Information Change Form available in Student Development or from your assigned academic advisor.

To update your name, address, or phone number, complete a Student Information Change Form available in Student Development or from your assigned academic advisor.

To apply for graduation, complete the application mailed to you during the fall semester before the spring or summer graduation for which you are eligible. If you do not receive an application in the mail, you may obtain one in Student Development and complete it during the fall semester before you plan to graduate.

STUDENT 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 as recorded in the college catalog regarding academic integrity and courtesy / social behavior.

PLAGIARISM

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 a competent student; students who cheat or plagiarize are subject to disciplinary action by the college.

Using a translator to translate work from English to another language is the same as plagiarism. If it is determined that a translator, online or otherwise, has been used unreasonably in any level of any foreign language class offered, the instructor of that class reserves the right not to grade the assignment and to give the student a zero. Use a dictionary!

DRESS CODE

The college expects all students to dress in a manner in keeping with the serious academic intent of the college and in a manner acceptable to the community. COA invites prospective employers and business leaders on campus throughout the academic year. Students should keep in mind that they may have an opportunity to meet their prospective employers, and first impressions are lasting impressions.

In light of these considerations, students are expected to use their own judgment in appropriate dress within the generally accepted bounds of good taste. Although the College does not intend to impose upon individual style or creativity, students are prohibited from wearing clothing that is sexually suggestive or revealing. Students will not be permitted to dress in a manner which disrupts the educational environment.

While students may dress casually, they should present a clean and appropriate appearance at all times. Shirts and shoes are required while the student is on campus or while attending a COA activity, function, or event off the COA campus. Caps and hats should not be worn in any classroom except in certain circumstances which may be approved by the faculty member in charge.

ADVISING TOOLS

The following resources are available to help you in the advising process. Collect this information and keep it on file and available to take with you when you meet with your advisor.

College Catalog

The college catalog contains information about academic policies and regulations, the curriculum for each academic program, and course descriptions for each course offered. The course descriptions will show any prerequisite or co-requisite courses or any special restrictions. You should read all course descriptions and discuss with your advisor before registering each semester. You should also discuss with your advisor courses that are only offered certain semesters or on a limited basis and how this affects prerequisites.

Graduation Check Sheet

You should maintain an up-to-date Graduation Check Sheet for the program for which you are pursuing a degree or diploma. Graduation Check Sheets may be obtained from your advisor or from the Student Development office.

COA Schedule of Classes

The COA Schedule of Classes is the official schedule of classes published each semester. In addition to course listings offered, the Schedule also provides the following:

1. Dates to begin registration
2. First day of classes
3. Last day to register or drop/add classes
4. Deadline to pay tuition/fees
5. Tuition refund period

You should use the COA Class Schedule for the upcoming semester to prepare a trial schedule before meeting with your advisor. Remember to use your Graduation Check Sheet as a guide for preparing your class schedule.

GPA Completion

STUDENT DEVELOPMENT INFORMATION

To learn about college programs, services, and resources, attend an Orientation Session before you enroll in classes.

To register for classes or drop and add a course, see your assigned academic advisor. Your advisor will help you complete the paperwork necessary. If you do not have an assigned academic advisor, see an advisor in Student Development.

You are notified by mail when you are assigned an academic advisor. If you cannot remember who your advisor is, contact Student Development.

To withdraw from all your classes, see your assigned academic advisor. If you do not have an assigned academic advisor, see an advisor in Student Development.

WHO'S WHO IN STUDENT DEVELOPMENT?

P.O. Box 2327, Elizabeth City, NC 27906-2327 • 252.335.0821

Fax 252.335.2011 • www.albemarle.edu

Ray G. Scaffa, Vice President, Student Development and Dean of Students	x2251	A120
Wesley C. Alston, Counselor, Student Support Services Program	x2330	C105
Cherrie A. Boyce, Admissions and Testing Advisor	x2281	A125
Emma L. Boyce, Assistant Director, Scholarships and Student Aid	x2217	A108
Mary Louise Brown, Registrar	x2252	A121
Maenecia L. Cole, Activities and Retention Advisor	x2240	A113
Vada M. Cuffee, Counselor/Recruiter, Educational Opportunity Center	x2310	C111
Quay J. Dozier, Assistant Director Student Support Services Program	x2279	B105
Angela Godfrey-Dawson, Director, Scholarships and Student Aid	x2360	A122
Judy A. Gordon, Director, Student Activities/Counselor	x2277	A119
Lynn C. Gordon, Counselor/Recruiter, Educational Opportunity Center	x2364	C112
Jeana Johnikins, Student Aid Assistant	x2385	FA
Kenneth L. Krentz, Director, Admissions and Testing	x2220	A117
Linda H. Lewis, Administrative Assistant, Student Development	x2218	A118
Robin B. Pavey, Tutor Coordinator, Student Support Services Program	x2244	CI01
Sonya B. Phelps, In-Take Technician/ Child Care Coordinator, SSS Program	x2253	B101a
Annette Roberson, Admissions Technician	x2221	A118
Trisha B. Sawyer, Student Aid Assistant	x2254	A114
Renee J. Shannon, Student Aid Assistant	x2217	A112
Martha W. Swain, Director, Counseling & Career Development	x2243	A123
Andrea R. Williams, Director, TRIO Programs	x2224	C102

Students are expected to dress in a manner appropriate to their major area of study. Certain technical or vocational curricula, such as the allied health programs, may require special attire for clinical or laboratory areas. BLET students are required to wear uniforms at all times while in class. A student may not attend classes or laboratory work conducted in the clinical or laboratory areas if such student is in violation of the dress codes for such areas.

Students who fail to adhere to the above guidelines are not allowed in any campus facility and are subject to disciplinary action which may include suspension and / or expulsion.

STUDENT ACTIVITIES



College of The Albemarle offers students the opportunity to participate in a number of extracurricular activities which enhance the educational experience. A variety of student interests are met through the Student Government Association, cultural events, recreational and athletic programs, club activities, and informative workshops.

Students may participate in the Student Government Association as elected and appointed Student Senate Officers and Senators. The SGA President or designee serves as ex-officio member of the Board of Trustees. Student representatives serve as voting members of college committees including the College Disciplinary Appeals Committee, the Student Affairs Committee, and ad-hoc committees.

Student activity fees are utilized by the Student Government Association to support dances, concerts, intramural sports, conferences, and cultural events. Any expenditure from the student activity fee fund must directly benefit students.

Active student clubs vary from year to year and may vary from campus to campus according to student interest. A partial list of student clubs includes Computers, Nursing, Student Voice Newspaper, Students Against Drunk Driving, Literary Society, and Fine Arts Club. Students who wish to form a new club should contact the Director of Student Activities.

Performing groups including the COA Band, Choral Group, and COAST players provide students opportunities to utilize their talents in shows on campus and in the community.

Membership in the college's international honor society, Phi Theta Kappa, is by invitation to students who demonstrate high scholastic standing, character, leadership, and service while attending College of The Albemarle.

The Department of Allied Health and Wellness offers intramural sports. Participation in intramural sports is voluntary, and no college credit is awarded. Activities offered through the intramural program are correlated with those taught in physical education courses to provide students an opportunity to practice their skills in actual competition.

For more information on student activities, please contact the following:

Chowan County Center	Ella L. Holley	482-790		
Dare County Campus	Emily G. Robertson	473-2264	Ext. 223	DC113
Elizabeth City Campus	Judy A. Gordon	335-0821	Ext. 2277	A 119
	Maecenia L.Cole	335-0821	Ext. 2240	A 113

A QUICK REFERENCE GUIDE TO ELIZABETH CITY CAMPUS RESOURCES

WHERE DO I GO?

Academic Advising	Your Advisor	Linda Lewis	Ext. 2218	A118
Academic Advisor Assignments	Student Development	Mary Louise Brown	Ext. 2252	A121
Academic Records	Registrar	Ray Scaffa	Ext. 2251	A120
Accidents	Student Development	Linda Lewis	Ext. 2218	A118
Address Change	Student Development	Kenny Krentz	Ext. 2220	A117
Admissions	Admissions & Testing	Annette Roberson	Ext. 2221	A118
Application Information	Admissions Office	Martha Swain	Ext. 2243	A123
Career Counseling	Counseling & Career Dev.	Martha Swain	Ext. 2243	A123
Career Development Resources	Career & Life Planning Center	Martha Swain	Ext. 2290	A118
Catalogs, Brochures, Applications	Admissions Office	Anna Boyce	Ext. 2253	B101
Child Care Information	Student Support Services	Sonya Phelps	Ext. 2290	A118
Class Schedules	Student Development	Anna Boyce	Ext. 2290	A118
Continuing Education Classes	Continuing Education	Diane Sawyer	Ext. 2250	E129
Cooperative Education	Co-op & Job Placement	Debra Williams	Ext. 2232	E214
Course Placement	Admissions & Testing Advisor	Cherrie Boyce	Ext. 2281	A125
Credit by Exam / CLEP	Registrar	Mary Louise Brown	Ext. 2252	A121
Curriculum Change	Advisor / Counselor	Ruth Warren	Ext. 2320	A204
Developmental Studies	Dev. Studies Coordinator	Andrea Williams	Ext. 2224	C102
Disadvantaged Student Assistance	Student Support Services	Ray Scaffa	Ext. 2251	A120
Disciplinary Procedures	Student Development	William Sterritt	Ext. 2343	A116
Dropping/Adding Courses	Academic Advisors	Angela Godfrey-Dawson	Ext. 2360	A122
Evening Classes	Evening Director	Linda Lewis	Ext. 2218	A118
Financial Aid	Scholarships & Student Aid	Mary Louise Brown	Ext. 2252	A121
First Aid	Student Development	Mary Louise Brown	Ext. 2252	A121
Grades	Student Records	Cherrie Boyce	Ext. 2281	A125
Graduation	Registrar	Aithca Riddick	Ext. 2241	A101
Housing	Admissions			
Instructional Concerns	Vice President, Instruction			
Instructor's Office Hours	Instructor's Office Door			

DARE COUNTY CAMPUS

132 Russell Twiford • Manteo, NC 27954 • 252/ 473-2264
Fax 252/ 473-5497 • www.albemarle.edu/dare

Emily G. Robertson, Assistant Dean/Coordinator,
Student Services

x223

DC113

Hours of Operation

Monday-Thursday, 8:00 a.m.-10:00 p.m.

Friday, 8:00 a.m.- 4:30 p.m.

CHOWAN COUNTY CENTER

1316C N Broad Street • Edenton, NC 27932 • 252/ 482-7900
Fax 252/ 482-7999 • www.albemarle.edu

Ella L. Holley, Director, Student Services

Hours of Operation

Monday-Thursday, 8:00 a.m.-10:00 p.m.

Friday, 8:00 a.m.- 4:30 p.m.

WHO DO I CALL? A QUICK REFERENCE GUIDE TO PROGRAMS AND SERVICES IN THE LOCAL COMMUNITY

ADA Coordinator.....	337-6648	Hopeline Crisis Line.....	338-3011
Albemarle Hopeline.....	338-5338	Hospice Home Care.....	338-4066
Albemarle Hospital.....	335-0531	Housing Authority.....	335-5411
Albemarle Mental Health.....	335-0803	Independent Living Rehabilitation.....	338-0175
Albemarle Regional Health Services.....	338-4400	Internal Revenue.....	331-4746
Alcoholics Anonymous.....	338-1849	Magistrate.....	331-4758
Better Business Bureau.....	338-3992	Narcotics Anonymous.....	335-2895
Board of Elections.....	335-1739	National Resource Center.....	1-800-424-8802
Care Line.....	1-800-662-7030	N.C. Dept. of Insurance's Consumer Services Division.....	1-800-662-7777
Catholic Social Ministries.....	426-7717	Parks & Recreation.....	331-2415
Central Communications.....	331-1500	Partnership for Children.....	333-1233
Chamber of Commerce.....	335-4365	Poison Center.....	1-800-848-6946
Child Support Enforcement.....	338-4811	Police.....	335-4321
Child Advocacy, Kids First.....	338-5658	Prevent Child Abuse N.C.....	1-800-354-KIDS
Clerk of Court.....	331-4751	Probation and Parole.....	331-4806
Community Penalties.....	335-1963	Public Library.....	335-2473
Consumer Credit Counseling.....	338-3954	Red Cross.....	335-2185
Cooperative Extension Services.....	338-4044	Register of Deeds.....	335-4367
Developmental Evaluation.....	331-4776	Rescue Squad.....	335-5558
Driver's License.....	335-5493	Salvation Army.....	338-4129
Economic Improvement Council.....	335-4444	SBI.....	335-9571
Emergency Management.....	335-1524	Senior Center.....	338-2940
Emergency Medical Services.....	331-4798	Sheriff.....	338-2191
Employment Security Commission.....	333-3205	Social Security & SSI Benefits.....	338-1155
Family Resource Center.....	335-0800	Social Services.....	338-2126
FBI.....	335-7649	Tax Office.....	338-6107
Fire Marshal.....	335-4035	Transportation, Inter-County Public.....	338-4480
Food Bank of the Albemarle.....	338-1414	Veterans Affairs.....	331-4741
Friends of the Court.....	338-2161	Vocational Rehabilitation.....	331-4768
Highway Patrol.....			

4 ELIZABETH CITY CAMPUS RESOURCES

Insurance (student accident)	Business Office	Michelle Sheep	Ext. 2248	A129
Job Placement	Co-op & Job Placement	Debra Williams	Ext. 2232	E214
Library Services	Learning Resources Center	Bob Schenck	Ext. 2268	B108
Lost & Found	Receptionist / Switchboard	Patricia Lee	0	Lobby
Parking Decals	Business Office	Michelle Sheep	Ext. 2248	A129
Personal Counseling / Referrals	Counseling & Career Dev.	Martha Swain	Ext. 2243	A123
Placement Testing	Admissions & Testing	Cherrie Boyce	Ext. 2281	A125
Public Information	Marketing & Communications	Dawn McAvoy	Ext. 2255	A137
Refunds	Student Development	Ray Scaffa	Ext. 2251	A120
Registration	Academic Advisors	Ray Scaffa	Ext. 2251	A120
Residency Requirements	Student Development	Ray Scaffa	0	Lobby
Security/Switchboard	Scholarships & Student Aid	Angela Godfrey-Dawson	Ext. 2360	A122
Scholarships	Students	Ray Scaffa	Ext. 2251	A120
Sexual Harassment	Faculty / Staff	Wendy Brickhouse	Ext. 2236	A103
Student Activities / Clubs	Student Development	Judy Gordon	Ext. 2277	A119
Student Government Association	Student Development	Judy Gordon	Ext. 2277	A119
Student Orientation	Student Development	Maeneecia L. Cole	Ext. 2240	A113
Student Rights & Responsibilities	Student Development	Ray Scaffa	Ext. 2251	A120
Students with Disabilities/Student	Support Services	Andrea Williams	Ext. 2224	C102
Textbooks	Bookstore	Gwen Davis	Ext. 2237	Student Center
Transcript Evaluations	Registrar	Mary Louise Brown	Ext. 2252	A121
Transcripts	Registrar's Office	Linda Lewis	Ext. 2218	A118
Tutorial Services	Student Support Services	Robin Pavey	Ext. 2244	C101
Veterans' Educational Benefits	Registrar	Mary Louise Brown	Ext. 2252	A121
Withdrawal from Courses	Academic Advisors			
Work Study Program	Scholarships & Student Aid	Renee Shannon	Ext. 2217	A112

For programs and services at the Dare County Campus, the Chowan County Center, and other off-campus sites, consult the Dean/Assistant Dean/Coordinator in the site's main office.

A QUICK REFERENCE GUIDE TO DARE COUNTY RESOURCES

Animal Shelter, Dare Co.....	473-1101
Chamber of Commerce.....	441-8144
Clarks Food Pantry.....	261-2016
Commissioners.....	473-1101
Driver License Office.....	473-2143
Elections, Dare Co.....	473-1101
Food Pantry, Cape Hatteras.....	995-5772
Food Pantry, Mt. Olivet Ch.....	473-5768
Foundation, Community.....	261-8839
Health Department.....	473-1101
Hotline Inc.....	473-3366
Library, Manteo.....	473-2372
Medical Center, Outer Banks.....	441-7111
Mental Health, Substance Abuse.....	473-1135
Ministerial Association.....	441-6592
Police Department, KDH.....	480-4036
Police Department, Manteo.....	473-2069
Police Department, NH.....	441-6386
Red Cross, Dare County.....	473-3366
Social Services.....	473-1471
Thrift Shop, Manteo.....	473-5121
Thrift Shop, Rodanthe.....	987-2442
Veterans Service Office.....	473-1101

Academic Advising	Student Development	Emily Robertson	Ext. 223
Academic Records	Student Development	Malinda Lathan	Ext. 222
Admissions	Student Development	Emily Robertson	Ext. 223
Career Development Resources	Student Development	Kathryn Lamb	Ext. 227
Child Care Information	Student Support Services	Nolie Rose	Ext. 293
Class Schedules	Student Development	Malinda Lathan	Ext. 222
Continuing Education Classes	Continuing Education	Virginia Tillett	Ext. 243
Cooperative Education	Cooperative Education	Kathryn Lamb	Ext. 227
Disadvantaged Student Assistance	Student Support Services	Nolie Rose	Ext. 293
Dropping/Adding Courses	Student Development	Malinda Lathan	Ext. 222
Financial Aid Scholarships	Student Development	Kathryn Lamb	Ext. 227
Grades	Student Development	Malinda Lathan	Ext. 222
Library Services	Learning Resources Center	Carmella Kemp	Ext. 230
Personal Counseling/Referrals	Student Development	Emily Robertson	Ext. 223
Placement Testing	Student Development	Kathryn Lamb	Ext. 227
Refunds	Cashier	Connie Mizelle	Ext. 248
Registration	Student Development	Malinda Lathan	Ext. 222
Student Clubs/Activities	Student Development	Emily Robertson	Ext. 223
Students with Disabilities	Student Support Services	Nolie Rose	Ext. 293
Transcripts	Student Development	Malinda Lathan	Ext. 222
Tuition/Fees Payments	Cashier	Connie Mizelle	Ext. 248
Tutorial Services	Student Support Services	Nolie Rose	Ext. 293
Withdrawal from Courses	Student Development	Malinda Lathan	Ext. 222

For taped messages announcing the status of the college, you may call the following:

Elizabeth City Campus (252) 335-0821
 Dare County Campus (252) 473-2264
 Chowan County Center (252) 482-7900

FIRST AID KIT LOCATIONS

Bobby Adams	A217	Chemistry
Charles Purser	C155	Drafting
Mark Cartwright	C153	Heating & AC Shop
Cathy Clair	A242	2nd Floor A Building
Nancy Farmer	E205	Occupational Education
Dara Harrell	C145	Cosmetology
Richard Seymour		Maintenance Office
Bob Lowney	Chowan County	CenterFront Desk
	Chowan County	CenterCarpentry Class
Joy Johnson		Learning Center
Patricia Lee		Switchboard - EC Campus
Jerry Leete	A206	Science Department
Stanley Nixon	C138	Machine Shop
Emily Robertson	Dare County Campus	Student Development
Diane Sawyer	E129	Continuing Education
Bob Schenck	B108	Library
William Sterritt	A116a	Evening Director

GRADE POINT AVERAGE (GPA) COMPUTATION

Your semester grade point average is calculated by dividing the number quality points earned in a semester by the number of credit hours attempted in a semester. Your cumulative grade point average is figured the same way using totals from all semesters.

Example: John Doe attended COA last spring semester. He enrolled in five classes and his final grades were as follows:

Course	Grade	Semester Hrs.		Quality Points Totals		
ENG 111	A	3	x	4	=	12
BIO 111	C	4	x	2	=	8
MAT 161	B	3	x	3	=	9
HIS 121	B	3	x	3	=	9
PED 130	A	1	x	4	=	4
		14		42		

Divide:
$$\frac{3.00}{14 \overline{)42.00}} = \text{Grade Point Average}$$

CAMPUS SECURITY

If you are a witness to or victim of a crime, it is critical that it be reported immediately to a Campus Security Officer or Campus Police who patrol campus.

LOST AND FOUND

If you lose an article, report it to a Campus Security Officer immediately. Lost and found articles and inquiries should be directed to the Switchboard Operator/Information Center at the campus where the item is lost.

TIPS FOR A SAFE CAMPUS

- Do not leave personal property in public areas.
- Keep a good grip on your purse.
- Carry with you only what you need.
- Keep your distance from anyone who seems suspicious.
- Stay alert to your surroundings.
- Lock the doors to your vehicle.
- Do not accept a ride from anyone you do not know.
- Report perceived safety hazards to Campus Security.
- If taking night classes, stay in lighted areas only and use the buddy system when possible.

EMERGENCY COLLEGE CLOSINGS

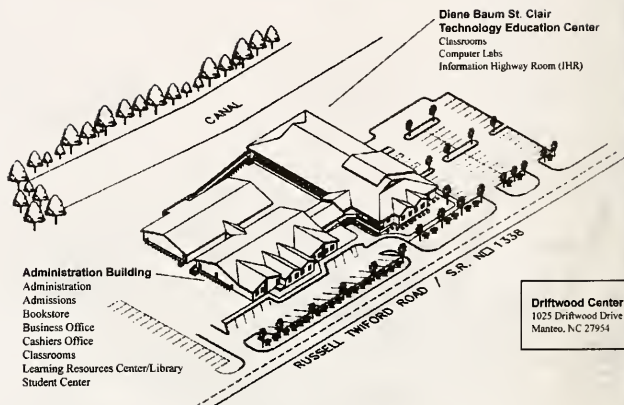
In the event of an Emergency College Closing because of inclement weather (snowstorms, hurricanes), students can get the latest information by listening to the following radio stations:

WCNC - 1240 AM	WOBR - 95.3 FM	WRVS - 89.9 FM
ZBO - 1260AM	WRSF - 105.7 FM	WNHW - 97.1 FM
WKJX - 96.7 FM	WFMZ - FM 105	WYND - 92.3 FM
GAI - AM 56	WVOD - 99.1 FM	WFMZ - 105 FM
WCXL - FM 104	WERX - 102.5 FM	WOBX - 98.1 FM

TV stations listing current information about college closings are as follows:

WNCN - TV	WITN - TV	WCTI - TV	Adelphia Cable
WAVY - TV	WTKR - TV	WVEC - TV	Channel 8

Dare County Campus
132 Russell Twiford Road
Manteo, NC 27954
(252) 473-2264



STUDENT ACTIVITIES CALENDAR

2004 - 2005

ELIZABETH CITY CAMPUS - DARE COUNTY CAMPUS - CHOWAN COUNTY CENTER

AUGUST

COA Back To School Bash hosted by
Elizabeth City Campus
New Student Orientation with SGA
Campus Tours

JANUARY

Back to School Bash Part 2
Tri-College Martin Luther King, Jr.
Holiday March to City Hall
(COA, RBC, ECSU)

SEPTEMBER

Tri-College Fall Festiva (COA, RBC, ECSU)
September 11th Memorial

FEBRUARY

Black History Month Celebration
Valentine's Day Activity

OCTOBER

Elizabeth City Family Fall Festival
National Children's Day Celebration

MARCH

Women's History Month Celebration by
Elizabeth City Campus SGA

NOVEMBER

Student/Faculty/Staff Appreciation
EIC "Coats for Kids" Drive

APRIL

COA Tri-Campus Award's Day
Spring Fling Week

DECEMBER

COA Tri-Campus Angel Tree
and Holiday Food Drive
Final Exam Week Refreshments
International Day / Holiday Celebration

MAY

Final Exam Week Refreshments
Dare County Graduation Dinner
COA Graduation

Elizabeth City Campus
1208 North Road Street
Elizabeth City, NC 27906
(252) 335-0821

A Building
 Administration
 Admissions
 Bookstore
 Cashier/Business Office
 Classrooms
 Student Center
 Student Development

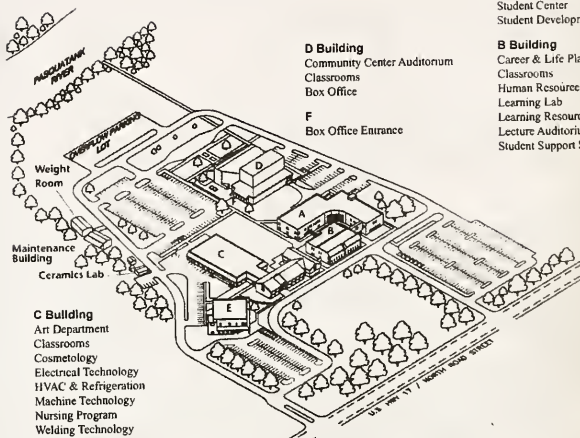
B Building
 Career & Life Planning
 Classrooms
 Human Resources Development
 Learning Lab
 Learning Resources Center/Library
 Lecture Auditorium
 Student Support Services

D Building
 Community Center Auditorium
 Classrooms
 Box Office

F
 Box Office Entrance

C Building
 Art Department
 Classrooms
 Cosmetology
 Electrical Technology
 HVAC & Refrigeration
 Machine Technology
 Nursing Program
 Welding Technology

E Building
 Computer Labs
 Conference Rooms
 Continuing Education
 Information Highway Room (IHR)
 Small Business Center

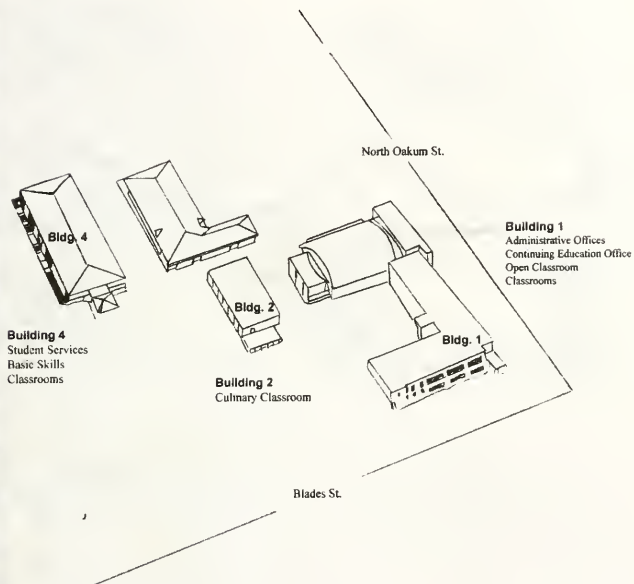


Edenton-Chowan Campus

824 North Oakum Street

Edenton, NC 27932

(252) 482-7900



5

THURSDAY



6

FRIDAY



aqua- (water) – aqueduct, aquatic, aquarium

7

SATURDAY



8

SUNDAY



AUGUST

"In great attempts, it is glorious even to fail." — Vincent T. Lombardi

JULY 2004						
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AUGUST 2004						
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SEPTEMBER 2004						
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	29	30				

PRIORITY THIS WEEK:

2



lethargic -- sleepy. After a day of gardening, she felt tired and lethargic.

MONDAY

3



TUESDAY

4

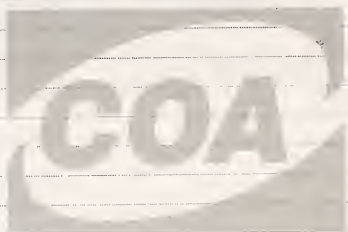


WEDNESDAY

24

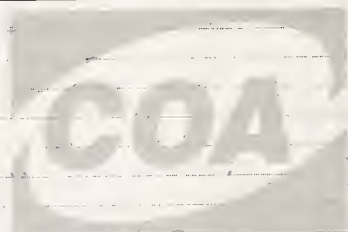
12

THURSDAY



13

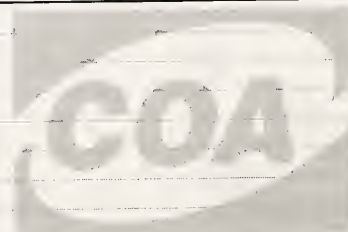
FRIDAY



-aster- (star) – asterisk, asteroid, disaster

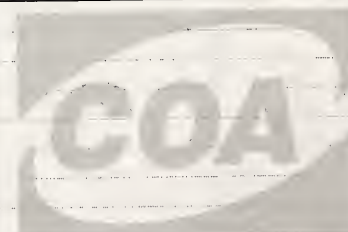
14

SATURDAY



15

SUNDAY



AUGUST

"Everyone can be great, because everyone can serve." – Martin Luther King

JULY 2004

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AUGUST 2004

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SEPTEMBER 2004

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THIS WEEK

PRIORITY THIS WEEK:

JAT - Writing - 560
 Math - 530
 Reading - 500

9

MONDAY



laudatory – praiseworthy. The principal commended our laudatory work.

10

TUESDAY



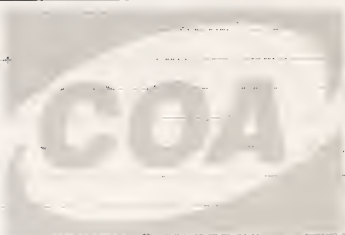
11

WEDNESDAY



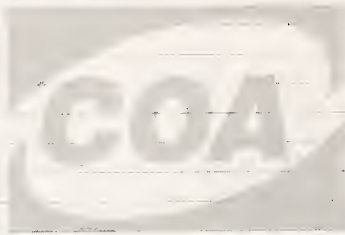
19

THURSDAY



20

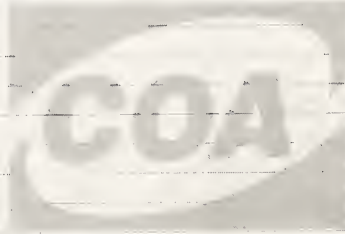
FRIDAY



-astr- (star) – astronomy, astrology, astronaut, astrophysics, astrolabe

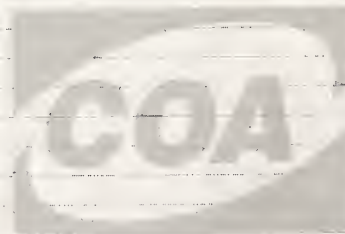
21

SATURDAY



22

SUNDAY



AUGUST

"Success isn't a result of spontaneous combustion. You must set yourself on fire."
 — Arnold H. Glasow

JULY 2004						
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AUGUST 2004						
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THIS WEEK

PRIORITY THIS WEEK:

16

MONDAY



gullible – easily deceived; duped. The gullible townspeople lined up to buy the miracle potion.

17

TUESDAY



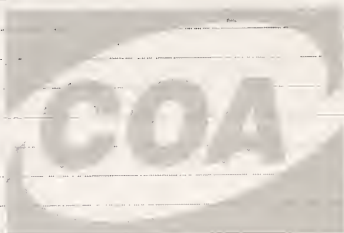
18

WEDNESDAY



26

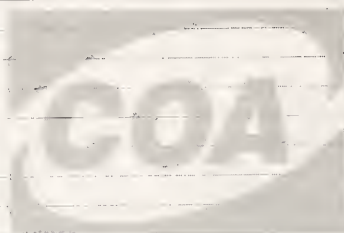
THURSDAY



Blank lined writing area for Thursday.

27

FRIDAY



-aud-, -audit- (hear) – audible, auditorium, audience

Blank lined writing area for Friday.

28

SATURDAY



Blank lined writing area for Saturday.

29

SUNDAY



Blank lined writing area for Sunday.

THIS WEEK

AUGUST

*"A strong, positive self-image is the best possible preparation for success."
- Dr. Joyce Brothers*

JULY 2004						
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PRIORITY THIS WEEK:

23

MONDAY



enigmatic – puzzling. The Mona Lisa has a famously enigmatic smile.

24

TUESDAY



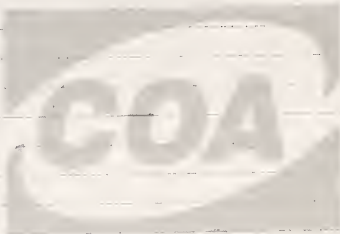
25

WEDNESDAY



2

THURSDAY



3

FRIDAY



auto- (self) – autocracy, automobile, autobiography

4

SATURDAY



5

SUNDAY



THIS WEEK

SEPTEMBER

"No one is useless in this world who lightens the burdens of another."
- Charles Dickens

AUGUST 2004						
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PRIORITY THIS WEEK:

30

MONDAY



mollify - soothe, soften in feeling. He tried to mollify his wife by giving her flowers.

31

TUESDAY



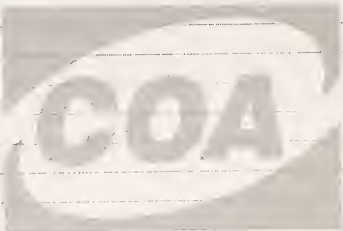
1

WEDNESDAY



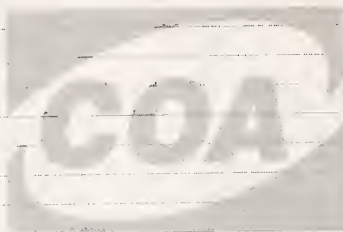
9

THURSDAY



10

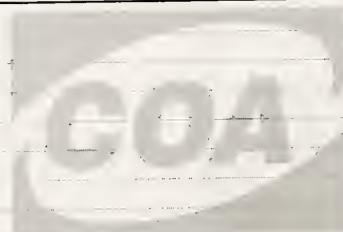
FRIDAY



-belli- (war) – bellicose, belligerent, rebellious

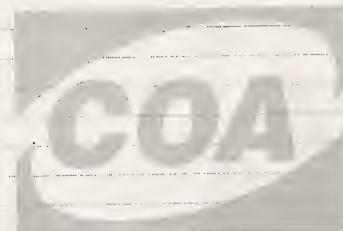
11

SATURDAY



12

SUNDAY



THIS WEEK

SEPTEMBER

*"Leadership is action, not position."
- Donald H. McGannon*

AUGUST 2004						
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SEPTEMBER 2004						
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PRIORITY THIS WEEK:

6

MONDAY



Labor Day

succinct – brief. Keep your presentation succinct and to the point.

7

TUESDAY



8

WEDNESDAY



16

THURSDAY



17

FRIDAY



bene-, bon- (well, good) – benefactor, benevolence, bonus

18

SATURDAY



19

SUNDAY



THIS WEEK

SEPTEMBER

"A wise man will make more opportunities than he finds." – Francis Bacon

AUGUST 2004						
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SEPTEMBER 2004						
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OCTOBER 2004						
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31						

PRIORITY THIS WEEK:

13

MONDAY



colossal – huge. In the center of the hall stood a colossal wooden statue, decorated in ivory and gold.

14

TUESDAY



15

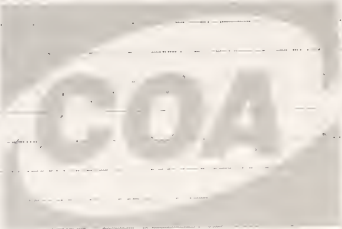
WEDNESDAY



Rosh Hashanah begins at sundown

23

THURSDAY



24

FRIDAY



Yom Kippur begins at sundown

biblio- (book) – bibliography, bibliophile, Bible

25

SATURDAY



26

SUNDAY



SEPTEMBER

*"Even if you are right on track, you'll get run over if you just sit there."
- Will Rogers*

AUGUST 2004						
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SEPTEMBER 2004						
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OCTOBER 2004						
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31						

THIS WEEK

PRIORITY THIS WEEK:

20

MONDAY



retrogress – go backward. The project's failure forced the team to retrogress.

21

TUESDAY



22

WEDNESDAY



30

THURSDAY



1

FRIDAY



bi- (two) – bicameral, biennial, bicycle

2

SATURDAY



3

SUNDAY



THIS WEEK

SEPTEMBER

*"If you can imagine it, you can create it.
If you can dream it, you can become it."
- William Arthur Ward*

AUGUST 2004						
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OCTOBER 2004						
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PRIORITY THIS WEEK:

27

MONDAY



mutable – changeable. A folding screen creates a mutable partition in a large room.

28

TUESDAY



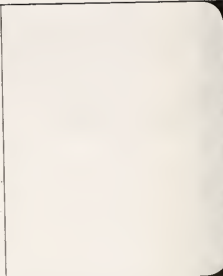
29

WEDNESDAY



7

THURSDAY

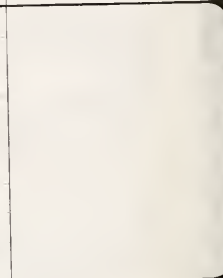


8

FRIDAY

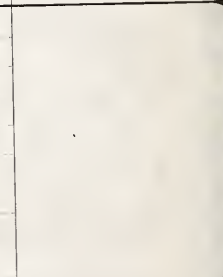
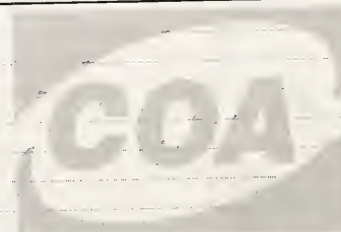


bio- (life) – biology, biography, biochemist



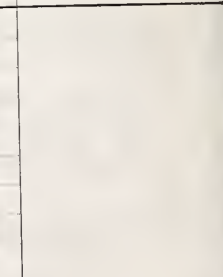
9

SATURDAY



10

SUNDAY



OCTOBER

"We can do anything we want as long as we stick to it long enough." – Helen Keller

SEPTEMBER 2004						
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OCTOBER 2004						
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NOVEMBER 2004						
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THIS WEEK

PRIORITY THIS WEEK:

4

MONDAY



penury – poverty. The decrepit buildings indicated the area was penury.

5

TUESDAY



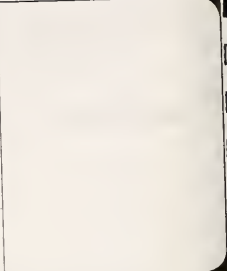
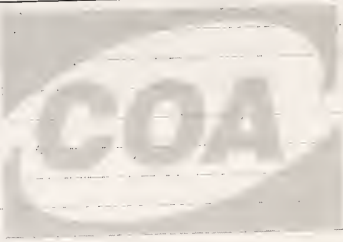
6

WEDNESDAY



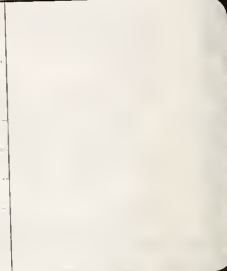
14

THURSDAY



15

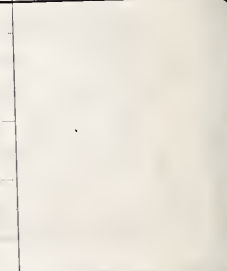
FRIDAY



-brev- (short) - brevity, abbreviate, breviary

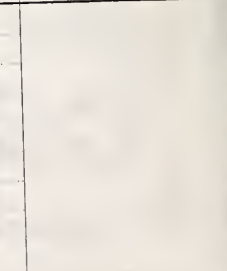
16

SATURDAY



17

SUNDAY



OCTOBER

"Success is the ability to go from failure to failure without losing your enthusiasm."
— Winston Churchill

SEPTEMBER 2004						
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THIS WEEK

PRIORITY THIS WEEK:

11

Columbus Day (Observed)



irascible – easily angered. She's becoming more and more irascible as she grows older.

MONDAY

12



TUESDAY

13



WEDNESDAY

21

THURSDAY



22

FRIDAY



-ac, -ic (like, pertaining to) – cardiac, aquatic, dramatic, metallic

23

SATURDAY



24

SUNDAY



THIS WEEK

OCTOBER

*"Life is a promise; fulfill it."
- Mother Theresa*

SEPTEMBER 2004						
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PRIORITY THIS WEEK:

18

MONDAY



debilitated - weakened. Chemotherapy exhausted and debilitated him.

19

TUESDAY



20

WEDNESDAY



28

THURSDAY



29

FRIDAY



cata- (down) – catastrophe, cataract, catapult

30

SATURDAY



31

SUNDAY



Halloween
Standard Time Returns

THIS WEEK

OCTOBER

"The reward of a thing well done is to have done it." – Ralph Waldo Emerson

SEPTEMBER 2004						
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PRIORITY THIS WEEK:

25 MONDAY



apathy – lack of interest. Student apathy forced the club to dissolve.

26 TUESDAY

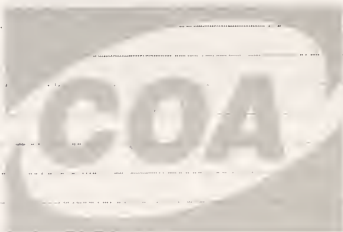


27 WEDNESDAY



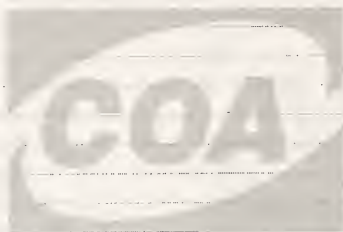
4

THURSDAY



5

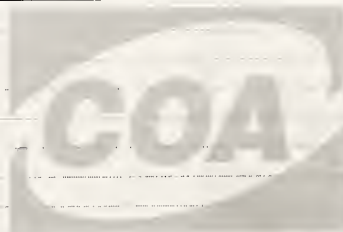
FRIDAY



cent- (one hundred) – century, centennial, Centigrade

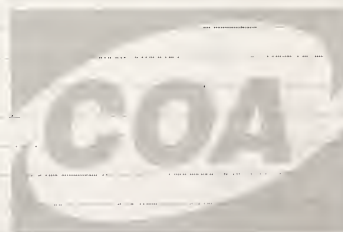
6

SATURDAY



7

SUNDAY



NOVEMBER

*"It may be that those who do most,
dream most." – Stephen Leacock*

OCTOBER 2004						
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PRIORITY THIS WEEK:



beatified – blessed. The ritual beatified the sacred ground.

Election Day



11

THURSDAY



Veterans Day

12

FRIDAY



-chronos- (time) – chronology, anachronism, chronicle

13

SATURDAY



14

SUNDAY



THIS WEEK

NOVEMBER

"Other people may not have had high expectations for me ... but I had high expectations for myself." - Shannon Miller

OCTOBER 2004						
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PRIORITY THIS WEEK:

8

MONDAY



assuage - make less severe. The government has tried to assuage the public's fears.

9

TUESDAY



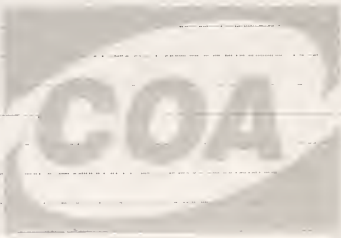
10

WEDNESDAY



18

THURSDAY



19

FRIDAY



-chron- (time) - chronometer, chronological, synchronize, chronic

20

SATURDAY



21

SUNDAY



THIS WEEK

NOVEMBER

"I would rather fail in a cause that will ultimately triumph than to triumph in a cause that will ultimately fail." – Woodrow Wilson

OCTOBER 2004						
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NOVEMBER 2004						
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PRIORITY THIS WEEK:

15

MONDAY



teetotaler – one totally abstaining from alcohol. His mother raised him to be a teetotaler.

16

TUESDAY



17

WEDNESDAY



25

THURSDAY



Thanksgiving Day

26

FRIDAY



circum- (around) – circumnavigate, circumspect, circumscribe

27

SATURDAY



28

SUNDAY



NOVEMBER

*"Success is never final."
- Winston Churchill*

OCTOBER 2004						
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NOVEMBER 2004						
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DECEMBER 2004						
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PRIORITY THIS WEEK:

THIS WEEK

21

MONDAY



spurious – false, not genuine. They made spurious claims of personal injury.

23

TUESDAY



24

WEDNESDAY



2

THURSDAY



3

FRIDAY



civi- (citizen) – civilization, civilian, civil

4

SATURDAY



5

SUNDAY



DECEMBER

"I haven't failed, I've found 10,000 ways that don't work." – Ben Franklin

NOVEMBER 2004						
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DECEMBER 2004						
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JANUARY 2005						
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30	31					

THIS WEEK

PRIORITY THIS WEEK:

29

MONDAY



ruthless – without pity. To compete abroad requires ruthless cost-cutting at home.

30

TUESDAY



1

WEDNESDAY



9

THURSDAY



10

FRIDAY



-clam- (to cry out) – clamorous, declamation, acclamation

11

SATURDAY



12

SUNDAY



THIS WEEK

DECEMBER

"You cannot shake hands with a clenched fist." – Indira Gandhi

NOVEMBER 2004						
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DECEMBER 2004						
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JANUARY 2005						
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30	31					

PRIORITY THIS WEEK:

6

MONDAY



evanescent – vanishing; not lasting. The bittersweet moment was evanescent.

7

TUESDAY



Hanukkah begins at sundown

8

WEDNESDAY



16

THURSDAY



17

FRIDAY



-claud-, -claus- (to close) – claustrophobia, enclose, conclude

18

SATURDAY



19

SUNDAY



THIS WEEK

DECEMBER

"Some people see things as they are and ask why? Others dream things that never were and ask why not?" – George Bernard Shaw

NOVEMBER 2004						
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DECEMBER 2004						
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JANUARY 2005						
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PRIORITY THIS WEEK:

13

MONDAY



gregarious – sociable. She was a gregarious, outgoing sort of person.

14

TUESDAY



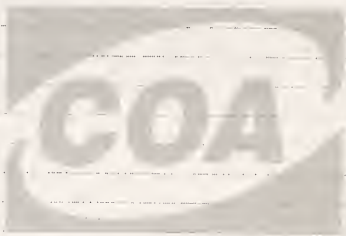
15

WEDNESDAY



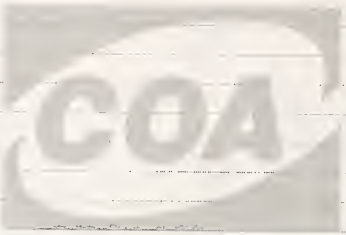
23

THURSDAY



24

FRIDAY



com- (with, together) – combine, commerce, communicate

25

SATURDAY



Christmas Day

26

SUNDAY



THIS WEEK

DECEMBER

"I will prepare, and some day my chance will come." – Abraham Lincoln

NOVEMBER 2004						
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DECEMBER 2004						
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PRIORITY THIS WEEK:

20

MONDAY



fortuitous – happening by chance. The collapse of its rivals brought fortuitous gains to the company.

21

TUESDAY



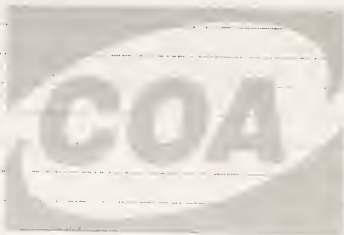
22

WEDNESDAY



30

THURSDAY



Blank writing area for Thursday

31

FRIDAY

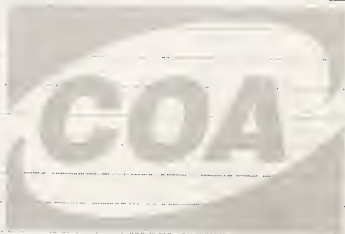


comp- (to fill) - complete, complement, comply

Blank writing area for Friday

1

SATURDAY

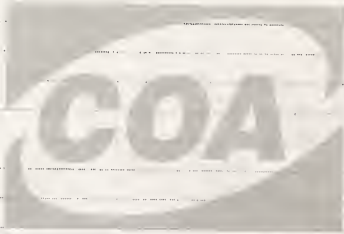


New Year's Day

Blank writing area for Saturday

2

SUNDAY



Blank writing area for Sunday

DECEMBER

"A #2 pencil and a dream can take you anywhere." — Joyce A. Myers

NOVEMBER 2004						
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JANUARY 2005						
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THIS WEEK

PRIORITY THIS WEEK:

27

MONDAY



adoration – love. His adoration of his wife was apparent to all who met him.

28

TUESDAY



29

WEDNESDAY



6

THURSDAY



Blank writing area for Thursday

7

FRIDAY



-pell-, -puls- (to drive) – repel, expel, propellant, compulsion, pulsate

Blank writing area for Friday

8

SATURDAY



Blank writing area for Saturday

9

SUNDAY



Blank writing area for Sunday

THIS WEEK

JANUARY

"It is never too late to be what you might have been." – George Eliot

DECEMBER 2004						
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PRIORITY THIS WEEK:

3

MONDAY



simulated – artificial; feigned. The simulated exercise prepared the soldiers for battle.

4

TUESDAY



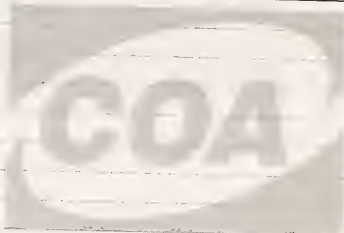
5

WEDNESDAY



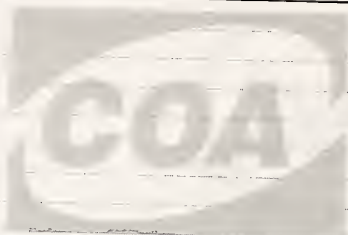
13

THURSDAY



14

FRIDAY



-put-, -putat- (to trim, to calculate) – computation, amputate, putative

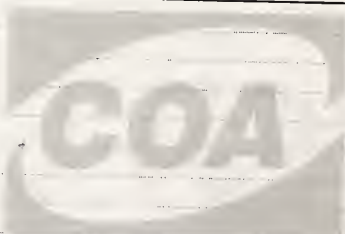
15

SATURDAY



16

SUNDAY



JANUARY

"Life shrinks and expands in proportion to one's courage." – Anais Nin

DECEMBER 2004						
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THIS WEEK

PRIORITY THIS WEEK:

10

MONDAY



diabolic – devilish. The children's diabolic pranks scared off many nannies.

11

TUESDAY



12

WEDNESDAY



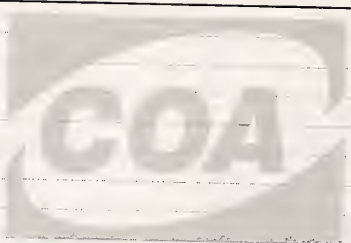
20

THURSDAY



21

FRIDAY



-tempor- (time) – contemporary, extemporaneous, temporize

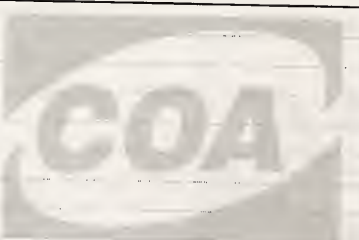
22

SATURDAY



23

SUNDAY



JANUARY

"We become brave by doing brave acts."
 — Aristotle

DECEMBER 2004						
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THIS WEEK

PRIORITY THIS WEEK:

17

MONDAY



Martin Luther King, Jr. Day
 (Observed)

unmarred — not scarred. The beautiful Italian carving arrived unmarred.

18

TUESDAY



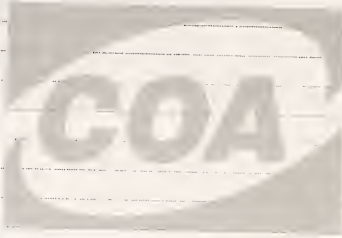
19

WEDNESDAY



27

THURSDAY



28

FRIDAY



contra- (against) – contradict, contrary, contrast, contraband, contravene

29

SATURDAY



30

SUNDAY



JANUARY

"Never let the fear of striking out get in your way." – George Herman "Babe" Ruth

DECEMBER 2004

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JANUARY 2005

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FEBRUARY 2005

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PRIORITY THIS WEEK:

24

MONDAY



anomalous – deviating from the normal. Her anomalous teaching methods inspired students.

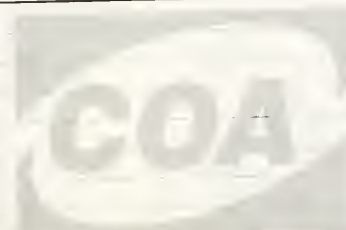
25

TUESDAY



26

WEDNESDAY



3

THURSDAY



4

FRIDAY



-counter- (against) – counteract, counterspy, encounter

5

SATURDAY



6

SUNDAY



FEBRUARY

"Whoever is happy will make others
happy too." - Anne Frank

JANUARY 2005

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FEBRUARY 2005

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MARCH 2005

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PRIORITY THIS WEEK:

31

MONDAY



quell - to put down. Police were called in to quell the restless crowd.

TUESDAY



2

WEDNESDAY



10

THURSDAY



11

FRIDAY



-cura- (to care) – curator, sinecure, secure

12

SATURDAY



13

SUNDAY



THIS WEEK

FEBRUARY

*"People with goals succeed because they know where they're going."
- Earl Nightingale*

JANUARY 2005						
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MARCH 2005						
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31						

PRIORITY THIS WEEK:

7

MONDAY



holocaust – complete destruction. A nuclear holocaust would leave few survivors.

8

TUESDAY



Ash Wednesday

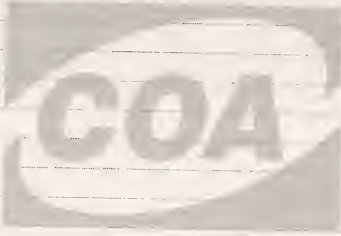
9

WEDNESDAY



17

THURSDAY



18

FRIDAY



-dat- (to give) – data, mandate, date

19

SATURDAY



20

SUNDAY



FEBRUARY

"Success is how high you bounce when you hit bottom." – General George Patton

JANUARY 2005						
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MARCH 2005						
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PRIORITY THIS WEEK:

14

MONDAY



Valentine's Day

concise – expressing much in few words. Make your answers clear and concise.

15

TUESDAY



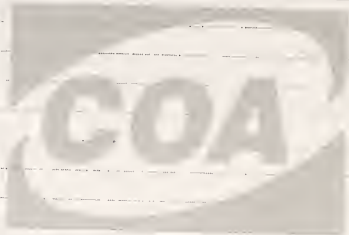
16

WEDNESDAY



24

THURSDAY



25

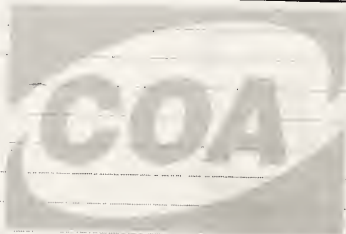
FRIDAY



de- (down, away) – debase, decant, depart, default

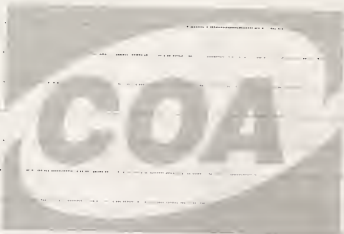
26

SATURDAY



27

SUNDAY



FEBRUARY

"Life is what we make it, always has been, always will be." – Grandma Moses

JANUARY 2005

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FEBRUARY 2005

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MARCH 2005

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PRIORITY THIS WEEK:



Presidents' Day

irreverent – showing disrespect. The television program takes an irreverent look at doctors.



MONDAY

TUESDAY

WEDNESDAY

3

THURSDAY



4

FRIDAY



deb-, -debit- (to owe) – debt, indebtedness, debenture

5

SATURDAY



6

SUNDAY



MARCH

"Dream as if you'll live forever. Live as if you'll die today." – James Dean

FEBRUARY 2005

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MARCH 2005

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APRIL 2005

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PRIORITY THIS WEEK:



assimilate – take in as one's own. The immigrants were able to assimilate into their new country.



710

MUNDAY

TUESDAY

2

WEDNESDAY

10

THURSDAY



11

FRIDAY



dec- (ten) – decade, deciliter, decimal, decagon, decathlon

12

SATURDAY



13

SUNDAY



MARCH

"We must use time creatively, and forever realize that the time is always ripe to do right." – Nelson Mandela

FEBRUARY 2005						
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APRIL 2005						
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PRIORITY THIS WEEK:



unobtrusive – not conspicuous. A good waiter is efficient and unobtrusive.



17

THURSDAY



St. Patrick's Day

18

FRIDAY



-cad-, -cas- (to fall) – decadent, cadence, accident, cascade

19

SATURDAY



20

SUNDAY



Palm Sunday

THIS WEEK

MARCH

"No bird soars too high if he soars with his own wings." – William Blake

FEBRUARY 2005						
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PRIORITY THIS WEEK:

14



heinous – wicked. Residents were upset by the heinous crimes.

MUNDAY

15



TUESDAY

16



WEDNESDAY

24

THURSDAY



Good Friday

25

FRIDAY



-cap-, -cip- (head) – decapitate, captain, capital

26

SATURDAY



Easter Sunday

27

SUNDAY



THIS WEEK

MARCH

"It is best to learn as we go, not go as we have learned." - Leslie Jeanne Sahler

FEBRUARY 2005						
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APRIL 2005						
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PRIORITY THIS WEEK:

21



kitsch - tacky decorative objects. Their home is full of 1950s kitsch.

MONDAY

22



TUESDAY

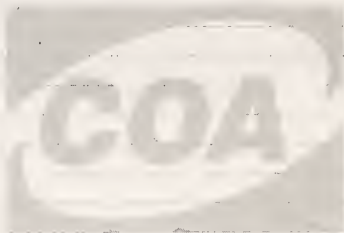
23



WEDNESDAY

31

THURSDAY



Blank writing area for Thursday

1

FRIDAY



-agog (leader) – demagogue, pedagogue, synagogue

Blank writing area for Friday

2

SATURDAY



Blank writing area for Saturday

3

SUNDAY



Daylight-saving Time begins

Blank writing area for Sunday

THIS WEEK

MARCH

"Luck is a matter of preparation meeting opportunity." – Oprah Winfrey

FEBRUARY 2005						
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MARCH 2005						
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APRIL 2005						
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PRIORITY THIS WEEK:

28

MONDAY



lugubrious – melancholy; sorrowful. She knew he was upset by his lugubrious attitude.

29

TUESDAY



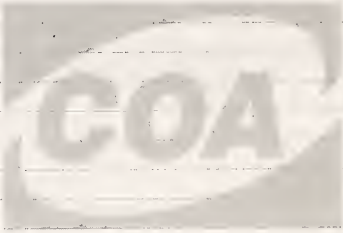
30

WEDNESDAY



7

THURSDAY



8

FRIDAY



-demos- (people) – democracy, demagogue, epidemic

9

SATURDAY



10

SUNDAY



APRIL

"The thing always happens that you really believe in, and the belief in a thing makes it happen." — Frank Lloyd Wright

MARCH 2005						
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APRIL 2005						
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MAY 2005						
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PRIORITY THIS WEEK:

4



exotic – strikingly unusual. She planted a garden of exotic flowers.

MONDAY

5



TUESDAY

6



WEDNESDAY

4

14

THURSDAY



Blank writing area for Thursday

15

FRIDAY



-cy (state of being) – democracy, obstinacy, accuracy

Blank writing area for Friday

16

SATURDAY



Blank writing area for Saturday

17

SUNDAY



Blank writing area for Sunday

THIS WEEK

APRIL

"As long as you're going to be thinking anyway, THINK BIG." – Donald Trump

MARCH 2005						
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APRIL 2005						
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MAY 2005						
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PRIORITY THIS WEEK:

11

MONDAY



deciduous – shedding; short-lived. A deciduous tree loses its leaves in autumn.

12

TUESDAY



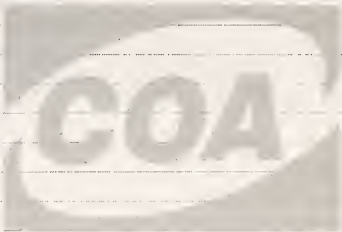
13

WEDNESDAY



21

THURSDAY



22

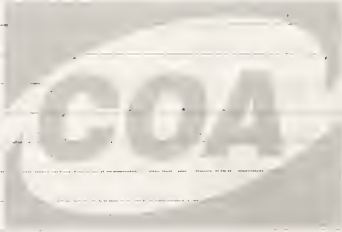
FRIDAY



-rid-, -ris- (to laugh) – derision, risibility, ridiculous

23

SATURDAY



24

SUNDAY



APRIL

"Life isn't a matter of milestones, but of moments." – Rose Kennedy

MARCH 2005						
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APRIL 2005						
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MAY 2005						
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THIS WEEK

PRIORITY THIS WEEK:

18

MONDAY



ameliorate – improve. Foreign aid is badly needed to ameliorate the effects of the drought.

19

TUESDAY



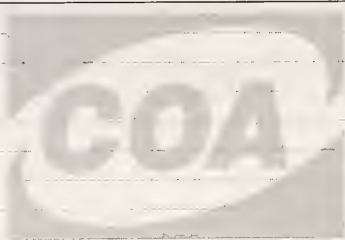
20

WEDNESDAY



28

THURSDAY



29

FRIDAY



-via- (way) – deviation, viaduct, trivial

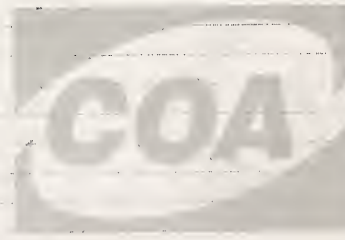
30

SATURDAY



1

SUNDAY



THIS WEEK

APRIL

"Think it more satisfactory to live richly than die rich." – Sir Thomas Browne

MARCH 2005						
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APRIL 2005						
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MAY 2005						
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PRIORITY THIS WEEK:

25

MONDAY



effusive – gushy. They gave us such an effusive welcome it was quite embarrassing.

26

TUESDAY



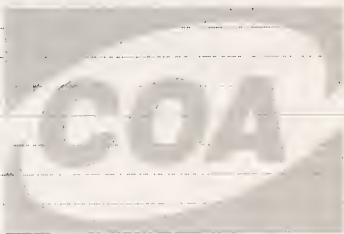
27

WEDNESDAY



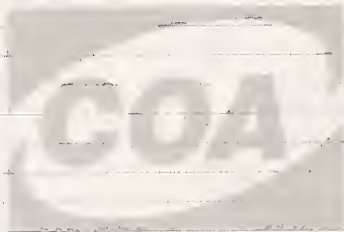
5

THURSDAY



6

FRIDAY



dia- (across) – diagonal, diameter, diagram

7

SATURDAY



8

SUNDAY



Mother's Day

THIS WEEK

MAY

"There are two ways of spreading light – to be the candle or the mirror that reflects it."
– Edith Wharton

APRIL 2005						
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MAY 2005						
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JUNE 2005						
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PRIORITY THIS WEEK:

2

MONDAY



facetious – quarrelsome; flippant. He showed his disapproval by being facetious.

3

TUESDAY



4

WEDNESDAY



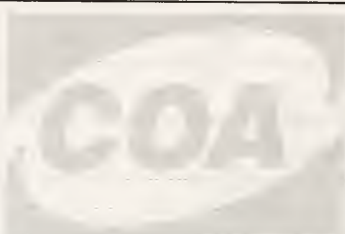
12

THURSDAY



13

FRIDAY



-diurn- (day) – diary, diurnal, journey

14

SATURDAY



15

SUNDAY



THIS WEEK

MAY

"Be yourself - who else is better qualified?"
- Frank J. Giblin II

APRIL 2005						
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JUNE 2005						
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PRIORITY THIS WEEK:

9

MONDAY



acumen - keenness of intellect. She has considerable financial acumen.

10

TUESDAY



11

WEDNESDAY



19

THURSDAY



20

FRIDAY



dis-, dif- (not) – discord, differ, distrust

21

SATURDAY



22

SUNDAY



THIS WEEK

MAY

"I am not afraid of storms, for I am learning how to sail my ship." – Louisa May Alcott

APRIL 2005

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MAY 2005

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JUNE 2005

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PRIORITY THIS WEEK:

16

MONDAY



epilogue – a concluding part added to a literary work. The epilogue clarified the book's puzzling ending.

17

TUESDAY



18

WEDNESDAY



26

THURSDAY



27

FRIDAY



-doc-, -doct- (to teach) – docile, document, doctor

28

SATURDAY



29

SUNDAY



THIS WEEK

MAY

"We make a living by what we get, but we make a life by what we give."
- Sir Winston Churchill

APRIL 2005

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MAY 2005

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JUNE 2005

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PRIORITY THIS WEEK:

23

MONDAY



plethora - superabundance. There's a plethora of books about the royal family.

24

TUESDAY



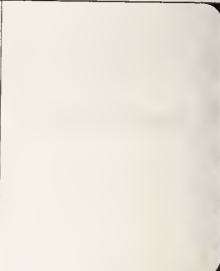
25

WEDNESDAY



2

THURSDAY



3

FRIDAY

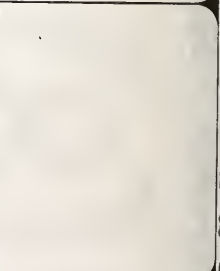


-domin- (to rule) – dominate, domain, dominant



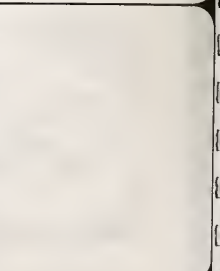
4

SATURDAY



5

SUNDAY



WEDNESDAY

THIS WEEK

JUNE

*"Learn to listen. Opportunity could be knocking at your door very softly."
- Frank Tyger*

MAY 2005						
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JUNE 2005						
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JULY 2005						
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31						

PRIORITY THIS WEEK:

30

MONDAY



Memorial Day (Observed)

bleak - cold, cheerless. The house stands on a bleak, windswept moor.

31

TUESDAY



1

WEDNESDAY



9

THURSDAY



10

FRIDAY



-dynam- (power, strength) – dynamic, dynamite, dynamo

11

SATURDAY



12

SUNDAY



THIS WEEK

JUNE

"Do not follow where the path may lead. Go instead where there is no path and leave a trail." - Muriel Strode

MAY 2005						
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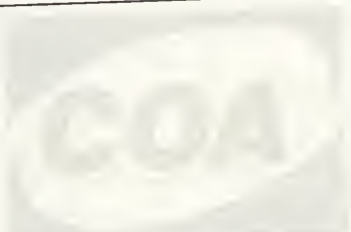
JUNE 2005						
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JULY 2005						
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PRIORITY THIS WEEK:

6

MONDAY



temerity - reckless boldness. She had the temerity to call me a liar.

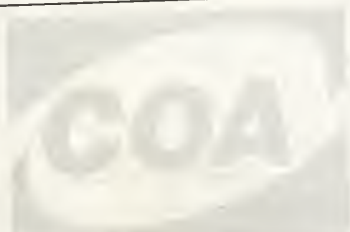
7

TUESDAY



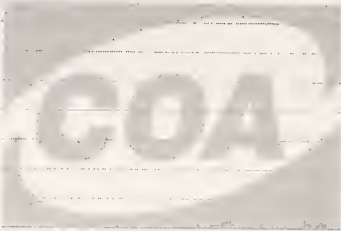
8

WEDNESDAY



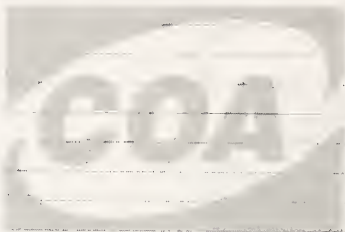
16

THURSDAY



17

FRIDAY



-ess (female) – goddess, lioness, actress, priestess

18

SATURDAY



19

SUNDAY



Father's Day

THIS WEEK

JUNE

"Talk about a dream – try to make it real."
– Bruce Springsteen

MAY 2005						
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PRIORITY THIS WEEK:

13



flagging – weak, drooping. The team's spirit was flagging toward the end of the game.

MONDAY

14



Flag Day

TUESDAY

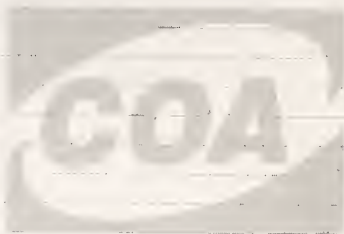
15



WEDNESDAY

23

THURSDAY



24

FRIDAY



ego- (I, self) – egoist, egotist, egocentric

25

SATURDAY



26

SUNDAY



THIS WEEK

JUNE

"If you hear a voice within you say 'you cannot paint,' then by all means paint, and that voice will be silenced." - Vincent Van Gogh

MAY 2005						
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JUNE 2005						
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JULY 2005						
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PRIORITY THIS WEEK:

20

MONDAY



proximity - nearness. The hotel was convenient because of its proximity to the airport.

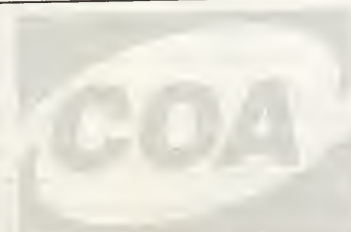
21

TUESDAY



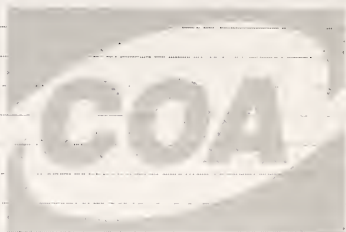
22

WEDNESDAY



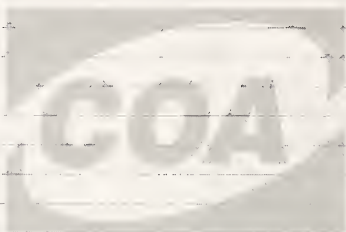
30

THURSDAY



1

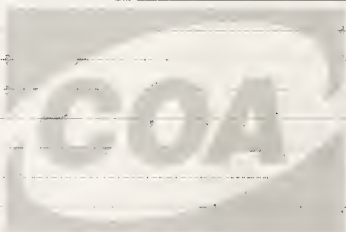
FRIDAY



-leg-, -lect- (to read, to choose) – legible, eligible, election, select

2

SATURDAY



3

SUNDAY



WEDNESDAY 29 TUESDAY 28 MONDAY 27

THIS WEEK

JUNE

"The most wasted of all days is one without laughter." - E.E. Cummings

MAY 2005						
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JUNE 2005						
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PRIORITY THIS WEEK:

27

MONDAY



wary - cautious. After the burglary, she was wary of unfamiliar cars in the neighborhood.

28

TUESDAY



29

WEDNESDAY



7

THURSDAY



8

FRIDAY



-luc- (light) – elucidate, lucid, translucent

9

SATURDAY



10

SUNDAY



THIS WEEK

JULY

*"The way to get ahead is to start now."
- William Feather*

JUNE 2005

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JULY 2005

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AUGUST 2005

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PRIORITY THIS WEEK:

4



Independence Day

MONDAY

zephyr - soft breeze. The zephyr helped to cool the farm laborers.

5



TUESDAY

6



WEDNESDAY

14

THURSDAY



15

FRIDAY



-erg- (work) – energy, ergonomic, ergometer, metallurgy

16

SATURDAY



17

SUNDAY



MONDAY
TUESDAY
WEDNESDAY

THIS WEEK

JULY

"The lips know only shallow tunes. The heart is where great symphonies are born."
- Calvin Miller

JUNE 2005						
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PRIORITY THIS WEEK:

11

MONDAY



vehement - passionate, with marked vigor. Despite vehement opposition from his father, he quit the football team.

12

TUESDAY



13

WEDNESDAY



21

THURSDAY



22

FRIDAY



ante- (before) -- antecedent, antediluvian, ante-nuptial

23

SATURDAY



24

SUNDAY



THIS WEEK

18

MONDAY

19

TUESDAY

20

WEDNESDAY

JULY

JUNE 2005						
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JULY 2005						
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AUGUST 2005						
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"Only those who dare to fail greatly can ever achieve greatly." – Robert F. Kennedy

PRIORITY THIS WEEK:



ribald – unrestrained, profane. His ribald stories offended the wedding guests.



THIS WEEK

18

MONDAY

19

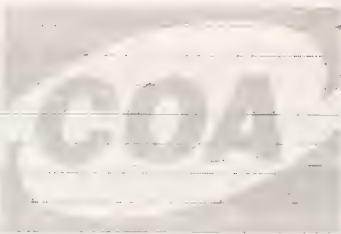
TUESDAY

20

WEDNESDAY

28

THURSDAY



29

FRIDAY



-anthrop- (man) – anthropology, misanthrope, philanthropy

30

SATURDAY



31

SUNDAY



THIS WEEK

JULY

"Genius is one percent inspiration and ninety-nine percent perspiration."
- Thomas Edison

JUNE 2005

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JULY 2005

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AUGUST 2005

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PRIORITY THIS WEEK:

25

MONDAY



halcyon - peaceful, calm. She dreamily recalled her halcyon days.

26

TUESDAY



27

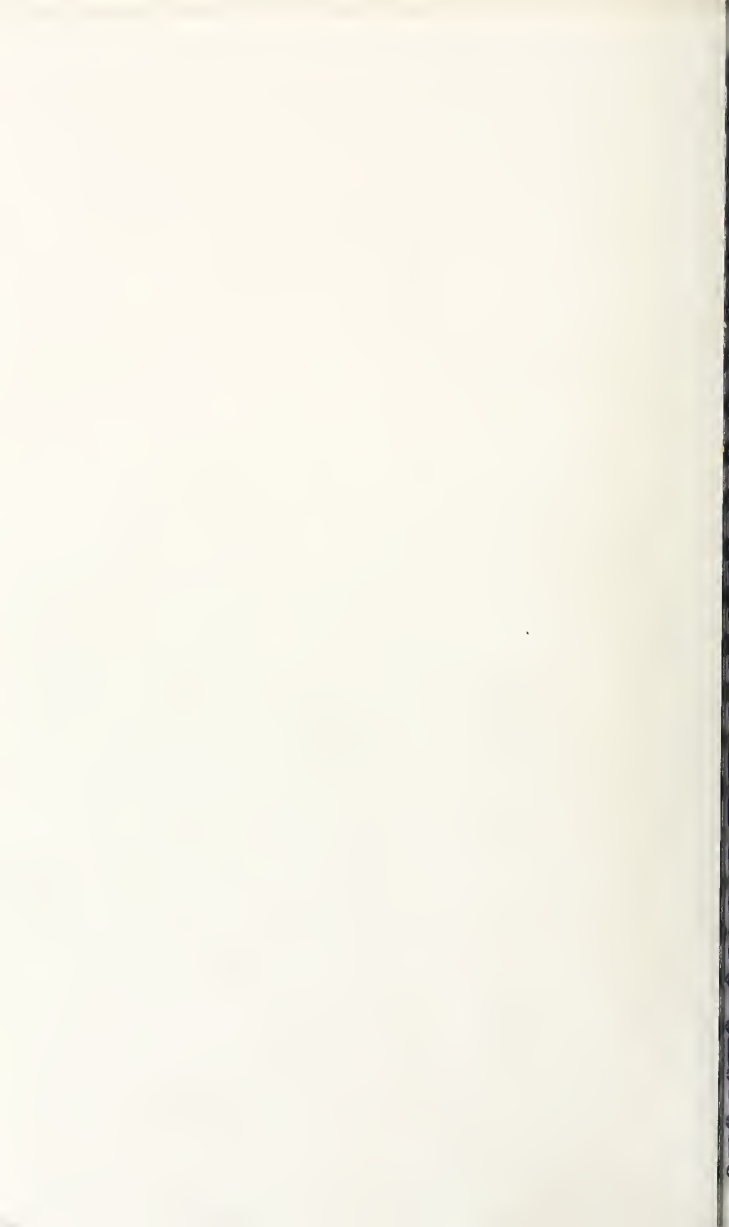
WEDNESDAY





PHONE NUMBERS {important contacts}

NAME	TELEPHONE NO.	E-MAIL ADDRESS
Fire		
Police		
Rescue/Ambulance		
Doctor		
Hospital		



Handwritten decorative border consisting of a sequence of repeating characters: a series of 'n' characters followed by a series of 'A' characters.

