

2005-2006 Student Handbook and Calendar



Ambassadors



COA Graduates



Festival



Student Activities



3 Campuses



COA Auditorium

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 check sheet 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. 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

This planner belongs to:

Student Name: _____
Address: _____
City/State: _____
Phone: _____

TABLE OF CONTENTS

WELCOME.....	pg.2
PURPOSE OF THE COLLEGE.....	pg.2
MISSION STATEMENT.....	pg.2
ACADEMIC CALENDAR.....	pg.2-3
GRADE POINT AVERAGE (GPA) COMPUTATION.....	pg.3
ACADEMIC ADVISEMENT.....	pg.3-4
PREPARING FOR AN ADVISING APPOINTMENT.....	pg.3
ADVISING TOOLS.....	pg.3-4
STUDENT DEVELOPMENT INFORMATION.....	pg.4
STUDENT CONDUCT.....	pg.4
PLAGIARISM.....	pg.4
DRESS CODE.....	pg.4
ELIZABETH CITY CAMPUS RESOURCES.....	pg.4
DARE COUNTY CAMPUS RESOURCES.....	pg.5-6
EDENTON-CHOWAN CAMPUS RESOURCES.....	pg.6
STUDENT ACTIVITY FEES.....	pg.7

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.

ACADEMIC CALENDAR

FALL SEMESTER 2005

Registration.....	Monday, July 11
Schedule Adjustment Days.....	Friday, August 12
Convocation (no classes).....	Friday, August 12
Classes Begin.....	Monday, August 15
End of 75 % Refund Period (First 8-week session).....	Thursday, August 18
End of 75% Refund Period (16-week session).....	Wednesday, August 24
Labor Day Holiday.....	Monday, September 5
Faculty/Staff Professional Development (no classes).....	Mon - Tues., Oct. 10-11

Last Day to Withdraw w/o Grade Penalty (16-week session).....Wednesday, Oct. 12
 Last Day of First 8-Week Session.....Wednesday, October 12
 First Day of Second 8-Week Session.....Thursday, October 13
 End of 75% Refund Period (Second 8-week session).....Tuesday, October 18
 Thanksgiving Holiday.....Wed-Fri., November 23-25
 Classes End.....Monday, December 5
 Exam Week.....Tuesday, December 6-12
 Semester Ends.....Monday, December 12

SPRING SEMESTER 2006

Registration.....Monday, November 7
 Schedule Adjustment Days.....Monday, November 7
 Convocation (no classes/no registration).....Tuesday, January 3
 Faculty Work Day (no classes).....Wednesday, January 4
 Classes Begin.....Thursday, January 5
 End of 75% Refund Period (First 8-week session).....Tuesday, January 10
 Martin Luther King, Jr. Holiday.....Monday, January 16
 End of 75% Refund Period (16-week session).....Tuesday, January 17
 Last Day to Withdraw w/o Grade Penalty (16-week session).....Thursday, March 2
 Last Day of First 8-Week Session.....Friday, March 3
 First Day of Second 8-Week Session.....Wednesday, March 8
 End of 75% Refund Period (Second 8-week session).....Thurs-Fri., Mar. 9-10
 Faculty/Staff Professional Development (no classes).....Mon.-Fri., April 10-14
 Spring Break.....Monday, May 1
 Classes End.....Tuesday, May 2-8
 Exam Week.....Monday, May 8
 Semester Ends.....Thursday, May 11
 Spring Commencement.....

SUMMER SESSION 2006

Registration.....Monday, April 17
 Schedule Adjustment Days.....Monday, April 17
 Classes Begin.....Tuesday, May 16
 End of 75% Refund Period (First 5-week session).....Wednesday, May 17
 End of 75% Refund Period (10-week session).....Monday, May 22
 Memorial Day Holiday (no classes).....Monday, May 29
 Last Day to Withdraw w/o Grade Penalty (10-week session).....Tuesday, June 20
 Last day of First 5-Week Session.....Tuesday, June 20
 First Day of Second 5-Week Session.....Wednesday, June 21
 End of 75% Refund Period (Second 5-week session).....Thursday, June 22
 July 4th Holiday.....Tuesday, July 4
 Summer Semester Ends.....Monday, July 26
 Summer Commencement.....Wednesday, July 28

Grade Point Average (GPA) Computation

Your semester grade point average is calculated by dividing the number of 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	$\frac{14}{14}$	x 4 =	4

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

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 to 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.

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 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.

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 necessary paperwork. 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.
- 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.

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 student 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.

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	Annette Roberson	Ext. 2221	A118
Address Change	Admissions & Testing	Kenny Krentz	Ext. 2220	A117
Admissions	Admissions Office	Annette Roberson	Ext. 2221	A118
Application Information	Counseling & Career Development	Martha Swain	Ext. 2243	A123
Career Counseling	Career & Life Planning Center	Martha Swain	Ext. 2243	A123
Career Development Resources	Admissions Office	Anna Boyce	Ext. 2290	A118
Catalogs, Brochures, Applications	Student Support Services	Sonya Phelps	Ext. 2253	B101
Child Care Information	Student Development	Anna Boyce	Ext. 2290	A118
Class Schedules	Corporate & Continuing Education	Sherry Hewitt	Ext. 2210	E129
Continuing Education Classes	Co-op & Job Placement	Debra Williams	Ext. 2232	E124
Cooperative Education	Admissions & Testing Advisor	Cherrie Boyce	Ext. 2281	A125
Course Placement	Registrar	Mary Louise Brown	Ext. 2252	A121
Credit by Exam/CLEP	Advisor/Counselor	Varies		
Curriculum Change	Developmental Studies Dept.	Ruth Warren	Ext. 2320	A204
Developmental Studies	Student Support Services	Andrea Williams	Ext. 2224	C102
Disadvantaged Student Assistance	Student Development	Ray Scaffa	Ext. 2251	A120
Disciplinary Procedures	Academic Advisors	Varies		
Dropping/Adding Classes	Evening Programs	Jerry Oliver	Ext. 2313	E133
Evening Classes	Scholarships & Student Aid	Angela Godfrey-Dawson	Ext. 2360	A122
Financial Aid	Student Development	Linda Lewis	Ext. 2218	A118
First Aid	Student Records	Mary Louise Brown	Ext. 2252	A121
Grades	Registrar	Mary Louise Brown	Ext. 2252	A121
Graduation	Vice President, Instruction	Althea Riddick	Ext. 2241	A102
Instructional Concerns	Instructor's Office Door	(full-time faculty only)		
Instructor's Office Hours	Business Office	Michelle Sheep	Ext. 2248	A129
Insurance (student accident)	Co-op & Job Placement	Debra Williams	Ext. 2232	E214
Job Placement	Learning Resources Center	Bob Schenck	Ext. 2268	B108
Library Services	Receptionist/Switchboard	Patricia Lee	0	Lobby
Lost & Found	Student Development	Maenecia Cole	Ext. 2240	A117a
Orientation	Business Office	Michelle Sheep	Ext. 2248	A129
Parking Decals	Counseling & Career Development	Martha Swain	Ext. 2243	A123
Personal Counseling/Referrals	Testing Center	Wanda Halstead	Ext. 2314	A215
Placement Testing	Marketing & Communications	Dawn McAvoy	Ext. 2255	A137
Public Information	Student Development	Ray Scaffa	Ext. 2251	A120
Refunds	Academic Advisors	Assigned (varies)		
Registration	Student Development	Ray Scaffa	Ext. 2251	A120
Residency Requirements	Switchboard		0	Lobby
Security	Scholarships & Student Aid	Angela Godfrey-Dawson	Ext. 2225	A122
Service Learning	Student Development	Judy Gordon	Ext. 2277	A119

Elizabeth City Campus Resources (continued)

Sexual Harassment	Students	Ray Scaffa	Ext. 2251
Students Activities	Faculty/Staff	Wendy Brickhouse	Ext. 2236
Student Government/Clubs	Student Development	Judy Gordon	Ext. 2277
Student Rights & Responsibilities	Student Development	Maenecia Cole	Ext. 2240
Students with Disabilities	Student Support Services	Ray Scaffa	Ext. 2251
Textbooks	Student Bookstore	Andrea Williams	Ext. 2224
Transcript Evaluations	Registrar	Gwen Davis	Ext. 2237
Transcripts	Registrar's Office	Mary Louise Brown	Ext. 2252
Tutoring	Student Support Services	Linda Lewis	Ext. 2218
Veteran's Educational Benefits	Registrar	Robin Pavay	Ext. 2244
Withdrawal from Courses	Academic Advisors	Mary Louise Brown	Ext. 2252
Work Study Program	Scholarships & Student Aid	Assigned (varies)	Ext. 2254
		Renee Shannon	Ext. 2254

Dare Campus Resources

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	Sarah Adams	Ext. 227
Center for Learning in Retirement	Continuing Education	Virginia Tillett	Ext. 240
Child Care Information	Student Support Services	Nolie Rose	Ext. 293
Class Schedules	Student Development	Nolie Rose	Ext. 222
Continuing Education Classes	Continuing Education	Malinda Lathan	Ext. 222
Cooperative Education	Cooperative Education	Virginia Tillett	Ext. 240
Disadvantaged Student Assistance	Student Support Services	Sarah Adams	Ext. 227
Dropping/Adding Classes	Student Support Services	Nolie Rose	Ext. 293
Financial Aid Scholarships	Student Development	Malinda Lathan	Ext. 222
Grades	Curriculum	Sarah Adams	Ext. 227
Library Services	Learning Resources Center	Cindy Smith	Ext. 236
Marine Technologies Program	Program Coordinator	Carmella Kemp	Ext. 230
Personal Counseling/Referrals	Student Development	Dana Newton	Ext. 245
Placement Testing	Student Development	Emily Robertson	Ext. 223
Professional Crafts Programs	Student Development	Sarah Adams	Ext. 227
Refunds	Student Development	Emily Robertson	Ext. 240
Registration	Cashier	Emily Robertson	Ext. 248
Student Activities/Clubs	Student Development	Connie Mizelle	Ext. 248
Students with Disabilities	Student Development	Malinda Lathan	Ext. 222
Transcripts	Student Support Services	Emily Robertson	Ext. 223
Tuition/Fees Payments	Student Development	Nolie Rose	Ext. 293
Tutorial Services	Cashier	Malinda Lathan	Ext. 222
Withdrawal from Courses	Student Support Services	Connie Mizelle	Ext. 248
	Academic Advisors	Nolie Rose	Ext. 293

Academic Advising	Ella Holley	Ext. 2404	Admin. Bldg.
Admissions	Ella Holley	Ext. 2404	Admin. Bldg.
Address Change	Ella Holley	Ext. 2404	Admin. Bldg.
Continuing Education Classes	Marge Soper	Ext. 2405	Admin. Bldg.
Dropping/Adding Classes	Ella Holley	Ext. 2404	Admin. Bldg.
Lost & Found	Front Desk	Ext. 2413	Admin. Bldg.
Parking Decals	Front Desk	Ext. 2413	Admin. Bldg.
Placement Testing	Ella Holley	Ext. 2404	Admin. Bldg.
Registration	Ella Holley	Ext. 2404	Admin. Bldg.
Student Activities	Ella Holley	Ext. 2404	Admin. Bldg.
Student Government	Ella Holley	Ext. 2404	Admin. Bldg.
Student Orientation	Ella Holley	Ext. 2404	Admin. Bldg.
Transcripts	Ella Holley	Ext. 2404	Admin. Bldg.
Tuition/Fees Payment	Front Desk	Ext. 2413	Admin. Bldg.
Withdrawal from Courses	Ella Holley	Ext. 2404	Admin. Bldg.

Academic Advisors

HVAC	Mark Cartwright	Ext. 2430	Campus
Focused Industrial Training (FIT)	Brewler Brown	Ext. 2432	Campus
Building and Construction Technology	Gary Decastilla	Ext. 2429	Campus
English	Juanita Fleming	Ext. 2411	Admin. Bldg.
Open Classroom	Anquinette Hodges	Ext. 2431	Campus
Electrical	TBD	Ext. 2426	Campus
Culinary Technology	Robert Lowney	Ext. 2428	Campus
CISCO	Jeff Madre	Ext. 2415	Admin. Bldg.
Mathematics	TBD	Ext. 2410	Admin. Bldg.

Did you know that your Student Activity Fee pays for ...

Student Planners/Calendars

Spring Fling Activities

Club Rush Day

SGA Elections

Back to School Bash

Dare County Food Drive

New Student Orientation

Dare County Angel Tree

Club Rush Day

Dare County Halloween Hotline Bash

Women's History Month

Holiday Celebrations

NACSGA Membership/Conferences

Academic Award's Day

All these fun things and many others are sponsored by the Elizabeth City, Edenton-Chowan, and Dare County Student Government Associations!

Architectural Technology

College of The Albemarle's Architectural Technology program is part of the Engineering Technologies Department. The program provides a foundation on which students may build a career in architecture, engineering, and/or construction professions. Coursework combines hands-on lab and practical experience with traditional classroom instruction. Students can select a two-year associate in applied science degree program, one-year diploma program, or shorter-term certificate program.

Other Engineering Technology Programs

In addition to Architectural Technology, COA offers Computer Engineering Technology in an associate in applied science degree and certificate program.

Contact Information

For information on the Architectural Technology program, contact **Charles Purser** at 252-335-0821, ext. 2327. For information on either of COA's Engineering Technology programs, contact the Admissions Office at 252-335-0821, ext. 2290, or visit COA's website at:

www.albemarle.edu

Average Salary Range:
\$24,000 to \$74,000



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

AUGUST 2005

sunday	monday	tuesday	wednesday	thursday	friday	saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
	Classes Begin	22	23	24	25	26
28	29	30	31			

Cooperative Education (Co-op) provides students an opportunity to earn college credit for employment related to their program of study. Co-op makes the educational program more relevant and meaningful through integrating classroom study with a planned, supervised work experience.

Many associate in applied science programs qualify for Co-op. For more information regarding College of The Albemarle's Cooperative Education Program, please contact **Debra Williams** at 252-335-0821, ext. 2232.

What's Happening This Month?

- New Student Orientation!
- CLASSES BEGIN August 15, 2005
- August 18, 2005 End of 75% Refund Period (First 8-week session)
- August 24, 2005 End of 75% Refund Period (16-week session)

NOTES:



Business Administration

Interested in a career in business? College of The Albemarle is the perfect place to get started! A two-year associate in applied science degree in Business Administration offers students an introduction to various aspects of the free enterprise system. All industries rely on trained business people to help them grow and succeed, making a business degree an ideal foundation for a successful career. The program provides fundamental knowledge of business organizations in today's global economy and includes instruction in accounting, business law, economics, management, and marketing.

Average Salary Range:
\$18,000 and up



Other Business Technology Programs

COA offers a wide variety of business-related two-year degrees and short-term certificates. Offerings include:

- Computer Programming
- Information Systems
- Database Management, Spreadsheets, and Technical Communication
- Internet Technologies
- Server Administrator and Web Page Designer
- Medical Office Administration
- Transcription
- Office Systems Technology
- Word Processing and Receptionist

Contact Information

For information on any of COA's Business Technology programs, contact **Karen Alexander** at 252-335-0821, ext. 2298, or the Admissions Office at 252-335-0821, ext. 2290 (Elizabeth City), or 252-473-2264 (Dare County Campus). Information is also available at COA's website:

www.albemarle.edu

It may be that those who do most, dream most."

- Stephen Leacock

College Transfer

Interested in transferring to a four-year college or university? Then either COA's two-year Associate in Arts or Associate in Science degree is for you. The curriculum for each is sufficiently broad-based to allow graduates, after two years at College of The Albemarle, to transfer with junior-level status into many academic or pre-professional programs. These programs are also suited to students who prefer a broad education background without definite transfer plans.

Associate in Arts

An Associate in Arts degree prepares students for academic areas such as economics, education, psychology, and English or for pre-professional areas such as medicine, law, criminal justice, pharmacy, and other business-related activities.

Associate in Science

An Associate in Science degree prepares students to continue their studies in science, mathematics, or related fields.

For information on COA's College Transfer programs, contact **Bobby Adams** at 252-335-0821, ext. 2203, or the Admissions Office at 252-335-0821, ext. 2290 (Elizabeth City), or 252-473-2264 (Dare County Campus). Information is also available at COA's website:

www.albemarle.edu



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

OCTOBER 2005

sunday monday tuesday wednesday thursday friday saturday

1

8

15

22

29

2

3

4

5

6

7

9

10

11

12

13

14

16

17

18

19

20

21

23

24

25

26

27

28

30

31

• **No classes** •
(Faculty/Staff Professional Development Days)

Rosh Hashanah
begins at sundown

Yom Kippur
begins at sundown

Columbus Day

Daylight Saving Time Ends
(set clocks back one hour.)

Halloween

service Learning is a method of teaching that involves students enrolled in COA's college transfer programs in community service activities. Community service work is combined with facilitated means for applying experience to students' personal and academic development. The program aims to enhance and enrich student learning in course material and enables students to see how their efforts impart positive change.

For more information regarding College of The Albemarle's Service Learning Program, please contact **Judy Gordon** at 252-335-0821, ext. 2271

What's Happening This Month?

- **Fall Statewide N4CSGA Conference**
- **Dare Campus Halloween Hotline Bash**
- **October 12, 2005**
Last Day to withdraw without Grade Penalty (16-week session)
- **October 12, 2005**
Last Day of 8-week session
- **October 13, 2005**
First Day of Second 8-week session
- **October 18, 2005**
End of 75% Refund Period (Second 8-week session)

NOTES:



Computer Programming

For those interested in the information systems industry, COA offers a two-year associate in applied science degree in Computer Programming. This program combines hands-on training in a computer lab environment with classroom instruction. Students solve business computer problems through programming techniques and procedures using appropriate coding languages and software. Concepts and skills covered provide the ability to adapt as systems evolve.

Average Salary Range:
\$35,000 and up



Other Business Technology & Computer Technology Programs

COA offers a wide variety of business-related two-year degrees and short-term certificates. Offerings include:

- Business Administration
- Information Systems
- Database Management, Spreadsheets, and Technical Communication
- Internet Technologies
- Server Administrator and Web Page Designer
- Medical Office Administration
- Transcription
- Office Systems Technology
- Word Processing and Receptionist
- Computer Engineering

For information on the Computer Programming program, contact **Jane Rossman** at 252-335-0821, ext. 2353, the Admissions Office at 252-335-0821, ext. 2290, or visit COA's website at:

www.albemarle.edu

Nothing is ever achieved without enthusiasm.

- Ralph Waldo Emerson

NOVEMBER 2005

sunday	monday	tuesday	wednesday	thursday	friday	saturday
	1	2	3	4	5	
6	7 Registration begins for Spring 2006 semester	8 Election Day	9	10	11 Veterans' Day	12
13	14	15	16	17	18	19
20	21	22	23 (No classes)	24 Thanksgiving Day (College closed)	25 (College closed)	26
27	28	29	30			

What's Happening
This Month?

- Food Drive
- Student/Staff/Faculty Appreciation Day
- November 7, 2005
Spring registration begins

NOTES:



Student enrolled in cooperative education:

"After studying many Microsoft applications and being able to implement them at work, I now have a better understanding of how to operate and apply data to each program used on a daily basis. You have to maintain an excellent attitude and have a pleasant personality. In order to produce quality work, you have to learn to prioritize and juggle your work so that the workload does not engulf you. It also helps to be a good problem solver."

Culinary Technology

Culinary Technology is part of COA's Public Services Technology Department and offers a two-year associate in applied science degree program, a one-year diploma program, and a short-term certificate program.

Culinary Technology blends the specialized culinary skills of food preparation, management, and service with critical thinking, clear communication, business ethics, and teamwork skills. Coursework offers hands-on experience and instruction in food and beverage services and control, baking, American and international cuisine, food production, and hospitality supervision.

Other Public Service Technology Programs

COA offers a wide variety of public service-related two-year degrees and short-term certificates. Offerings include:

- Basic Law Enforcement Training
- Cosmetology
- Cosmetology Instructor and Manicuring Instructor
- Criminal Justice Technology
- Early Childhood Associate
- Early Childhood Associate/Teacher Associate
- Office Systems Technology
- Word Processing and Receptionist

For information on the Culinary Technology program, contact **Bob Lowney** at 252-335-0821, ext. 2428, the Admissions Office at 252-335-0821, ext. 2290, or visit COA's website at:

www.albemarle.edu

"People with goals succeed because they know where they are going."
- Earl Nightingale

Average Salary Range:
\$14,000 to \$37,000



DECEMBER 2005

sunday	monday	tuesday	wednesday	thursday	friday	saturday
				1	2	3
4	5	6	7	8	9	10
	Last day of classes			14	15	16
11	12	13			17	
	Semester ends			22	23	24
18	19	20	21	22	23	24
			Winter begins			
25	26	27	28	29	30	31
Christmas Day	Hanukkah & Kwanzaa begin at sundown					

Employer of a cooperative education student:

"This is a great program and I have had all great students. It has been a pleasure to work with COA."

What's Happening This Month?

- Holiday Celebration
- Dare Campus Angel Tree
- Classes End December, 5, 2005
- EXAM WEEK December 6-12, 2005
- Semester Ends December 12, 2005

NOTES:



Fine Arts

College of The Albemarle offers a two-year Associate in Fine Arts degree for students interested in a fine arts education. The program covers fundamental courses required of freshman and sophomore art, music, and drama majors at four-year institutions. The curriculum for each is sufficiently broad-based to allow graduates, after two years at College of The Albemarle, to transfer with junior-level status into many fine arts programs. The Fine Arts program is also suited to students who prefer a broad education background without definite transfer plans. COA offers several fine art concentrations:

- Associate in Fine Arts – Concentration in Art
- Associate in Fine Arts – Concentration in Drama/Musical Theatre
- Associate in Fine Arts – Concentration in Drama/Drama Theatre Education
- Associate in Fine Arts – Concentration in Drama/Theatre Technology
- Associate in Fine Arts – Concentration in Music

For information on COA's Fine Arts programs, contact **Bobby Adams** at 252-335-0821, ext. 2203, or the Admissions Office at 252-335-0821, ext. 2290 (Elizabeth City), or 252-473-2264 (Dare County Campus). Information is also available at COA's website:

www.albemarle.edu



"As long as you're going to be thinking anyway, think big."

- Donald Trump

JANUARY 2006

sunday	monday	tuesday	wednesday	thursday	friday	saturday
1	2	3	4	5	6	7
New Year's Day <i>(College closed)</i>	9	10	11	12	13	14
8	16	17	18	19	20	21
15	Martin Luther King, Jr. Day <i>(College closed)</i>	23	24	25	26	27
22	30	31				28
29						

student enrolled in service learning:

"My Service Learning experience meant a lot to me because I like helping other people, and as my [volunteer] work applies to helping them, it gave me an opportunity to perform well!"

What's Happening This Month?

- New Student Orientation!
- EC Campus - Back to School Bash/Club Rush
- Classes Begin January 5, 2006
- January 10, 2006
End of 75% Refund Period (First 8-week session)
- January 17, 2006
End of 75% Refund Period (16-week session)

NOTES:



Industrial Programs

College of The Albemarle has a new, state-of-the-art Industrial Training Center at its Edenton-Chowan Campus. The center features classrooms and labs built specifically for programs offered: Electrical/Electronics Technology, Air Conditioning, Heating and Refrigeration Technology (HVAC), and Building Construction Technology. Each curriculum offers as a one-year diploma program as well as two certificate programs: Level I and Level II. Certificate programs allow students to earn credentials to get started in the industry in as little as one semester.

Companies need qualified, trained workers to remain competitive, and while a formal education isn't necessary to get a job in the industry, it may be necessary to climb the career ladder and provide greater opportunities.

Contact Information

For information on any of COA's Industrial programs, contact **Stan Nixon** at 252-335-0821, ext. 2285; the Admissions Office at 252-335-0821, ext. 2290, or visit COA's website at:

www.albemarle.edu

Average Salary Range:
\$22,000 to \$43,500



"Never let the fear of striking out get in your way."

- George Herman "Babe" Ruth

Marine Science

Northeastern North Carolina's close proximity to a variety of marine environments including open ocean, salt marsh, estuary and maritime forest make it an ideal place to study the marine sciences. This program is offered at College of The Albemarle's Dare County Campus.

The Marine Sciences curriculum is offered as a two-year associate in applied science degree as well as short-term certificates in General Marine Technology, Marine Engines, Fishing, or Captain's certificate.

The diversity of the program provides skills necessary for employment as marine technicians or in the commercial fishing and the growing ecotourism industries.

Contact Information

For information on the Marine Science program, contact **Dana Newton** at 252-473-2264, ext. 245, Admissions at 252-473-2264, or visit COA's website at:

www.albemarle.edu

Average Salary Range:
\$20,000 and up



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

- George Eliot

MARCH 2006

sunday	monday	tuesday	wednesday	thursday	friday	saturday
			1	2	3	4
			Ash Wednesday			
5	6	7	8	9	10	11
					<ul style="list-style-type: none"> No classes (Faculty/Staff Professional Development Days) 	
12	13	14	15	16	17	18
					St. Patrick's Day	
19	20	21	22	23	24	25
		Spring begins				
26	27	28	29	30	31	

Employer of a cooperative education student:

"Great program that benefits the employer and the student".

What's Happening This Month?

- Spring Statewide NACSGA Conference
- Women's History Month Celebration
- Career Day
- March 2, 2006
Last Day to Withdraw Without Grade Penalty (16-week session)
- March 2, 2006
Last Day of first 8-week session
- March 3, 2006
First Day of Second 8-week Session
- March 8, 2006
End of 75% Refund Period (Second 8-week session)

NOTES:



Medical Assisting

According to the U. S. Department of Labor, Medical Assisting is one of the fastest growing occupations in the country. For those interested in working in a medical environment handling both administrative and clinical duties, Medical Assisting is an ideal career.

College of The Albemarle's Medical Assisting Program is offered as a two-year associate in applied science degree as well as a one-year diploma program. It is part of the college's Health Sciences Department.

Other Health Sciences Programs

COA offers a wide variety of health-related programs including two-year degrees, one-year diplomas, and short-term certificates. Offerings include:

- Associate Degree Nursing
- LPN/ADN Option
- Nursing Assistant
- Practical Nursing
- Surgical Technology

Contact Information

For information on the Medical Assisting program, contact **Lynn Jennings** at 252-335-0821, ext. 2303. For information on any of COA's Health Sciences Programs, contact **Martha Johnson** at 252-335-0821, ext. 2328, COA's Admissions Office at 252-335-0821, ext. 2290, or visit the college's website at:

www.albemarle.edu

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

- *William Blake*

Average Salary Range:
\$17,650 to \$34,000



APRIL 2006

sunday monday tuesday wednesday thursday friday saturday

2 3 4 5 6 7 8

Daylight-saving
Time begins
*(set clocks ahead
one hour.)*

9 10 11 12 13 14 15

Palm Sunday

16 17 18 19 20 21 22

Registration
begins for
Summer 2006
semester

SPRING BREAK: April 17-21
(No classes)

Good Friday

Easter Sunday

23 24 25 26 27 28 29

30

Student enrolled in cooperative education:

"I have found that my job relates closely to my academic studies. The training in patient confidentiality has helped me in my job. I also have learned how to schedule patients and to read fee tickets before I took those classes. Having the opportunity to learn those skills at work helped make my classes easier. I have also learned to deal with the public."

What's Happening This Month?

- New Student Orientation!
- Awards Recognition Program
- Spring Fling
- SGA Elections
- April 17, 2006 Summer Registration begins

NOTES:



**COLLEGE OF THE
ALBEMARLE**

Professional Crafts

North Carolina enjoys a rich history in professional crafts and the Outer Banks region has long proved fertile ground for artists and artisans. College of The Albemarle offers two Professional Crafts programs at its Dare County Campus: Pottery and Jewelry.

Both programs combine hands-on studio experience with classroom instruction and offer a two-year associate in applied science degree, one-year diploma, and short-term certificates. Graduates are prepared for employment as professional artisans or in artisan-related fields. The programs include practical experience in design and application of technical skills and marketing and business fundamentals, preparing students to open and operate their own business or studio.

Professional crafts are currently a \$14 Billion dollar business, which is expected to grow in the next several years. Demand for locally made crafts is very high, particularly in tourist areas.

Contact Information

For information on either of COA's Professional Crafts programs, contact **Emily Robertson** at 252-473-2264, ext. 223. Information is also available from COA's website at:

www.albemarle.edu

Average Salary Range:
\$19,500 to \$35,000



"Be yourself - who else is better qualified?"

- Frank J. Giblin 99

Surgical Technology

Surgical Technology is a one-year diploma program that combines classroom instruction with hands-on lab and clinical experience.

Graduates are qualified to assist in the care of surgical patients in the operating room and are members of the surgical team.

OTHER Health Sciences Programs at COA

- Associate Degree Nursing
- Medical Assisting
- Practical Nursing
- Certified Nursing Assistant
- Emergency Medical Technician

For information on the Surgical Technology program, contact **William Hale** at 252-335-0821, ext. 2356, or visit COA's website at:

www.albemarle.edu

Average Salary Range:
\$22,000 to \$43,500



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

Teacher Preparation

Want to be a teacher? College of The Albemarle and Elizabeth City State University have teamed up to offer a Teacher Preparation program. The program enables students to earn an Associate in Arts degree from COA and then transfer to ECSU to earn a Bachelor of Science in Elementary Education.

Classes are scheduled primarily in the evenings and on weekends to allow working adults to further their education.

For students at COA's Dare County Campus, upon completion of their two-year degree, ECSU faculty will teach classes at the COA campus in Manteo, eliminating their need to travel to Elizabeth City for classes.

Contact Information

For information on the Teacher Preparation program, contact **Jeff Carter** at 252-335-0821, ext. 2260, or LuAnn Riddick at 252-335-0821, ext. 2215. Information is also available from COA's website at:

www.albemarle.edu

Average Salary Range:
\$24,000 - \$68,000



"Learn to listen. Opportunity could be knocking at your door very softly."

- Frank Tyger

JULY 2006

sunday	monday	tuesday	wednesday	thursday	friday	saturday	
						1	
2	3	4 <i>Independence Day</i> <i>(College closed)</i>	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26 <i>Summer semester ends</i>	27	28	29	
30	31	student enrolled in service learning: "The [Service Learning] program is great and I hope it continues. Elizabeth City can really benefit from this as I can see it already has. Schools being involved in the community make for better people, a better community, better everything. Keep this program!"					<i>Summer Commencement</i>

What's Happening This Month?

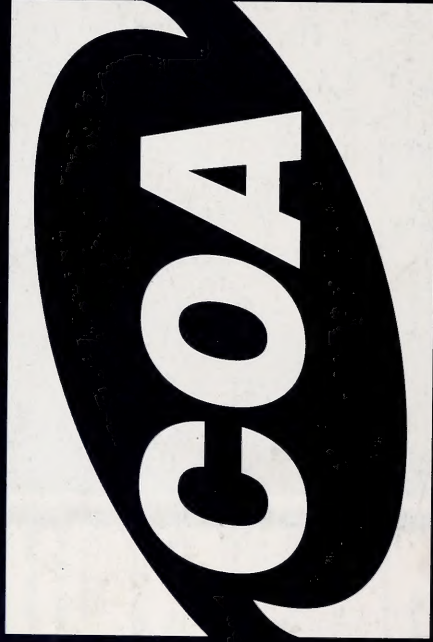
- New Student Orientation!
- Summer Semester Ends July 26, 2006
- Summer Commencement July 28, 2006

NOTES:



COLLEGE OF THE ALBEMARLE

2005-2006 Student Handbook



**COLLEGE OF THE
ALBEMARLE**

www.albemarle.edu

Elizabeth City Campus

College of The Albemarle
1208 North Road Street
P.O. Box 2327

Elizabeth City, NC 27906-2327
Telephone: (252) 335-0821
Telefax: (252) 335-2011

Edenton-Chowan Administration Building

College of The Albemarle
1316-C North Broad Street
Edenton, NC 27932

Edenton-Chowan Campus

College of The Albemarle
824 North Oakum Street
Edenton, NC 27932

Telephone: (252) 482-7900
Telefax: (252) 482-7999

Dare County Campus

College of The Albemarle
132 Russell Twiford Road
Manteo, NC 27954

Telephone: (252) 473-2264
or (252) 473-3593
Telefax: (252) 473-5497