

# 2006-2007

**Student  
Handbook  
and  
Calendar**



**COLLEGE OF THE  
ALBEMARLE**



## 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

## ACADEMIC CALENDAR

### FALL SEMESTER 2006

|  |                     |
|--|---------------------|
| Registration Begins.....                                 | Monday, July 10     |
| Convocation (no classes).....                            | Monday, August 14   |
| Classes Begin.....                                       | Tuesday, August 15  |
| End of 75 % Refund Period (First 8-week session).....    | Friday, August 18   |
| End of 75% Refund Period (16-week session).....          | Thursday, August 24 |
| Labor Day Holiday.....                                   | Monday, September 4 |
| Faculty/Staff Professional Development (no classes)..... | Tuesday, October 10 |

## 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.3-4 |
| ACADEMIC ADVISEMENT.....                   | pg.3   |
| PREPARING FOR AN ADVISING APPOINTMENT..... | pg.3-4 |
| ADVISING TOOLS.....                        | pg.4   |
| STUDENT DEVELOPMENT INFORMATION.....       | pg.4   |
| STUDENT CONDUCT.....                       | pg.4   |
| PLAGIARISM.....                            | pg.4   |
| DRESS CODE.....                            | pg.4   |
| ELIZABETH CITY CAMPUS RESOURCES.....       | pg.5-6 |
| DARE COUNTY CAMPUS RESOURCES.....          | pg.6   |
| EDENTON-CHOWAN CAMPUS RESOURCES.....       | pg.7   |
| 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.

### This planner belongs to:

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Phone: \_\_\_\_\_

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

| Course  | 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     |

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

### 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.

|  |                         |
|--|-------------------------|
| Last Day to Withdraw w/o Grade Penalty (16-week session) | Wednesday, October 11   |
| Last Day of First 8-Week Session                         | Wednesday, October 11   |
| First Day of Second 8-Week Session                       | Thursday, October 12    |
| End of 75% Refund Period (Second 8-week session)         | Tuesday, October 17     |
| Thanksgiving Holiday                                     | Wed-Fri, November 22-24 |
| Classes End  | Monday, December 4      |
| Exam Week  | Tues-Mon, December 5-11 |
| Semester Ends  | Monday, December 11     |

### SPRING SEMESTER 2007

|  |                      |
|--|----------------------|
| Registration Begins                                      | Monday, November 6   |
| Convocation (no classes/no registration)                 | Tuesday, January 2   |
| Faculty Work Day (no classes)                            | Wednesday, January 3 |
| Classes Begin  | Thursday, January 4  |
| End of 75% Refund Period (First 8-week session)          | Tuesday, January 9   |
| Martin Luther King, Jr. Holiday                          | Monday, January 15   |
| End of 75% Refund Period (16-week session)               | Tuesday, January 16  |
| Faculty/Staff Professional Development (no classes)      | Thurs-Fri, March 1-2 |
| Last Day to Withdraw w/o Grade Penalty (16-week session) | Monday, March 5      |
| Last Day of First 8-Week Session                         | Monday, March 5      |
| First Day of Second 8-Week Session                       | Tuesday, March 6     |
| End of 75% Refund Period (Second 8-week session)         | Friday, March 9      |
| Spring Break   | Mon-Fri, April 9-13  |
| Classes End  | Monday, April 30     |
| Exam Week  | Tues-Mon, May 1-7    |
| Semester Ends  | Monday, May 7        |
| Spring Commencement                                      | Thursday, May 10     |

### SUMMER SESSION 2007

|  |                    |
|--|--------------------|
| Registration Begins                                      | Monday, April 9    |
| Classes Begin  | Wednesday, 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 28     |
| Last Day to Withdraw w/o Grade Penalty (10-week session) | Wednesday, June 20 |
| Last day of First 5-Week Session                         | Wednesday, June 20 |
| First Day of Second 5-Week Session                       | Thursday, June 21  |
| End of 75% Refund Period (Second 5-week session)         | Monday, June 25    |
| July 4 <sup>th</sup> Holiday                             | Wednesday, July 4  |
| Summer Semester Ends                                     | Thursday, July 26  |
| Summer Commencement                                      | Monday, July 30    |

### 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.

## 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. BLEET 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.

## Where Do I Go?

## Elizabeth City Campus Resources

|                                   |                                  |                          |           |       |
|-----------------------------------|----------------------------------|--------------------------|-----------|-------|
| Academic Advising                 | Your Advisor                     | Linda Lewis              | Ext. 2218 | A118  |
| Academic Advisor Assignments      | Student Development Registrar    | Mary Louise Brown        | Ext. 2252 | A121  |
| Academia Records                  | Student Development              | 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 | Glenna Pike              | Ext. 2369 | 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              | Andrea Temple            | Ext. 2277 | A119  |
| Disability Services               | 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 Kiddick           | 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  |
| Scholarships                      |                                  |                          |           |       |

## Elizabeth City Campus Resources (continued)

|                                   |                            |                   |           |                |
|-----------------------------------|----------------------------|-------------------|-----------|----------------|
| Service Learning                  | Faculty                    | Rodger Rossman    | Ext. 2261 | A247           |
| Sexual Harassment                 | Students                   | Ray Scaffa        | Ext. 2251 | A120           |
|                                   | Faculty/Staff              | Wendy Brickhouse  | Ext. 2236 | A108           |
| Students Activities               | Student Development        | Maeneicia Cole    | Ext. 2240 | A117a          |
| Student Government/Clubs          | Student Development        | Maeneicia Cole    | Ext. 2240 | A117a          |
| Student Rights & Responsibilities | Student Bookstore          | Ray Scaffa        | Ext. 2251 | A120           |
| Textbooks                         | Registrar                  | Gwen Davis        | Ext. 2237 | Student Center |
| Transcript Evaluations            | Registrar's Office         | Mary Louise Brown | Ext. 2252 | A121           |
| Transcripts                       | Student Support Services   | Linda Lewis       | Ext. 2218 | A108           |
| Tutoring                          | Registrar                  | Robin Pavey       | Ext. 2244 | C101           |
| Veteran's Educational Benefits    | Academic Advisors          | Mary Louise Brown | Ext. 2252 | A121           |
| Withdrawal from Courses           | Scholarships & Student Aid | Assigned (varies) |           |                |
| Work Study Program                |                            | Renee Shannon     | Ext. 2254 | A114           |

## Dare Campus Resources

|                                   |                           |                   |                      |  |
|-----------------------------------|---------------------------|-------------------|----------------------|--|
| Academic Advising                 | Your Advisor              | Lori Britt        | Ext. 223             |  |
| Academic Records                  | Student Development       | Malinda Lathan    | Ext. 222             |  |
| Admissions                        | Student Development       | Lori Britt        | Ext. 223             |  |
| Career Development Resources      | Student Development       | Amber Rice        | Ext. 227             |  |
| Center for Learning in Retirement | Continuing Education      | Tim Shearn        | Ext. 240             |  |
| Child Care Information            | Student Support Services  | Cheri Peele       | Ext. 293             |  |
| Class Schedules                   | Student Development       | Malinda Lathan    | Ext. 220             |  |
| Continuing Education Classes      | Continuing Education      | Tim Shearn        | Ext. 240             |  |
| Cooperative Education             | Cooperative Education     | Sarah Adams       | sadams@albemarle.edu |  |
| Disadvantaged Student Assistance  | Student Support Services  | Cheri Peele       | Ext. 293             |  |
| Dropping/Adding Classes           | Student Development       | Lori Britt        | Ext. 223             |  |
| Financial Aid Scholarships        | Student Development       | Amber Rice        | Ext. 227             |  |
| Grades                            | Curriculum                | Cindy Smith       | Ext. 236             |  |
| International Students            | Student Development       | Sarah Adams       | sadams@albemarle.edu |  |
| Library Services                  | Learning Resources Center | Carmella Kemp     | Ext. 230             |  |
| Marine Technologies Program       | Program Coordinator       | Dana Newton       | Ext. 245             |  |
| Personal Counseling/Referrals     | Student Development       | Lori Britt        | Ext. 223             |  |
| Placement Testing                 | Student Development       | Amber Rice        | Ext. 227             |  |
| Professional Crafts Programs      | Student Development       | Lori Britt        | Ext. 223             |  |
| Refunds                           | Cashier                   | Connie Mizelle    | Ext. 248             |  |
| Registration                      | Academic Advisors         | Assigned (Varies) |                      |  |
| Student Activities/Clubs          | Student Development       | Lori Britt        | Ext. 223             |  |
| Students with Disabilities        | Student Development       | Lori Britt        | Ext. 223             |  |
| Transcripts                       | Student Development       | Malinda Lathan    | Ext. 222             |  |
| Tuition/Fees Payments             | Cashier                   | Connie Mizelle    | Ext. 248             |  |
| Tutorial Services                 | Student Support Services  | Cheri Peele       | Ext. 293             |  |
| Withdrawal from Courses           | Academic Advisors         |                   |                      |  |

|                               |                 |           |                  |            |
|-------------------------------|-----------------|-----------|------------------|------------|
| Academic Advising             | Betty Newman    | Ext. 2404 | Admin. Bldg.     | Office 109 |
| Admissions                    | Front Desk      | Ext. 2413 | Admin. Bldg.     | Front Desk |
| Address Change                | Front Desk      | Ext. 2413 | Admin. Bldg.     | Front Desk |
| Continuing Education Classes  | Front Desk      | Ext. 2413 | Admin. Bldg.     | Front Desk |
| Dropping/Adding Classes       | Betty Newman    | Ext. 2404 | Admin. Bldg.     | Office 109 |
| Industrial Technology Classes | Michael Partyka | Ext. 2429 | Ind. Tech. Bldg. | Office 423 |
| Lost & Found                  | Front Desk      | Ext. 2413 | Admin. Bldg.     | Front Desk |
| Parking Decals                | Front Desk      | Ext. 2413 | Admin. Bldg.     | Front Desk |
| Placement Testing             | Front Desk      | Ext. 2413 | Admin. Bldg.     | Front Desk |
| Registration                  | Betty Newman    | Ext. 2404 | Admin. Bldg.     | Office 109 |
| Student Activities            | Betty Newman    | Ext. 2404 | Admin. Bldg.     | Office 109 |
| Student Orientation           | Betty Newman    | Ext. 2404 | Admin. Bldg.     | Office 109 |
| Transcripts                   | Front Desk      | Ext. 2413 | Admin. Bldg.     | Front Desk |
| Tuition/Fees Payment          | Front Desk      | Ext. 2413 | Admin. Bldg.     | Front Desk |
| Withdrawal from Courses       | Betty Newman    | Ext. 2404 | Admin. Bldg.     | Office 109 |

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

**Academic Award's Day / Back to School Bash**  
**Black History Month Celebration / Club Activity**  
**Club Rush Day / Dare County Angel Tree / Dare County Food Drive**  
**Dare County Halloween Hotline Bash / E.C. Intramural Games**  
**Holiday Celebrations / N4CSGA Membership/Conferences**  
**SGA Elections / Student/Faculty/Staff Appreciation**  
**Student Planners / Calendars / Spring Fling Activities**  
**Women's History Month**

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

# Allied Health

College of The Albemarle offers several programs of study in the fast-growing allied health industry. Programs include short-term training through the college's Corporate & Continuing Education division, one-year diploma programs, and two-year associate degree programs.

## Allied Health Programs

Certified Nursing Assistant (CNA) I (short-term certificate, eight weeks)  
Certified Nursing Assistant (CNA) II (short-term certificate, eight weeks)  
Phlebotomy (short-term, sixteen weeks)  
Surgical Technology (one-year diploma)  
Practical Nursing (one-year diploma)  
Medical Assisting (one-year diploma and two-year associate in applied science degree)  
Associate Degree Nursing (two-year associate in applied science degree)  
LPN-ADN Option (two-year associate in applied science degree)

## Contact Information

For information on COA's Certified Nursing Assistant programs, please contact **Corporate & Continuing Education** at 252-335-0821, ext. 2250. For information on COA's other Allied Health programs, please contact **Martha Johnson** at 252-335-0821, ext. 2328, or visit COA's website at:

**[www.albemarle.edu](http://www.albemarle.edu)**

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

*- Stephen Leacock*





# AUGUST 2006

|    | sunday | monday | tuesday | wednesday | thursday | friday | saturday |
|----|--------|--------|---------|-----------|----------|--------|----------|
|    |        | 1      | 2       | 3         | 4        | 5      |          |
| 6  | 7      | 8      | 9       | 10        | 11       | 12     |          |
| 13 | 14     | 15     | 16      | 17        | 18       | 19     |          |
| 20 | 21     | 22     | 23      | 24        | 25       | 26     |          |
| 27 | 28     | 29     | 30      | 31        |          |        |          |

Classes Begin

What's Happening  
This Month?

- New Student Orientation!
- CLASSES BEGIN  
August 15, 2006

NOTES:

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# 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.

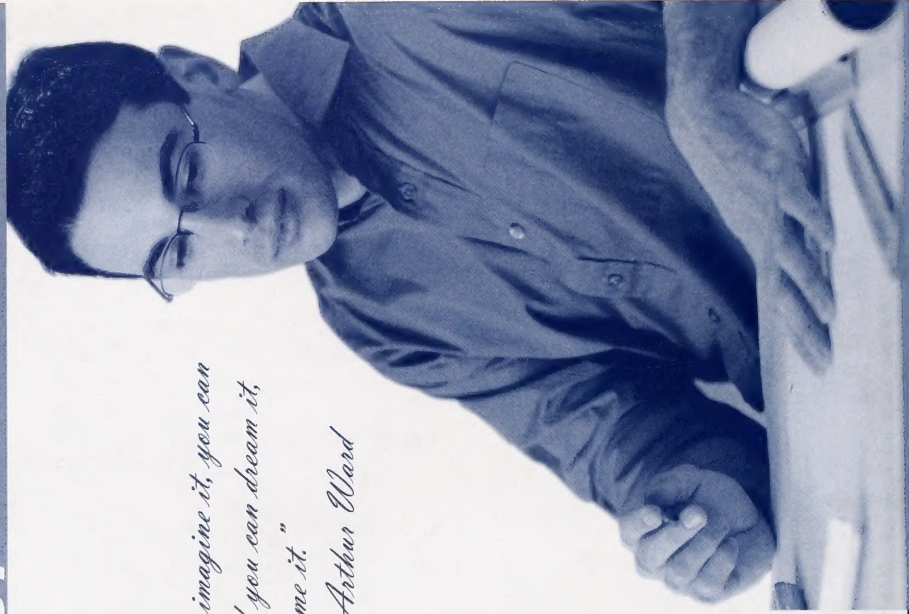
## Contact Information

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](http://www.albemarle.edu)**

*"If you can imagine it, you can create it. If you can dream it, you can become it."*

*- William Arthur Ward*





# Biotechnology

Biotechnology is an emerging field that stems from molecular biology and chemical engineering. Many of the new jobs being created in North Carolina are related to biotech industries such as pharmaceuticals and biomanufacturing. North Carolina has the largest biotechnology community in the south and fifth largest in the country, and it is expected to grow considerably over the next 20 years.

College of The Albemarle offers the first year of a two-year Associate in Applied Science degree in Biotechnology. Students complete their second year at Pitt Community College (Pitt) in Greenville, North Carolina.

Coursework for the Biotechnology program emphasizes biology, chemistry, mathematics, and technical communications and the program is designed to meet the increasing demands for skilled laboratory technicians in various fields of biological and chemical technology.

## Contact Information

For information regarding COA's Biotechnology program, please contact **Bobby Adams** at 252-335-0821, ext. 2203, or visit COA's website at:

**[www.albemarle.edu](http://www.albemarle.edu)**



*"Other people may not have had high expectations for me...but I had high expectations for myself."*

*- Shannon Miller*

# OCTOBER 2006

|    | sunday | monday | tuesday                                    | wednesday | thursday | friday | saturday |
|----|--------|--------|--|-----------|----------|--------|----------|
| 1  |        | 2      | 3  | 4         | 5        | 6      | 7        |
| 8  |        | 9      | 10   | 11        | 12       | 13     | 14       |
| 15 |        | 16     | 17<br>(No classes.)<br><i>Columbus Day</i> | 18        | 19       | 20     | 21       |
| 22 |        | 23     | 24   | 25        | 26       | 27     | 28       |
| 29 |        | 30     | 31<br><i>Halloween</i>                     |           |          |        |          |

*Daylight Saving Time Ends*  
(not school time, but one hour)

## What's Happening This Month?

- October 11, 2006**  
 Last Day to withdraw without Grade Penalty (16-week session)
- October 11, 2006**  
 Last Day of 8-week session
- October 12, 2006**  
 First Day of Second 8-week session
- October 17, 2006**  
 End of 75% Refund Period (Second 8-week session)

NOTES:

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**COLLEGE OF THE ALBEMARLE**

# 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](http://www.albemarle.edu)

A black and white photograph of a hand holding a pair of glasses. The hand is positioned in the upper right quadrant of the page. The glasses are held by the temples, and the lenses are visible. The background is a light, textured surface.

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

*- Donald Trump*

# NOVEMBER 2006

| sunday | monday   | tuesday                  | wednesday                 | thursday                                       | friday                        | saturday                   |
|--------|--|--------------------------|---------------------------|--|-------------------------------|----------------------------|
|        |  |                          | 1                         | 2  | 3                             | 4                          |
| 5      | 6<br><i>Registration begins for Spring 2007 semester</i> | 7<br><i>Election Day</i> | 8                         | 9  | 10                            | 11<br><i>Veterans' Day</i> |
| 12     | 13   | 14                       | 15                        | 16   | 17                            | 18                         |
| 19     | 20   | 21                       | 22<br><i>(No classes)</i> | 23<br><i>Thanksgiving Day (College closed)</i> | 24<br><i>(College closed)</i> | 25                         |
| 26     | 27   | 28                       | 29                        | 30   |                               |                            |

What's Happening This Month?

- November 6, 2006  
*Spring registration begins*

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# 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
- Office Systems Technology
- Word Processing and Receptionist

For information on the Culinary Technology program, contact **Gus Eddins** at 252-482-7900, ext. 2421, the Admissions Office at 252-335-0821, ext. 2290, or visit COA's website at:

**[www.albemarle.edu](http://www.albemarle.edu)**



*"People with goals succeed because they know where they are going."*

*- Earl Nightingale*



# DECEMBER 2006

|    | sunday | monday        | tuesday | wednesday              | thursday | friday | saturday      |
|----|--------|---------------|---------|------------------------|----------|--------|---------------|
|    |        |               |         |                        |          | 1      | 2             |
| 3  | 4      | 5             | 6       | 7                      | 8        | 9      |               |
|    |        |               |         | EXAM WEEK: Dec. 5-11 → |          |        |               |
| 10 | 11     | 12            | 13      | 14                     | 15       | 16     |               |
|    |        |               |         |                        |          |        | Hanukkah      |
| 17 | 18     | 19            | 20      | 21                     | 22       | 23     |               |
|    |        |               |         |                        |          |        | Winter begins |
| 24 | 25     | 26            | 27      | 28                     | 29       | 30     |               |
|    |        | Christmas Day |         |                        |          |        |               |
|    |        |               |         |                        |          |        |               |
| 31 |        |               |         |                        |          |        |               |

What's Happening This Month?

- Classes End December 4, 2006
- EXAM WEEK December 5-11, 2006
- Semester Ends December 11, 2006

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# 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**  
**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](http://www.albemarle.edu)**

*"Nothing is ever achieved without enthusiasm."*  
- Ralph Waldo Emerson



# JANUARY 2007

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

## What's Happening This Month?

- **New Student Orientation!**
- **Classes Begin January 4, 2007**
- **January 9, 2007**  
End of 75% Refund Period (First 8-week session)
- **January 16, 2007**  
End of 75% Refund Period (16-week session)

## NOTES:

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# 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 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 **Michael Partyka** at 252-482-7900, ext. 2429/2430, the Admissions Office at 252-335-0821, ext. 2290, or visit COA's website at:

**[www.albemarle.edu](http://www.albemarle.edu)**



*"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](http://www.albemarle.edu)**

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



# MARCH 2007

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

Daylight-saving Time begins (not class ahead - see page 11)

## What's Happening This Month?

- March 5, 2007**  
Last Day to Withdraw Without Grade Penalty (16-week session)
- March 5, 2007**  
Last Day of first 8-week session
- March 6, 2007**  
First Day of Second 8-week session
- March 9, 2007**  
End of 75% Refund Period (Second 8-week session)

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COLLEGE OF THE ALBEMARLE

# Office Systems Technology

Interested in working in an office environment? College of The Albemarle's Office Systems Technology program equips office professionals to respond to the demands of a dynamic, computerized workplace and prepares them for positions in administrative support careers.

This two-year, associate in applied science degree program features coursework in using integrated software applications, oral and written communication, and analysis and coordination of office duties and systems. Many classes can be completed in COA's Open Classroom, which allows students to complete certain classes on a self-paced schedule.

Short-term Office Systems certificate programs are available in Word Processing and Receptionist.

#### Contact Information

For information regarding COA's Office Systems Technology program, please contact **Altovise Martin** at 252-335-0821, ext. 2257, or visit COA's website at:

**[www.albemarle.edu](http://www.albemarle.edu)**



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

*- William Blake*



# APRIL 2007

| sunday      | monday                              | tuesday | wednesday                                | thursday | friday | saturday |
|-------------|-------------------------------------|---------|--|----------|--------|----------|
| 1           | 2                                   | 3       | 4  | 5        | 6      | 7        |
| Palm Sunday | 9                                   | 10      | 11                                       | 12       | 13     | 14       |
|             | Registration begins for Summer 2007 |         | SPRING BREAK: April 9-13<br>(No classes) |          |        |          |
| 15          | 16                                  | 17      | 18                                       | 19       | 20     | 21       |
|             | Easter Sunday semester              |         |  |          |        |          |
| 22          | 23                                  | 24      | 25                                       | 26       | 27     | 28       |
| 29          | 30                                  |         |  |          |        |          |
|             | Last day of classes                 |         |  |          |        |          |

What's Happening This Month?

- Awards Recognition Program
- April 9, 2007 Summer Registration begins
- Classes End April 30, 2007

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# 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 **Lori Britt** at 252-473-2264, ext. 222. Information is also available from COA's website at:

**[www.albemarle.edu](http://www.albemarle.edu)**

*"Be yourself -  
who else is better qualified?"*

*- Frank J. Giblin 99*



# MAY 2007

| sunday | monday                           | tuesday | wednesday                     | thursday            | friday | saturday |
|--------|----------------------------------|---------|-------------------------------|---------------------|--------|----------|
|        |                                  | 1       | 2                             | 3                   | 4      | 5        |
|        |                                  |         | • ——— EXAM WEEK: May 1-7 ———> |                     |        |          |
| 6      | 7                                | 8       | 9                             | 10                  | 11     | 12       |
|        | Semester ends                    |         |                               | Spring Commencement |        |          |
| 13     | 14                               | 15      | 16                            | 17                  | 18     | 19       |
|        |                                  |         | Summer classes begin          |                     |        |          |
| 20     | 21                               | 22      | 23                            | 24                  | 25     | 26       |
|        | Mother's Day                     |         |                               |                     |        |          |
| 27     | 28                               | 29      | 30                            | 31                  |        |          |
|        | Memorial Day<br>(College closed) |         |                               |                     |        |          |

## What's Happening This Month?

- **EXAM WEEK**  
May 1-7, 2007
- **Semester Ends**  
May 7, 2007
- **Spring Commencement**  
May 10, 2007
- **Summer Classes Begin**  
May 16, 2007
- **May 17, 2007**  
End of 75% Refund Period  
(First 5-week session)
- **May 22, 2007**  
End of 75% Refund Period  
(10-Week Session)

### NOTES:

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**COLLEGE OF THE ALBEMARLE**

# Secondary Education

College of The Albemarle offers two programs that provide opportunities for high school students to take college-level courses and earn college credit: Concurrent Enrollment and Huskins Bill.

## Concurrent Enrollment

High school students 16 years of age or older may be eligible to take certain courses at COA free of tuition and registration fees. Students must meet the same pre-requisite and college admissions requirements as adult community college students and be recommended by high school administrators. For details on eligibility and more information on concurrent enrollment, please contact **Rita Jennings** at 252-335-0821, ext. 2256.

## Huskins Bill

College of The Albemarle also works with local high schools to provide college-level courses specifically created for high school students meeting specific requirements. Students are exempt from applicable tuition, and courses are developed by COA and local high schools. All courses delivered meet the same academic rigor as those delivered to adult college students, using college-level textbooks and course materials. For more information on the Huskins Bill program, please contact **Rita Jennings** at 252-335-0821, ext. 2256.

[www.albemarle.edu](http://www.albemarle.edu)



*"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](http://www.albemarle.edu)**



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

*- Frank Tyger*

# JULY 2007

| sunday | monday              | tuesday | wednesday                            | thursday             | friday | saturday |
|--------|---------------------|---------|--------------------------------------|----------------------|--------|----------|
| 1      | 2                   | 3       | 4                                    | 5                    | 6      | 7        |
|        |                     |         | Independence Day<br>(College closed) |                      |        |          |
| 8      | 9                   | 10      | 11                                   | 12                   | 13     | 14       |
| 15     | 16                  | 17      | 18                                   | 19                   | 20     | 21       |
| 22     | 23                  | 24      | 25                                   | 26                   | 27     | 28       |
|        |                     |         |                                      | Summer semester ends |        |          |
| 29     | 30                  | 31      |                                      |                      |        |          |
|        | Summer Commencement |         |                                      |                      |        |          |

## What's Happening This Month?

- Summer Semester Ends  
July 26, 2007
- Summer Commencement  
July 30, 2007

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# 2006-2007 Student Handbook



**COLLEGE OF THE  
ALBEMARLE**

[www.albemarle.edu](http://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

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## **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

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## **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