

Opportunity

is here, waiting for you

changes

are happening, every minute of everyday

everything

you want in life is at COA



2007-2008 Student Handbook & Calendar

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 an advisor or career counselor.
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, Student Development and Dean of Students

ACADEMIC CALENDAR

FALL SEMESTER 2007

Registration Begins (returning students)	Monday, July 16
Convocation (no classes)	Thursday, August 16
Classes Begin	Wednesday, August 22
End of 75% Refund Period (First 8-week session)	Monday, August 27
End of 75% Refund Period (16-week session)	Friday, August 31
Labor Day Holiday	Monday, September 3

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PURPOSE OF THE COLLEGE

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

MISSION STATEMENT

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

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

This planner belongs to: _____

Student Name: _____

Address: _____

City/State: _____

Phone: _____

Last Day to Withdraw w/o Grade Penalty (16-week session).....Wednesday, October 17
 Last Day of First 8-Week Session.....Wednesday, October 17
 First Day of Second 8-Week Session.....Thursday, October 18
 End of 75% Refund Period (Second 8-week session).....Tuesday, October 23
 Thanksgiving Holiday.....Wed. - Fri., November 21-23
 Classes End.....Monday, December 10
 Exam Week.....Thurs. - Mon., December 11-17
 Semester Ends.....Monday, December 17

SPRING SEMESTER 2008

Registration Begins.....Monday, November 5
 Convocation (no classes/no registration).....Monday, January 7
 Faculty Work Day (no classes).....Tues. - Wed., January 8-9
 Classes Begin.....Thursday, January 10
 End of 75% Refund Period (First 8-week session).....Tuesday, January 15
 Martin Luther King, Jr. Holiday.....Monday, January 21
 End of 75% Refund Period (16-week session).....Tuesday, January 22
 Faculty/Staff Professional Development (no classes).....Thurs. - Fri., February 28-29
 Last Day to Withdraw w/o Grade Penalty (16-week session).....Monday, March 10
 Last Day of First 8-Week Session.....Monday, March 10
 First Day of Second 8-Week Session.....Tuesday, March 11
 End of 75% Refund Period (Second 8-week session).....Friday, March 14
 Spring Break.....Mon. - Fri., March 24-28
 Classes End.....Monday, May 5
 Exam Week.....Tues. - Mon., May 6-12
 Semester Ends.....Monday, May 12
 Spring Commencement.....Thursday, May 15

SUMMER SESSION 2008

Registration Begins.....Monday, April 7
 Classes Begin.....Monday, May 19
 End of 75% Refund Period (First 5-week session).....Tuesday, May 20
 End of 75% Refund Period (10-week session).....Thursday, May 22
 Memorial Day Holiday.....Monday, May 26
 Last Day to Withdraw w/o Grade Penalty (10-week session).....Monday, June 23
 Last Day of First 5-Week Session.....Monday, June 23
 First Day of Second 5-Week Session.....Tuesday, June 24
 End of 75% Refund Period (Second 5-week session).....Wednesday, June 25
 July 4th Holiday.....Friday, July 4
 Summer Semester Ends.....Monday, July 28
 Summer Commencement.....Wednesday, 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.

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

Course	Grade	Semester Hrs. Towards GPA	Quality Points	Totals
ENG 111	A	3	4	12
BIO 111	F	4	0	0
HIS 121	B	3	3	9
PED 130	A	1	4	4
MAT 080	PB	0	0	0
		11		25

Divide: 25 divided by 11 = 2.27 (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.

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, the Student Development office, or on COA's website at www.albemarle.edu.

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

Writing 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.

Where Do I Go ?

Elizabeth City Campus Resources

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. 2241	A118
Application Information	Counseling & Career Development	John Wells	Ext. 2223	A123
Career Counseling	Career & Life Planning Center	John Wells	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	Glenma Pike	Ext. 2369	E129
Continuing Education Classes	Co-op & Job Placement	Keith Carter	Ext. 2373	E205
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 Department	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	Distance Education	Jerry Oliver	Ext. 2313	E133
Distance Education	Academic Advisors	Varies		
Dropping/Adding 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	Keith Carter	Ext. 2373	E205
Job Placement	Library	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	John Wells	Ext. 2243	A123
Personal Counseling/Referrals	Testing Center	Wanda Halstead	Ext. 2314	A215
Placement Testing	Marketing & Communications	Lisa Johnson	Ext. 2255	A103
Public Information	Student Development	Ray Scaffa	Ext. 2251	A120
Refunds	Academic Advisors	Assigned (Varies)		
Registration	Student Development	Cherrie Boyce	Ext. 2281	A125
Residency Requirements	Security	Phone: 252-312-3905	Ext. 2348	Bldg. C
Security	Scholarships & Student Aid	Angela Godfrey-Dawson	Ext. 2225	A122
Scholarships				

Where Do I Go ?

Service Learning
Sexual Harassment Students
Faculty/Staff
Student Activities
Student Government/Clubs
Students Rights & Responsibilities
Textbooks
Transcript Evaluations
Transcripts
Tutoring
Veteran's Educational Benefits
Withdrawal From Courses
Work Study Program

Faculty

Student Development
Human Resources
Student Development
Student Development
Student Development
Student Bookstore
Registrar
Student Development
Student Support Services
Registrar
Academic Advisors
Scholarships & Student Aid

Rodger Rossman

Ray Scaffa
Wendy Brickhouse
Maenecia Cole
Maenecia Cole
Ray Scaffa
Gwen Davis
Mary Louise Brown
Linda Lewis
Robin Pavey
Mary Louise Brown
Assigned (Varies)
Jeana Johnikins

Ext. 2261

Ext. 2251
Ext. 2236
Ext. 2240
Ext. 2240
Ext. 2251
Ext. 2237
Ext. 2252
Ext. 2218
Ext. 2244
Ext. 2252
Ext. 2385

A247

A120
A108
A117a
A117a
A120
Student Center
A121
A118
C101
A121
A114

Dare Campus Resources

Academic Advisement
Academic Records
Admissions
Career Development Resources
Center for Learning in Retirement
Child Care Information
Class Schedules
Continuing Education Classes
Cooperative Education
Disability Services
Disadvantaged Student Assistance
Dropping/Adding Classes
Financial Aid Scholarships
Grades
International Students
Library Services
Librarians
Marine Science Program
Personal Counseling/Referrals
Placement Testing
Professional Crafts Programs
Refunds
Registration
Student Activities/Clubs
Transcripts
Tuition/Fees Payments
Tutorial Services
Withdrawal From Courses

Lori Britt
Malinda Lathan
Lori Britt
Stephanie Peppler
Tim Shearin
Cheri Peele
Malinda Lathan
Tim Shearin
Sarah Adams
Lori Britt
Cheri Peele
Assigned (Varies)
Stephanie Peppler
Cindy Smith
Sarah Adams
Carmella Kemp
Dana Newton
Lori Britt
Stephanie Peppler
Lori Britt
Connie Mizelle
Assigned (Varies)
Lori Britt
Malinda Lathan
Connie Mizelle
Cheri Peele
Assigned (Varies)

Ext. 223
Ext. 222
Ext. 227
Ext. 223
Ext. 240
Ext. 293
Ext. 222
Ext. 240
Ext. 297
Ext. 223
Ext. 293
Contact Lori Britt, Ext. 223, if you have any questions
Ext. 227
Ext. 236
Ext. 297
Ext. 230
Ext. 245
Ext. 223
Ext. 227
Ext. 223
Ext. 248
Contact Lori Britt, Ext. 223, if you have any questions
Ext. 223
Ext. 222
Ext. 248
Ext. 293
Contact Lori Britt, Ext. 223, if you have any questions

Main Office
Main Office
Main Office
Office 226
Main Office
Office 118
Main Office
Main Office
Main Office
Main Office
Office 118
Office 121
Main Office
Main Office
Office 226
Main Office
Office 121
Office 119
Office 207
Main Office
Office 226
Main Office
Cashier's Window
Main Office
Main Office
Cashier's Window
Office 118
Contact Lori Britt, Ext. 223, if you have any questions

Edenton-Chowan Campus Resources

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



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

- Academic Award's Day * Back to School Bash * Club Activities ***
- Cultural Celebrations * Dare County Angel Tree * Dare County Food Drive ***
- Dare County Graduation Luncheon * Holiday Celebrations ***
- Intramural Games * N4CSGA Membership/Conferences * SGA Elections ***
- Student/Faculty/Staff Appreciation * Student Planners/Calendars * Spring Fling Activities**

All these fun things and many others are sponsored by College of The Albemarle's Student Government Associations!

College Transfer & Teacher Preparation

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

"Man's mind, once stretched by a new idea, never regains its original dimensions."

---Oliver Wendell Holmes, Jr.



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.

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.



AUGUST 2007

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	
	End of 75% Refund Period (1st 8 week Session)		CLASSES BEGIN		End of 75% Refund Period (16 week Session)	
					Notes:	

July 2007						
S	M	T	W	Th	F	Sa
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				

September 2007						
S	M	T	W	Th	F	Sa
						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						

Health Sciences

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

Health Science Programs

Certified Nursing Assistant (CNA) I (short-term certificate, eight weeks)
Certified Nursing Assistant (CNA) II (short-term certificate, eight weeks)
Phlebotomy (short-term certificate, 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)
Medical Laboratory Technology (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 Health Science programs, please contact Martha Johnson at 252-335-0821, ext. 2328, or visit COA's website at:

www.albemarle.edu

*"From your parents you learn love and laughter and how to put one foot before the other. But when books are opened, you discover you have wings."
---Helen Hayes*



SEPTEMBER 2007



COLLEGE OF THE
ALBEMARLE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 LABOR DAY HOLIDAY (College Closed)	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20 Rosh Hashanah	21	22 Yom Kippur
23	24	25	26	27	28	29
30	Autumn Begins					

Notes:

October 2007

S	M	T	W	Th	F	Sa
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			

August 2007

S	M	T	W	Th	F	Sa
		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	

Cosmetology & Nail Technology

Cosmetology

The Cosmetology curriculum provides basic and comprehensive cosmetology concepts, basic salon services including shampooing, rinsing, cutting, coloring, permanent waving, pressing, relaxing, and styling hair. Additional concepts include safety, product knowledge, salon management, and salesmanship. The curriculum provides experience in a simulated salon environment which enables students to develop manipulative skills. The Cosmetology curriculum includes a one year diploma program or a shorter certificate program

Nail Technology

The Nail Technology curriculum provides competency-based knowledge, scientific/artistic principles, and hand-on fundamentals associated with the nail technology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills. The Nail Technology Program is a certificate program.

Contact Information

For information on COA's Cosmetology and Nail Technology programs, please contact Dara Harrell at 252-335-0821, ext. 2272, or visit COA's website at:

www.albemarle.edu

*"Every job is a self-portrait of the person who did it.
Autograph your work with excellence."*

---Author Unknown



OCTOBER 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																		
	1	2	3	4	5	6																																																																																																		
7	8 Columbus Day	9	10	11	12	13																																																																																																		
14	15	16	17 Last Day to Withdrawal w/o Grade Penalty (16 week Session) Last Day of 1st 8 week Session	18 First Day of 2nd 8 week Session	19	20																																																																																																		
21	22	23 End of 75% Refund Period (2nd 8 week Session)	24	25	26	27																																																																																																		
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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

*"One's work may be finished someday,
but one's education never."*

---Alexander Dumas



NOVEMBER 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
Daylight Savings Time Ends (set clocks back one hour)	Registration begins for Spring 2008 Semester	Election Day				
11	12	13	14	15	16	17
Veterans Day						
18	19	20	21	22	23	24
				Thanksgiving Day (College closed)	(College closed)	
25	26	27	28	29	30	

October 2007						
S	M	T	W	Th	F	Sa
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			

December 2007						
S	M	T	W	Th	F	Sa
						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					

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
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

"The beautiful thing about Learning is nobody can take it away from you."

---B. B. King



DECEMBER 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5 Hanukkah	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					

Notes:

January 2008

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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		

November 2007

S	M	T	W	Th	F	Sa
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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	

EXAM WEEK
December 11 - 17

Last Day of
Classes

Semester
Ends

Winter Begins

Christmas
Day

Kwanzaa

Professional Crafts - Jewelry

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 a Professional Craft - Jewelry program at its Dare County Campus.

This program combine hands-on studio experience with classroom instruction and offers 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 COA's Professional Crafts program, contact Lori Britt at 252-473-2264, ext. 223. Information is also available from COA's website at:

www.albemarle.edu

*"An investment in knowledge pays
the best interest."*

---Benjamin Franklin



JANUARY 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 New Year's Day (College closed)	2	3	4	5
6	7	8	9	10 CLASSES BEGIN	11	12
13	14	15 End of 75% Refund Period (1st 8 week Session)	16	17	18	19
20	21 Martin Luther King, Jr. Day (College closed)	22	23 End of 75% Refund Period (16 week Session)	24	25	26
27	28	29	30	31		
Notes:						

December 2007							February 2008						
S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa
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30	31												

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

*"The only place success comes before work is in
the dictionary."*

---May Smith



FEBRUARY 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																											
					1	2 Groundhog Day																																																																																											
3	4	5	6 Ash Wednesday	7	8	9																																																																																											
10	11	12	13	14 Valentine's Day	15	16																																																																																											
17	18 President's Day	19	20	21	22	23																																																																																											
24	25	26	27	28	29 Faculty/Staff Professional Development (No classes)																																																																																												
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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 Biological Marine Science, General Marine Technology, 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 eco-tourism 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

*"Anyone who stops Learning is old, whether at 20 or 80.
Anyone who keeps Learning stays young."
---Henry Ford*



MARCH 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
Daylight Savings Time Begins (set clocks ahead one hour)	Last Day to Withdrawal w/o Grade Penalty (16 week Session) Last Day of 1st 8 week Session	First Day of 2nd 8 week Session			End of 75% Refund Period (2nd 8 week Session)	
16	17	18	19	20	21	22
Palm Sunday	Eliz. City SGA Elections St. Patrick's Day			Eliz. City SGA Election Results Spring Begins		
23	24	25	26	27	28	29
Easter Sunday		Spring Break March 24-28				
30	31					

Notes:

February 2008

S	M	T	W	Th	F	Sa
					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	

April 2008

S	M	T	W	Th	F	Sa
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	8	9	10	11	12	13
	14	15	16	17	18	19
	20	21	22	23	24	25
	26	27	28	29	30	

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

*"If there is no struggle,
there is no progress."
---Frederick Douglass*



APRIL 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 Registration begins for Summer 2008 Semester	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

March 2008						
S	M	T	W	Th	F	Sa
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					

May 2008						
S	M	T	W	Th	F	Sa
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

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 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, the Admissions Office at 252-335-0821, ext. 2290, or visit COA's website at:

www.albemarle.edu

*"If you think education is expensive,
try ignorance."*

---Author Unknown



MAY 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
	Last Day of Classes 	EXAM WEEK May 6 - 12 				
11	12	13	14	15	16	17
	Mother's Day 	Semester Ends 		Spring Commencement 		
18	19	20	21	22	23	24
	SUMMER CLASSES BEGIN 	End of 75% Refund Period (1st 5 week Session) 		End of 75% Refund Period (10 week Session) 		
25	26	27	28	29	30	31
	Memorial Day (College closed) 					

Notes:

June 2008

S	M	T	W	Th	F	Sa
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					

April 2008

S	M	T	W	Th	F	Sa
	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			

Basic Law Enforcement Training (BLET)

College of The Albemarle's Basic Law Enforcement Training (BLET) Certificate Program is designed to give students essential skills require for entry-level employment as law enforcement officers with state, county, or municipal governments, or with private enterprise. The program utilizes State-commissioned-mandated topics and methods of instruction. General subjects include, but are not limited to, criminal, juvenile, civil, traffic, and alcoholic beverage laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations. Successful graduates receive a curriculum certificate upon passing the certification examinations mandated by the NC Criminal Justice Education and Training Standards Commission and/or the NC Sheriffs' Education and Training Standards Commission.

Contact Information

For information on COA's BLET program, contact Joe DeStefano at 252-335-0821, ext. 2228, the Admissions Office at 252-335-0821, ext. 2290, or visit COA's website at:

www.albemarle.edu

*"The highest result of education
is tolerance."*

---Helen Keller



JUNE 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14 Flag Day
15	16	17	18	19	20	21
Father's Day					Summer Begins	
22	23	24	25	26	27	28
	Last Day to Withdrawal w/o Grade Penalty (10 week Session) Last Day of 1st 5 week Session	First Day of 2nd 5 week Session	End of 75% Refund Period (2nd 5 week Session)			
29	30					

Notes:

July 2008

S	M	T	W	Th	F	Sa
	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		

May 2008

S	M	T	W	Th	F	Sa
			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

Computer Information Technology

The Computer Information Technology curriculum is designed to prepare graduates for employment with organizations that use computer to process, manage, and communicate information. This is a flexible program, designed to meet community information system needs. Studies and course work will provide experience for students to implement, support, and customize industry-standard information systems. Graduates of this associate in applied science program, should qualify for a wide variety of computer-related, entry-level positions that provide opportunities for advancement with increasing experience and on-going training. Duties may include systems maintenance and troubleshooting, support and training, and business applications design and implementation.

Contact Information

For information on COA's Computer Information Technology 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

*"As knowledge increases,
wonder deepens."
---Charles Morgan*



JULY 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																																
		1	2	3	4	5																																																																																																																
6	7	8	9	10	11 Independence Day (College closed)	12																																																																																																																
13	14	15	16	17	18	19																																																																																																																
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2007-2008 Student Handbook and Calendar



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