

**Roanoke-
Chowan
Community
College**

**2000-2001
Student Handbook**

This handbook is designed to inform you of procedures and regulations with which you must be familiar. In many cases, official college policy is summarized from the College catalog. Because you are responsible for observing the rules and regulations of Roanoke-Chowan Community College, please make sure you read both this handbook and the catalog.

Roanoke-Chowan Community College reserves the right to make changes in regulations, courses, fees, and other matters of policy and procedure when and as deemed necessary.

Dear Student:

Welcome to Roanoke-Chowan Community College. We are proud that you have chosen RCCC as the institution to further your education. We feel you have made an excellent choice, and we will do our best to make your stay with us a positive, worthwhile experience.

We at RCCC believe that education is the key to future job success. We make every effort to ensure that our programs are topnotch and up-to-date, that our faculty is the best, and that your learning experiences will prepare you for the many challenges of the new millennium.

Concerted efforts are made by Student Development Services and Student Support Services staff to see that you receive direction and assistance throughout your college studies. Beginning with financial aid and continuing with counseling, registration, and graduation, the staff members are here to help you be successful.

This handbook contains essential information that can help make your year run more smoothly; therefore, I encourage you to read it and become familiar with its contents. However, this handbook only serves as a supplement to the information found in the College catalog. For additional information about anything contained in this handbook, consult the College catalog or visit SDS. Also, you are encouraged to participate in the many activities shown, since such activities can provide an enjoyable outlet when studying has worn you down.

Again, welcome and thank you for selecting Roanoke-Chowan Community College. We wish you all the best for the 2000-2001 academic year.

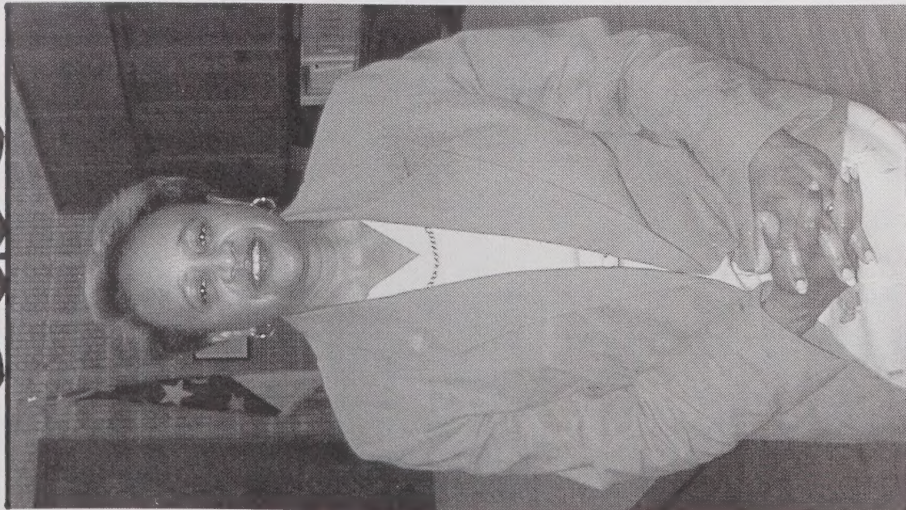
Best Wishes,

Bettie B. Hall

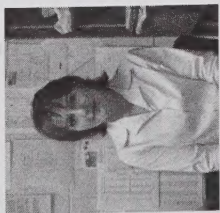
Bettie B. Hall

Dean of

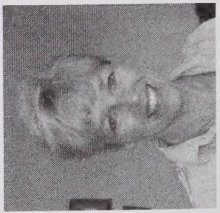
Student Development
Services



S T U D E N T S E R V I C E S S T A F F



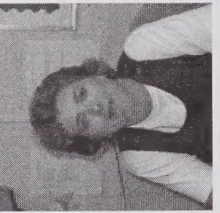
*Jodi Aerts
Counselor, SDS*



*Irma Bond
Student Activities
Coordinator*



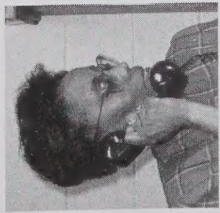
*Diane Boone
Secretary, SDS*



*Mary Lou Byrum
Registrar*



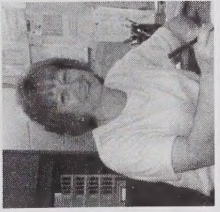
*Poteca Chamblee
Testing Technical Asst.*



*Sandra Copeland
Counselor, SDS/
Director, Admissions*



*Ethelene Custis
Student Loan/
Child Care Coordinator*



*Gayle Deanes
Asst. Financial Aid
Officer*



*Cara Edwards
Information Processing
Specialist*



*Isalean Elliott
Lab Technician, SSS*



*Debra Forlest
Tutor Monitor/
Office Aide, SSS*



*Janice Howell
Instructional Coordinator
Counselor, SSS*



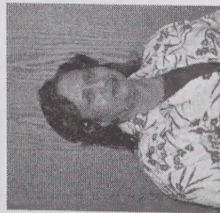
*Diane Kimbrough
Assessment Coordinator*



*Demetra Lassiter
Instructor/Tutor
Coordinator, SSS*



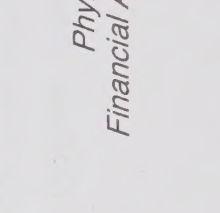
*Sandra Long
Secretary, SSS*



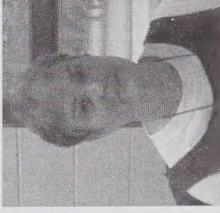
*Lorraine Mitchell
Director, SSS*



*Harold Murrill
Recruiter/Veterans Affairs
Officer*



*Phyllis Parker
Financial Aid Officer*



S T U D E N T S E R V I C E S S T A F F

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>AUGUST 2000</p> <p><i>"You get the best out of others when you give the best of yourself." --Harry Firestone</i></p>						
		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		

Fall Semester Registration -- August 16 - 18 & 21

First Class Day

Ice Cream Treat Day

Add Period Ends

Last Day to Charge in the Bookstore

Club Week -- August 28 - September 1

Fall Semester 2000

Pre-Registration	July 17-19
Registration	August 16-18 & 21
Registration Ends & First Class Day	August 21
Add Period Ends	August 23
College Closed for Labor Day	September 4
College Reopens/Classes Resume	September 5
Fall Break--No Classes	October 16-18
Classes Resume	October 19
Last Day to Drop Without Academic Penalty	October 26
College Closed for Thanksgiving	November 23-24
College Reopens/Classes Resume	November 27
Last Class Day	December 13
Reading Day--No Classes	December 14
Final Exams	December 15 & 18-19
Semester Ends	December 19
Grade Reports Due 12 Noon	December 20
College Closed for Christmas/ New Year's	December 21-January 2
College Reopens	January 3

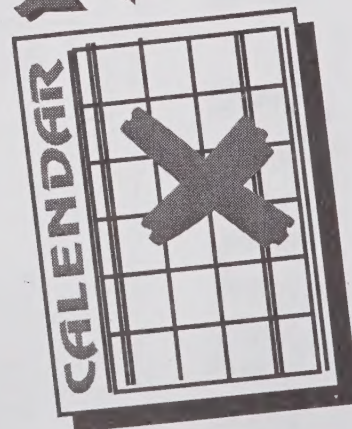
Spring Semester 2001

Pre-Registration	December 6-8
Registration	January 8-11
Registration Ends & First Class Day	January 11
College Closed for Martin L. King Jr. Day	January 15
Classes Resume & Add Period Ends	January 16
Spring Break--No Classes	March 12-14
Classes Resume	March 15
Last Day to Drop Without Academic Penalty	March 23
College Closed for Easter	April 13 & 16
College Reopens	April 17
Spring Holidays--No Classes	April 17-20
Classes Resume	April 23
Last Class Day	May 11
Reading Day--No Classes	May 14
Final Exams	May 15-17
Semester Ends	May 17
Grade Reports Due 12 Noon	May 18
Graduation	May 18

Summer Term 2001

Pre-Registration	May 3-4 & 7
Registration	May 24-25 & 29
College Closed for Memorial Day	May 28
College Reopens/Classes Begin	May 29
Registration Ends	May 29
Add Period Ends	May 31
College Closed for July 4th	July 4
College Reopens	July 5
Summer Break--No Classes	July 2-5
Classes Resume	July 9
Last Day to Drop Without Academic Penalty	July 10
Last Class Day	July 31
Final Exams	August 1-2 & 6
Term Ends	August 6
Grade Reports Due 12 Noon	August 7

MARK THESE DATES



Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

SEPTEMBER 2000

"There are no shortcuts
to any place worth going."
--Anonymous

						1	2
3	4	5	6	7	8	9	10
	Labor Day RCCC Closed for Labor Day Holiday	Classes Resume Last Day to Apply for 75 Percent Tuition Refund (16-Week Classes Only)			Last Day to File for SGA Office		
10	11	12	13	14	15	16	17
	Voting for SGA Officers -- September 11 - 12	Attendance Sheets Due to Financial Aid Office			Hat Day		
17	18	19	20	21	22	23	24
		First Pell Grant Check Disbursement	SADD Sale of "Mock" Drinks				
		Substance Abuse Awareness Week -- September 18 - 22					
24	25	26	27	28	29	30	
				Get-Acquainted Party	Logo Day		

Advisors serve as academic consultants and help students plan their program of study for graduation, employment, or transfer. Students must contact their advisor for assistance with registration, drop/add, or withdrawal from courses or the College. Advisors also need to be contacted prior to applying for graduation to determine if all graduation requirements have been met.

Accounting

J. Horton

Air Conditioning, Heating, and Refrigeration Technology

J. Hutchinson

Architectural Technology (acting)

J. Barrett

**Associate Degree Nursing and
General Occupational Technology --**

Pre-Nursing

C. Askew, M. Warren,
J. Matthews, B. Jordan

Automotive Systems Technology

J. Barrett

Business Administration

J. Horton, N. Vegi, S. Harrell

Carpentry

T. Hedspeth

College Transfer--Associate in Arts

C. Martin, J. Clark, R. Sellers,
L. Savage, L. Alexander

**College Transfer--Associate in Science and
Environmental Science Technology**

Eric Storie

Cosmetology

R. Branch
L. Holloman

Criminal Justice Technology

J. Drake

Developmental Education

B. White

**Early Childhood Associate and
Early Childhood Associate: Special
Education Concentration**

E. Davis
L. Griffin

**General Occupational Technology --
Pre-Radiography**

J. Matthews

Health Care Technology

A. Revelle

Health Unit Coordinator

J. Matthews

Heavy Equipment and Transport Technology

C. Freeman

**Human Services Technology and
Human Services Technology: Mental
Health Concentration**

S. Friedman

Industrial Maintenance Technology

W. Gubitiz

Information Systems

J. Chavis, J. Rascoe, T. Archer

Office Systems Technology

P. Owens
W. Copeland

Welding Technology

J. Barrett

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>"The future belongs to those who believe in the beauty of their dreams." --Eleanor Roosevelt</p> <h1>OCTOBER 2000</h1>						
1	2	3	4 Last Day Entries Will Be Accepted	5 Art Exhibit/Contest -- October 2 - 6	6 Three \$50 Prizes Will Be Awarded	7
8	9 Basketball Practice Begins	10 Popcorn Day	11	12	13	14 SGA Conference in New Bern October 13 - 15
15	16	17	18	19 Classes Resume	20	21
22	23	24	25 GHOSTWALK	26 Last Day to Drop Without Academic Penalty	27 Halloween Costume Contest Six \$25 Prizes Will Be Awarded	28
29	30 Begin Decorating Christmas Float Volunteers Needed	31 Halloween				

<i>Questions About...</i>	<i>Ask...</i>	<i>Located in...</i>
Absences	Instructor	His/Her Office
Academic Advising	Advisor	His/Her Office
Academic Counseling	Advisor	His/Her Office
Academics	Counselor	SDS
Admissions/	Dean of Curriculum	Jernigan 108
Career Services/	Instruction	
Counseling Services	Counselor	SDS
Athletics/SGA/	Student Activities	Freeman Bldg.
Scheduling Events	Coordinator	Jernigan 111
Books/Supplies	Bookstore Operator	SDS
Bulletin Boards	Staff	SDS
Changing Courses	Counselor	SDS
Changing Majors	Counselor/Registrar	SDS
	Counselor/Registrar	SDS
Child Care Assistance	Previous Advisor	His/Her Office
College Work-Study	Financial Aid Officer	Jernigan 109
Distance Education	Child Care Coordinator	Jernigan 109
	Financial Aid Officer	Jernigan 109
	Distance Education	Jernigan 109
	Coordinator	Jernigan 100E
Emergencies/Accidents	Business Manager	Jernigan 104
Financial Aid	Counselor	SDS
First Aid	Financial Aid Officer	Jernigan 109
Housing	Staff	SDS
LRC	Dean	SDS
Loans	LRC Staff	Jernigan 100
	Student Loan	
	Coordinator	Jernigan 109
Notary Services	Controller	Jernigan 104
Parking	Business Manager	Jernigan 104
Parking Permits	Recruiter	SDS
Readmission	Counselor	SDS
Registration	Registrar	SDS
Schedule of Classes	Staff	SDS
Selling, Peddling,	Business Manager	Jernigan 104
Solicitation		

Questions About... Ask...

Special Needs/	Dean/Counselor	SDS
Disabled Students	Dean	SDS
Student Publications	Counselor	SDS
Study Skills	Instructor	His/Her Office
	Tutor Coordinator	SSS
Testing	Assessment Coordinator	Old Small
		Business Ctr.
Transcripts	Registrar	SDS
Tuition Deferment	Dean	SDS
Tutoring	Student Support Services	Jernigan 107
Tuition and Fees	Registrar	SDS
Veterans Affairs	Veterans Affairs Officer	SDS
Withdrawal from		
Classes	Instructor	His/Her Office
	Advisor	His/Her Office
	Counselor	SDS
	Registrar	SDS
	Financial Aid Staff	Jernigan 109

Administrators

Interim President	Dr. Harold E. Mitchell
Dean of Curriculum Instruction	Claudia H. Morris
Dean of SDS	Bettie B. Hall
Dean of Institutional Advancement	Johnna L. Everett
Dean of Continuing Education	Brewster W. Brown
Business Manager	John L. Henderson

Business Office

Controller	Julia Brown
Accounts Payable/Support Specialist	Cathy Earley
Receptionist	Connie Gunnells
Purchasing Agent	Ann Hughes
Accounting Technician	Janet Faison
Bookstore Operator/Support Clerk	Cynthia Ruffin

Learning Resources Center

Director	Peggy Lefler
Librarian	Barbara Glick
Alternative Learning Center Chair/	
Distance Education Coordinator	Barbara Kerns
Technical Assistant	Mildred Gatling

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h1>NOVEMBER 2000</h1> <p>"What we call the beginning is often the end. And to make an end is to make a beginning. The end is where we start from." --T.S. Eliot</p>						
			1	2 Poetry from the Heart Program	3 Scholarship Luncheon	4
5	6 Election Day Financial Aid Check Disbursement	7	8 Hypnotist Rick Aims	9	10 Veterans Day Program	11
12	13	14	15	16	17 Talent/Gong Show Three \$50 Prizes Will Be Awarded	18
19	20	21	22	23 Thanksgiving Day	24	25
26	27 Classes Resume	28	29	RCCC Closed for Thanksgiving Holiday-- November 23 - 24		
			30 Deadline for Fall Semester Students to Apply for Graduation			

November 27 - December 1 -- Decorate Doors for Christmas Decorating Judging

Registration

To register (see academic calendar for actual dates),

1. Meet with advisor to complete registration form (veterans benefits recipients see Veterans Affairs Officer first).
2. Have registration form approved by Dean of SDS.
3. Present registration form to Registrar.
4. Obtain necessary forms from Financial Aid Office (if receiving financial aid).
5. Pay tuition and fees in Business Office and receive validated registration form.
6. Pick up/validate ID card.
7. Present validated registration form to Veterans Affairs Officer (if veteran).
8. Present validated registration form to instructors on first class day.

Prerequisites

Some courses require prerequisites--course(s) that you must have already passed--or approval of instructor.

Transfer Credit

Credits earned at another accredited institution will be accepted if at least a **C (B)** for nursing core courses) was received, the course is appropriate to your program of study, and a comparable course is offered at the College.

Should you change programs, you will receive credit towards the new program if the credits previously earned are required for that program.

Special Credit Students

Special credit students are those who register for one or more credit hours without declaring a major; they may be exempt from taking the placement test and from counseling. Up to 15 credit hours can be taken before a major must be declared and all pre-admission requirements met. If a major is not declared by this time, audit credit will be received for all hours completed after the initial 15.

Tuition and Fees

Tuition, which is set by the NC State Board of Community Colleges, is subject to change without notice and is due at the time of registration (NC residents 65 or older are exempt from tuition). Students may not attend class until it is paid.

The **activity fee** is based on the number of credit hours being taken, is used to fund student activities, and is collected from curricular students (except NC residents 65 or older) at the time of registration. The fee is as follows: \$8.50 for 1 to 5 hours, \$17 for 6+ hours, and \$4 for all curricular students in summer.

The **insurance fee** is required for all students and is \$1.25 per semester at the time of registration. The accident insurance coverage is good for the current registered semester and is in effect while on campus or traveling to and from classes.

A **transcript fee** of \$1 will be charged for copies of transcripts above and beyond the first copy (which is free). Transcripts will be provided within ten working days after a written request is received. Transcripts will not be released if you owe the College money, nor will they be faxed to another school or business or accepted by the College for official enrollment purposes.

Residency Classification for Tuition Purposes

Under NC law, you qualify as a NC resident for tuition purposes if you have resided in NC as a legal resident for the 12 months immediately preceding enrollment, thereby being eligible for a tuition rate lower than that for a non-resident. Additional criteria may have to be met.

Direct all concerns regarding this policy to the Dean of SDS. To appeal a residency classification, follow the College's student appeal procedure.

Things to Do

Read the notices and announcements on the bulletin boards and note all announcements made over the PA system.

Smoke **only** in designated areas and outdoors.

Adhere to the 10 mph speed limit while driving on campus.

Obtain a parking permit from the SDS (first permit is free; additional permits available at a small cost) and park **only** in areas designated "Student Parking."

Report sexual harassment claims to Dean of SDS.

Use trash cans to dispose of trash.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h1>DECEMBER 2000</h1> <p>"Experience is one thing you can't get for nothing." --Oscar Wilde</p>						
					1 Ornaments of Love Begins	2
3	4 Christmas Door Judging	5	6	7	8	9
				Spring Semester Pre-registration -- December 6 - 8		
10	11	12 Christmas Buffet	13 Last Class Day	14 Reading Day-- No Classes	15 Final Exams-- December 15, 18 - 19	16
17	18	19 Semester Ends	20	21	22 Christmas Holidays Begin	23
24	25 Christmas Day	26	27	28	29	30
31			RCCC Closed -- December 21 - January 2			

Student Grievance Procedure

All students have the right to raise a complaint or lodge a grievance claim whenever they feel an injustice or unfair treatment has occurred. Take grievances directly to the Dean of SDS or the President, or, if you prefer, follow the steps below:

1. Request a conference with your curricular advisor. If the advisor cannot solve the problem to your satisfaction...
2. you will be taken to the curricular chairperson (if different than your advisor). If the curricular chairperson cannot solve the problem to your satisfaction....
3. you will have a conference with an SDS counselor. If the counselor cannot solve the problem to your satisfaction...
4. you will be referred to the Dean of SDS. If the Dean cannot solve the problem to your satisfaction...
5. you will be taken to the College President and a hearing will be held, after which the President will issue the final ruling, which is subject only to the your right of appeal to the Board of Trustees, and ultimately the courts.

Attendance/Reinstatement Procedure

The College considers regular class attendance and promptness important to good scholarship; therefore, you may be referred to an SDS counselor if you experience attendance problems. Absences from class do not relieve you of meeting all the requirements of the course.

Regardless of the reason, instructors have the authority to drop you if you accumulate absences totaling 15 percent of a course's total **contact hours**. For example, if you are enrolled in a three-credit hour course, your total contact hours for that course is 48; therefore, you cannot miss more than 7 hours from that course.

Example:

	<u>Contact Hours</u>	<u>Absentee Limits</u>
16 (one credit hour course)		2 hours
48 (three credit hour course)		7 hours
80 (five credit hour course)		12 hours
Late to class three times		1 hour

If you choose not to take a course for which you are registered, you must process a Drop Form in the Registrar's Office.

If you are dropped from a course and wish to be reinstated, you must submit a Request for Reinstatement Form to the Dean of SDS (or designee) within one working day after returning to the College. All available evidence will be investigated and a decision made within one working day of the request.

After reinstatement, a second absence or failure to abide by any stated stipulation will result in your being dropped with no further reinstatement consideration. If denied reinstatement, you may appeal. Attendance in the class under consideration is not allowed during the appeal process.

Student Appeal

If ever you are given notice of suspension or expulsion, you are entitled to procedural due process. Abide by the following procedure to appeal a decision.

1. You must present in writing, within five working days, the reasons for the appeal to the appropriate dean to ask for a Board of Review.
2. The Board (appointed by the President) will hold a hearing within five working days of receipt of your appeal. Either party can have counsel/witnesses heard, and all evidence will be reviewed..
3. The charges will be reviewed as presented by the Dean and a written copy of the Board's findings will be given to the President (the final administrative authority) within five working days.
4. The President will issue a decision to uphold or reverse the Dean's decision and notify you within two working days of receipt of the Board's findings.

5. You will notify the President in writing requesting a hearing before the Board of Trustees if the appeal has not been resolved by this point.



In all cases, suspension or expulsion will remain in effect throughout the appeal process.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h1>JANUARY 2001</h1> <p>"This one step--choosing a goal and sticking to it--changes everything." --Scott Reed</p>						
	1 New Year's Day	2	3 RCCC Reopens	4	5	6
7	8	9	10	11 First Class Day	12	13
		Spring Semester Registration -- January 8 - 11				
14	15 Martin Luther King, Jr. Day (Observed) RCCC Closed	16 Add Period Ends Classes Resume	17 Popcorn Day	18	19 Last Day to Charge in the Bookstore	20
21	22	23 Last Day to Apply for a 75 Percent Tuition Refund for Spring Semester (16-Week Classes Only)	24	25	26	27
28	29 Deadline for May 2001 Graduates to Apply for Graduation	30	31			

Course Make-Up Work

Instructors may establish procedures for make-up work.

Repeating Courses

You may repeat a course for credit if a **D** or **F** was earned, and only under the condition that in each case credit hours will be considered hours attempted and used in computing the quality point average.

Financial aid recipients and veterans benefits recipients will not receive assistance or benefits for repeating courses in which a **D** was received unless required by the academic department.

Change of Program

You must file a Program Change Form with the Registrar if you want to change your program. Your GPA will be recalculated for the new program.

Change of Name/Address

If you move or change your phone number or name at any time, come to the Registrar's Office to complete a Student Status Change Form. You must present legal documentation such as a court order, marriage license, or divorce decree to change your name on student records.

Refunds

If you withdraw from classes, you may be eligible for a tuition refund. Refunds **must** be requested directly by you to SDS. A Tuition Refund Request Form must be completed before a refund will be considered.

Academic Warning and Probation

Failure to maintain the minimum academic requirements results in your being placed on academic warning for the next semester. If this happens, you can not pre-register, can enroll in only nine semester hours, will receive written notification from the Director of Admissions, and will have to see your advisor before registering again.

If you fail to re-establish the required average by the end of the academic warning semester, you will be placed on academic probation (permitted to enroll in only six semester hours), referred to a counselor, and deemed ineligible for financial aid.

Academic Honors

Full-time students who maintain high academic standards are recognized each semester through the President's List or the Dean's List.

The President's List requires a GPA of 4.0 (all **A**s); the Dean's List, 3.25 or better (no grade below a **B**). Both lists require that students complete at least 12 credit hours (nine in the summer), none of which include courses numbered 100 or lower, and have no **I** grades.

Grading Policy

The grading scale is as follows:



A	Excellent	90-100
B	Good	80-89
C	Average	70-79
D	Poor	60-69
F	Failure in performance	

You will receive a/an

***I** (Incomplete)--when the course work required has not been completed for reasons beyond your control.

***NE** (Never Entered)--when you officially register for a class and never attend.

***AU** (Audit)--when you attend classes without taking tests or receiving credit or repeat a course in which a grade of **C** or higher was earned.

***W** (Withdrawal)--when you officially withdraw (nonattendance is not an official withdrawal) from a course before the 60 percent point of the course.

***CE** (Credit by Examination)--when you successfully complete a proficiency examination.

*These grades do not affect your quality points and are not computed in your grade-point average (GPA). For more detailed descriptions of these grades, consult the College catalog.

Veterans Assistance

Veterans and eligible dependents in any curricular program at the College may qualify for benefits from the Veterans Administration, Title 38, United States Code. Services, such as advising, VA benefits information, and assistance with Regional Office inquiries are provided. Contact the Veterans Affairs Officer for more information.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>FEBRUARY 2001</p> <p><i>"Happiness is not a destination. It is a method of life." --Burton Hills</i></p>						
Black History Month						
4	5	6 <i>First Pell Grant Check Disbursement</i>	7	8	9 <i>Attendance Sheets Due to Financial Aid Office</i>	10
11	12	13	14 <i>Valentine's Day Valentine Activities</i>	15	16	17
18	19	20	21 <i>Wellness Fair</i>	22	23	24
25	26 <i>Black History Program</i>	27	28	29	30	31

S T U D E N T G R A D E R E P O R T

Student Grade Report

Each course you take is measured in semester hours (a.k.a., credit course hours). "Semester hours" or "credit course hours" refer to the number of credit hours received for completing a particular class. Contact hours are the actual number of hours spent in class each week. At the end of each semester/term, you will receive a grade report like the one shown below. Listed below the grade report are some important terms that you should be familiar with.

109 Community College Rd. **ROANOKE-CHOWAN COMMUNITY COLLEGE** Ahoskie, NC 27910

STUDENT NAME		STUDENT NUMBER		MAJOR		SEMESTER		DATE	
DEPT.	COURSE NO.	SECT.	DESCRIPTION	GRADE	HOURS ATTEMPTED	HOURS EARNED	GRADE POINTS		
GRADE REPORT									

SUMMARY	CREDIT HOURS ATTEMPTED	CREDIT HOURS EARNED	QUALITY POINTS	AVERAGE
PREVIOUS TOTAL				
SEMESTER TOTAL				
CUMULATIVE TOTAL				

Previous Total --
the total number of credit course hours you completed the last semester/term you attended.

Credit Hours Attempted --
the total number of credit course hours in which you are enrolled for the current semester/term.

Average --
Your GPA.

Quality Points --
the number of points earned for each final grade.

Credit Hours Earned --
the total number of credit hours you actually completed in the current semester/term.

Semester Total --
the total number of credit course hours in which you are enrolled during the current semester/term.

Cumulative Total --
the total number of credit course hours you have completed; your Average or GPA.

S T U D E N T G R A D E R E P O R T

MARCH 2001

"You see things as they are and ask, 'Why?.'
I dream things as they were and ask, 'Why not?'"
--George Bernard Shaw

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Deadline for Paying Graduation Fee	2	3
4	5	6	7	8	9	10
			<i>Substance Abuse Awareness Week -- March 5 - 9</i>			
11	12	13	14	15 Classes Resume	16 N4CSGA Conference in Raleigh	17
			<i>Spring Break -- March 12 - 14 -- No Classes</i>			
18	19	20	21 Career Day	22	23 Last Day to Drop Without Academic Penalty	24
25	26	27 Second Pell Grant Check Disbursement SEOG and Scholarship Checks Disbursed	28	29 Spring Party	30	31

Computing Your Grade-Point Average (GPA)

Example:

Step 1 -- Add the number of credit hours you are taking.

Courses	Credit Hrs.	Courses	Credit Hrs.
ENG 111	3	ACC 121	4
ENG 111A	1	MAT 070	4
			Total Credit Hours 12

Step 2 -- Assign each credit hour the proper number of grade points according to your final grades.

Grade Earned	Credit Hrs.	Grade Points
A	3	= 4
C	1	= 2
B	4	= 3
B	4	= 3

Step 3 -- Multiply your credit hours times the grade points for each course to get the quality points for each course.

Credit Hrs.	Grade Points	Quality Points
3	4	= 12
1	2	= 2
4	3	= 12
4	3	= 12
		Total Quality Points 38

Step 4 -- Divide the total quality points by total credit hours.
 $38 \div 12 = 3.17$ (Your GPA)

Minimum Academic Requirements

A GPA of 2.0 for work taken at the College is required for graduation. The minimum cumulative GPA for remaining in good standing is shown below.

Attempted Credit Hrs.	Diploma	Degree
1-15	1.50	1.50
16-27	1.65	1.65
28-39	1.80	1.80
40-53	2.00	1.95
53+	2.00	2.00

Graduation

Graduation exercises are held at the end of the spring semester. The required \$30 graduation fee covers the cost of cap and gown, award earned, and ten invitations. Extra invitations can be purchased from

the Registrar. Additional degrees, diplomas, or certificates earned cost \$5.



To participate in graduation exercises, you must satisfy all program requirements, file a completed graduation application in the Registrar's Office, pay the graduation fee, satisfy all financial obligations, and attend graduation rehearsal. Keep an eye out for important information regarding graduation. Students not participating in the graduation ceremony must pay a \$3 postage fee for their award to be mailed to them.

Financial Aid

Qualifications for financial aid are determined from the results of a completed federal student aid application. Types of aid include:

Grants and scholarships--no work or repayment obligations required. For scholarships, however, specific eligibility criteria must be met.

Loans--long-term loans must be repaid whenever enrollment status drops below six credit hours. Short-term loans normally must be repaid within 90 days of the date the loan was made.

Federal work-study--provides an opportunity to earn money through part-time employment with the College (type of work and hours vary).

Job Links

www.eco.org--describes the paid internship programs offered by The Environmental Careers Organization (a nonprofit organization).

www.usajobs.opm.gov--lists job opportunities available with the government in a variety of disciplines.

www.fedworld.gov/jobs/jobsearch.html--allows users to search abstracts of open U.S. Federal Government Jobs.

Attention Pell Grant Recipients
 Please be aware that if you do not successfully complete 67 percent of all credit hours you attempt within 150 percent of the initial length of the program, you may lose your aid and be subject to paying it back.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>APRIL 2001</p> <p>"I am only one; but still I am one. I cannot do everything, but still I can do something. I will not refuse to do something I can do." --Helen Keller</p>						
1	2	3	4	5 <i>Popcorn Day</i>	6	7
8	9	10	11 <i>Easter Basket Giveaway</i>	10	13 <i>Good Friday</i> <i>RCCC Closed for Easter</i>	14
15 <i>Easter</i>	16 <i>RCCC Closed for Easter</i>	17 <i>RCCC Reopens</i>	18	19 <i>Spring Holidays -- April 17 - 20 -- No Classes</i>	20	21
22	23	24	25 <i>Last Day Entries Will Be Accepted for Art Exhibit/Contest</i>	26 <i>April 25 Three \$50 Prizes Will Be Awarded</i>	27	28
29	30	<i>Art Exhibit/Contest -- April 23 - 27</i>				

Communicable Diseases

Persons infected with a communicable disease will not be excluded from enrollment or restricted in access to college facilities or services, unless medically based judgements deem it necessary to the welfare of that person or to the welfare of other persons. Communicable diseases include, but are not limited to: chicken pox, hepatitis, measles, tuberculosis, meningitis, mononucleosis, whooping cough, AIDS, AIDS-related Complex, and sero-positive to AIDS virus.

If you know you are infected with a communicable disease, you are to share this information, confidentially, with the Dean of SDS or appropriate administrator. If you know or suspect you have a communicable disease, you are expected to seek expert advice about your health circumstances. You are ethically and legally obligated to conduct yourself responsibly for the protection of other community members.

Weapons on Campus

Weapons are not allowed on campus. North Carolina General Statute (NCGS) 14-269.2 "Weapons on campus or other educational property" states that

- to possess or carry, openly or concealed, any gun, rifle, pistol, or other firearm on educational property is a Class I felony.
- to cause, encourage, or aid a minor to possess or carry any firearm, openly or concealed, on educational property is a Class I felony.



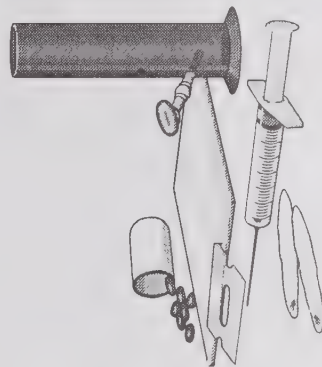
- to possess or carry, openly or concealed, any BB gun, stun gun, air rifle, Bowie knife, dirk, dagger, slingshot, leaded cane, switch-blade knife, black-jack, metallic knuckles, razors or razor blades (except for personal shaving) on educational property is a Class I misdemeanor.

The College will enforce appropriate college and/or criminal charges against any person found possessing a weapon if it is not being used for college instructional courses.

Drugs and Alcohol

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol is prohibited on college premises or as part of any college-sponsored activity. Students violating this rule will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution. They also may be required to successfully finish a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued enrollment at the College.

Students convicted of violating any federal, state, or local crime drug statute and/or any alcoholic beverage control statute must inform the College within three days after the conviction. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any state or federal court.



The term "controlled substance" means any drug listed in 21 CFR Part 1308 and other federal regulations, as well as those listed in Article V Chapter 90 of the NCGSs. These drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, and "crack." They also include "lethal drugs" which are not prescribed by a licensed physician.

The term "alcoholic beverage" includes beer, wine, whiskey, and any other beverage listed in Chapter 188 of the NCGSs.

ID Cards

The ID card is your means of identification for library privileges, athletic events, financial aid awards, and any other college function or service you may be entitled to as students. Five dollars (\$5) will be charged to replace any lost or mutilated card; you are liable for all obligations incurred by the use of this card. **PROTECT IT!** Upon graduation, withdrawal, or dismissal from the College, your ID card must be turned in to SDS.

MAY 2001

"Opportunities are usually disguised as hard work,
so most people don't recognize them."
--Ann Landers

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Spring Jubilee Featuring "Paul Plays It All"	2	3 Summer Term Pre-Registration -- May 3 - 4 & 7	4	5
6	7	8	9	10 SGA Awards Banquet	11 Last Class Day	12
13	14 Reading Day-- No Classes	15 Final Exams -- May 15 - 17	16 Graduation	17 Graduation Rehearsal Semester Ends	18 Graduation	19
20	21	22	23	24	25 Summer Term Registration -- May 24 - 25 & 29	26
27	28 RCCC Closed for Memorial Day Holiday	29 RCCC Reopens First Class Day	30	31 Add Period Ends		

Crime Awareness and Campus Security Act of 1990

The College recognizes the importance of a safe and secure campus environment and is committed to providing adequate and appropriate means to ensure the well-being of all students, employees, and visitors. Employees and students play a major role in the success of crime prevention programs by taking individual precautionary steps to avoid becoming a crime victim, as well as by working together as a campus community.

Only authorized personnel have access to college facilities after regular hours of operation. To use college facilities after regular operating hours, submit a written request to the Business Manager at least one week prior to the date needed.

Known or suspected violations of federal and state laws occurring on campus should be reported to the Business Manager. Criminal incidents occurring at off-campus, college-sponsored activities should be reported to the law enforcement agency having jurisdiction and then to the Business Manager.

Campus security is comprised of authorized Hertford County deputy sheriffs and non-sworn employees without authority granted by NCGS 74-A. These personnel receive support from local, county, and state agencies having jurisdiction.

As required by the provisions of the Crime Awareness and Campus Safety Security Act of 1990, the following is for your information.

Offenses Reported	Academic Year		
	97-98	98-99	99-00
Murder	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	2	2	1
Motor Vehicle Theft	0	0	0
Arrests Initiated for the Following:			
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	1
Weapons Possession	0	0	0

Student Right-to-Know

As required by Public Law 101-542, "Student Right-to-Know," the

College maintains information regarding completion and graduation rates.

Access to Records

All student records (records maintained by any unit of the College) can be examined and/or challenged by any currently enrolled student 18 years or older and parent(s) of a current dependent student or student younger than 18. Confidential records, such as records created by an individual staff member for member's eyes only, those of counselors and financial records of parents, are excluded and not open to students or parents.

Other than directory information (student's name, address, telephone, program of study, participation in official activities, awards, and degrees), student records may not be released without written consent of the student or parent of a minor. Records subpoenaed by the legal authorities will be released only when the student or parent is notified.

If you do not want directory information released, you must submit a written request.

Withdrawal from the College

If you decide to leave the College, see your advisor first. Don't just stop going to class--this could get you Fs. Get the proper forms from your advisor or SDS, and it will prevent problems for you later.

Drop a Course/Add a Course

You can add courses from the first day of registration through the third day of classes. Courses can be dropped without penalty through the 60 percent point of classes (see academic calendar). The procedure for adding or dropping a course is given below.

- Obtain a Drop/Add Form from SDS.
- Complete the form, have appropriate instructor(s) initial the form, and record your last date of attendance for each class you are dropping.
- Get advisor to sign the form.
- Submit the form to the Registrar's Office for processing.
- Take the validated form to the Business Office to make additional payment (if required) or pick up your revised Registration Form, or both.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h1>JUNE 2001</h1> <p>"Progress lies not in enhancing what is, but in advancing toward what will be." --Kahlil Gibran</p>						
					1	2
3	4 Last Day to Apply for a 75 Percent Tuition Refund for Summer Term (9-Week Classes Only)	5	6 Popcorn Day	7	8	9
10	11	12	13	14 Ice Cream Treat Day	15	16
17	18	19	20 Merchants Millpond Picnic	21	22	23
24	25	26	27	28 Summertime Cookout	29	30

Student Classification and Status

Students having completed less than 30 credit hours are classified as freshmen; 30 or more hours as sophomores. You are considered full-time when you carry 12 or more credit hours a semester (9 hours in the summer), part-time when carrying less than 12 credit hours a semester.

The maximum course load for fall and spring semesters is 19 credit hours. Overload hours will require special permission from the division director before the registration form will be processed. Appeals may be made to the Dean of Curriculum Instruction.

Student Government Association

The purpose of the Student Government Association (SGA) is to represent students' ideas and concerns to RCCC employees. It also sponsors a number of activities for students. Join in.

New Clubs/Organizations

The SGA grants charters to all RCCC clubs or organizations that formulate a constitution and bylaws containing the following:

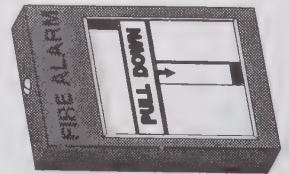
- o objective of the club or organization and criteria for membership. Membership shall not be denied an individual on the basis of race, color, religion, age, sex, disability, national origin, or political affiliation
- o proposed officers and their duties, dues, assessments, etc.

See the SGA Constitution (back of handbook) for more information.

Emergency Situations

In case of fire emergency or drill (which is signaled by a constant ringing of the fire bell system), do the following:

1. close classroom windows and doors.
2. evacuate the building using the nearest fire exit from any room.
3. evacuate in a quiet, orderly fashion (single file- no running or pushing).
4. move and remain at least 200 feet from the building.



In case of a tornado (a tornado warning will be announced on the public address system), do the following:

1. open as many windows in the exterior wall as practical.
2. relocate to areas offering the greatest tornado resistance, such as interior classrooms, halls, or vaults.
3. sit on the floor with backs to corridor walls or glass areas. Coats and jackets should be used to cover head, arms, legs, as to reduce injuries from flying glass and other debris.

Inclement Weather

In case of bad weather conditions, listen to the following radio and television stations to see if the College will be closed or late in opening.

Radio Stations:

- Ahoshkie-WRCS-AM 970
- WQDK-FM 99.3
- Murfreesboro-WDLZ-AM 1080
- WWDR-FM 98.3
- Windsor-WDRP-FM 98.9
- Edenton-WZBO-AM/FM 102.5
- Elizabeth City-WMYK-FM 94

Television Stations:

- Greenville-WNCT Channel 9
- Norfolk-WTKR Channel 3
- Portsmouth-WAVY Channel 10
- Raleigh-WRAL Channel 5
- Washington-WITN Channel 7

If early dismissal is necessary, due to worsening weather conditions, an announcement will be made on the College's intercom system and the radio and television stations listed.

Remember: If no announcement is made on the above stations, assume the College will operate on a normal schedule. Do not call the stations or the College. Other school closings in Hertford and surrounding counties do not mean that RCCC will close.

Learning Resources Center (LRC)

The LRC has many resources and services to help with your educational studies. Located in the middle of the Jernigan Building, the LRC includes the library, the alternative learning center, the computer-assisted instruction lab, and the audiovisual department. Open from 7:30 a.m.-9:30 p.m. Mon. through Thurs., and 7:30 a.m.-4 p.m. on Fri., except summer months when the College operates on a four-day week, the LRC is closed nights during semester breaks. Bring your student ID card--you'll need it to check out materials.

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

JULY 2001

"The man who does not read good books has no advantage over the man who cannot read them."
--Mark Twain

1

2

3

4

5

6

7

Summer Break -- July 2 - 5 -- No Classes

RCCC Closed for 4th of July

RCCC Reopens

8

9

10

11

12

13

14

Classes Resume

Last Day to Drop Without Academic Penalty

15

16

17

18

19

20

21

22

23

24

25

26

27

28

Watermelon Treat Day

29

30

31

Last Class Day

Health Services

The College has no facilities or personnel for medical treatment. A first aid kit is maintained in SDS for minor first aid. Medical services are available at Roanoke-Chowan Hospital in Ahoskie.

Bookstore (Jernigan 111)

The Bookstore sells books, supplies, and RCCC apparel. Check with your instructors before buying your books. Returns will not be accepted after the tenth day of class. You'll need receipts or other purchase documentation for returns! Operating hours are posted on the door.

Jernigan Building Student Lounge

This lounge is open to all students. It has a food service, vending machines, video games, ping pong table, and television. Also, vending machines are located in the lounges of the Freeland Building and in the lobby of the Young Building.

Lost and Found

All items found or lost on campus should be reported to SDS. Items turned in may be claimed upon proper demonstration of ownership.

Telephone Calls and Usage

Students cannot receive telephone calls or messages, except in cases of emergency; in these cases every effort will be made to relay information. Check classroom doors and the bulletin board near the Business Office for messages.

Pay phones are located in the lounges of the Jernigan and Freeland Buildings and in the main entrance of the Young Building.

Americans with Disabilities Act

The College fully supports the Americans with Disabilities Act and is committed to providing a barrier-free learning environment in order for disabled students to achieve and maintain their maximum learning potential.

If you have a special need, contact SDS. Also, talk to your instructor so classroom modification or other accommodations can be made. Designated parking spaces for the disabled are located conveniently near each building.

Counseling

Counselors are located in Rooms C and D in SDS and are available to

assist students with any academic, career, or personal concern. No appointment is necessary to meet with a counselor. Counseling sessions are confidential, and, if more intensive counseling is required, counselors will help with appropriate referrals.

Student Support Services (SSS)

A federally funded program, Student Support Services assists students who are experiencing academic problems and other difficulties which may prevent them from remaining in the College. The program offers services, such as peer/paraprofessional tutoring; personal, academic, career, and transfer counseling; peer mentoring; and a study skills course, ACA 118. Students who test into English 070 on the placement test must enroll in ACA 118.

Also, SSS sponsors seminars which all students may attend. Seminar topics include test-taking skills, note-taking skills, stress management, time-management, and career planning. For more information, stop by the SSS Office (Jernigan 107B).

Newsbreak

Newsbreak, student newsletter published each semester, contains important information students need to know. Pick up your free copy in SDS.

Things You Shouldn't Do

Bring food or drinks into class or the LRC.

Lose, damage, destroy, or sell school property.

Bring children to campus.

Stop going to class if you wish to drop a class.

Give the College's phone number to either friends or business associates to use as a contact phone number.

Curse, fight, steal, gamble, or engage in disruptive activities, such as unlawful protests or demonstrations.

Impair, impede, or disrupt the legal missions, processes, or functions of the College.

Violations of the above could result in disciplinary action, including suspension or expulsion from the College or referral to civil authorities.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h1>AUGUST 2001</h1> <p>"Our greatest glory is not in never failing, but in rising every time we fall." --Confucius</p>						
			1	2	3	4
5	6	7	8	9	10	11
	Term Ends		Final Exams -- August 1 - 2 & 6			
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Ahoskie Child Support Enforcement Office (provides assistance in securing child support payments) 332-2913

Center for Women's Economic Alternatives (provides assistance with work-related problems) 332-4179

Choanoke-Area Development Association (CADA) (provides assistance with housing, clothing, etc.) Bertie - 794-3107 Hertford - 398-4131

Choanoke Public Transportation (provides bus service)
Bertie, Hertford, Northampton - 539-2022

Council on Aging (provides services and assistance for senior citizens)
Bertie - 794-5315 Hertford - 358-7856

Disability Hotline (provides information about social security disability benefits or supplemental security income) 1-800-638-6810

Employment Security Commission Bertie - 792-7816 Hertford - 332-5016

Food Stamps (supplements household monthly resources by providing food vouchers)
Bertie - 794-5320 Gates - 357-0126 Hertford - 358-7825
Northampton - 534-0521

Health Departments (provide services such as immunizations, screening for high blood pressure and diabetes, eye clinic, family planning, sexually transmitted disease screening and treatment, etc.) Bertie - 794-5322 Gates - 357-1380
Hertford - 358-7833 Northampton - 534-5841

Home Health Agency (provides short-term skilled care and support services to patients in the comfort of their own home) Bertie - 794-5323
Hertford-Gates - 332-6747 Northampton - 534-1291

Legal Services for the Coastal Plains (provides legal assistance) 332-5124

Low-Cost Housing
Ahoskie Housing Authority - 332-4104
R-C Regional Housing Authority - 537-1051/ 589-4311
Woodland Housing Project - 587-6401

R-C Hospice (services to terminally ill persons and their families) 332-3392

R-C Human Services (provides treatment of mental health, mental retardation and developmental disabilities, and substance abuse) Bertie - 794-2895
Hertford - 332-4137 Gates - 357-0237 Northampton - 534-5111

R-C SAFE (provides emergency services for abused women and children)
332-1933/1-800-669-1933

Social Security Administration (provides financial and medical assistance for eligible individuals) 332-3413

Social Services Agencies (provide various services, including adoptions, family planning, foster care for children, health support, protective services for children/adults, etc.) Bertie - 794-5320 Hertford - 358-7830 Gates - 357-0075

Vocational Rehabilitation (provides financial assistance to disabled persons for educational/ vocational training) Ahoskie - 332-4006 Windsor - 794-9175

Welcome Wagon (assistance to new Hertford Co. residents) 332-2001

Schools

Ahoskie -- Ahoskie Freewill Baptist Church Christian - 332-2764
Ahoskie Elementary - 332-2588 Bearfield Primary - 209-2160
Hertford County High - 332-4096 Ridgecroft - 332-2964

Aulander -- Aulander Elementary - 345-3211

Colerain -- Colerain Elementary - 356-4670

Conway -- Conway Middle - 585-0312 Northampton-East High - 585-0627
Willis Hare Elementary - 585-1900/585-0054

Gatesville -- Buckland - 357-1611 Central Jr. High - 357-0470
Gatesville Elementary - 357-0613 Gates Co. High - 357-0720

Murfreesboro
Hertford Co. Middle - 398-4091 Riverview Elementary - 398-4862

Powellsville -- Charles G. White - 332-2491

Rich Square -- Rich Square Elementary - 593-2937
Northeast Academy Christian - 539-2461

Roxobel -- West Bertie Elementary - 344-7621

Windsor -- Askewville Elementary - 794-3743 Bertie High - 794-3034
South Western Elementary - 794-2358 Windsor Elementary - 794-5221

Winton -- C.S. Brown Elementary - 358-3671

Public Child Care Centers (Hertford, Bertie, and Northampton counties)
Ahoskie Free Will Baptist - 332-2764 Ahoskie United Methodist - 332-6373
Arkland Child Development Center - 398-3150
Beginner's World - 585-1852 Charity Day Care - 345-1004
Community Action Day Care - 539-2097 Happyland Child Care Center - 348-3363
Headstart - 794-5519 Little Angels - 585-1576
Little Moses Private Care - 348-2995 Little People's University - 398-3487
Noah's Ark Day Care - 332-4711 / 332-4766
Powellsville Recreation & Civic Day Care - 332-2176
Rich Square Child Development Center - 539-2000

Fire Departments -- Non-emergency calls only
Ahoskie - 332-3322 Conway - 534-3901 Como - 358-5341
Gatesville - 357-1001 Murfreesboro - 398-3132 Winton - 358-3651
Rich Square - 539-4111

Ambulance/Rescue Squads
Ahoskie, Harrellsville, Murfreesboro, Winton, Powellsville, Windsor, Aulander,
Colerain, Lewiston, Roxobel, Kelford, Conway, Jackson, Gates, and Gatesville - 911

Preamble

We, the students of Roanoke-Chowan Community College, in order to establish better relations and communication between students, administration, and faculty, to create a feeling of unity among all students, to advance leadership and scholarship, and to stimulate and develop school spirit, do hereby establish this constitution for the Student Government Association of RCCC.

The name shall be the Student Government Association (SGA).

Article I - Purpose

The purpose of this organization shall be to act as a liaison between the students, administration, and faculty and to provide for and encourage active student participation in school affairs.

Article II - Membership

The membership shall consist of all students who pay the student activity fee.

Article III - Executive Council

Section A - Executive power shall be vested in the SGA officers. These officers shall be known as the Executive Council.

Section B - The Executive Council officers elected by the constituency shall be: (1) the President, (2) the Vice President, (3) the Secretary, (4) the Communications Officer, (5) the Parliamentarian, and (6) the Sergeant-at-Arms.

Section C - The duties of the Executive Council shall be as follows: (1) to approve the Student Activities Calendar; (2) to authorize and approve all publications of the organization; (3) to call special meetings upon petition of a majority of members; (4) to interpret the constitution; (5) to appoint directors of any Special Services Committees; (6) to hold monthly meetings within themselves (annually); (7) to submit a report of business to each Representative, the SGA advisor, each instructor, and to the chairman of the Student Activities Committee; (8) to attend at least one State N4CSGA meeting per year (budget allowing); and (9) to attend all meetings in accordance with Article IV, Section D.

Section D - The duties of the President shall be as follows: (1) to serve as chief executive officer of the SGA; (2) to preside over all of the meetings of the Executive Council and the monthly meetings; (3) to appoint, with the consent of the Student Council, the chairmen of all committees; (4) to serve as an ex-officio member of all SGA standing committees, the RCCC Administrative Council, and the RCCC Board of Trustees; (5) to initiate such projects and programs as he shall deem necessary for the welfare of the SGA, and in keeping with the Preamble; (6) to represent this organization in all dealings with other student organizations and individuals; (7) to have knowledge of the records and monies of the SGA, (8) to perform all other functions which are incident to the office; (9) to call periodic meetings of the Executive Council at his discretion; and (10) to appoint an officer or committee chairperson to replace one who does not fulfill the duties of his office.

Section E - The duties of the Vice President shall be as follows: (1) to assume all duties of the President should the President for any reason be unable to meet his duties of office, (2) to fulfill any duties as delegated by the President, (3) to serve as an ex-officio member of all standing committees, and (4) to have knowledge of records and monies of the SGA.

Section F - The duties of the Secretary shall be as follows: (1) to maintain the records of the SGA, (2) to serve as recorder for the Executive Council, (3) to distribute a report of SGA business meetings to each Representative, SGA Advisor, each instructor, and

chairman of the Student Activities Committee, (4) to assist in all other areas that the Executive Council may deem desirable, and (5) to submit a completed set of minutes of all SGA meetings for file and future reference.

Section G - The duties of the Communications Officer shall be as follows: (1) to prepare a monthly calendar of student activities to be displayed on student bulletin boards, (2) to maintain the upkeep of student bulletin boards, (3) to handle all publicity pertaining to the SGA, and (4) to lend assistance to the Secretary in any manner which the SGA deems advisable.

Section H - The duties of the Parliamentarian shall be as follows: (1) to be acquainted with Robert's Rules of Order, (2) to see that correct procedures are followed in all meetings, and (3) to assist in all other areas that the Executive Council may deem desirable.

Section I - The duties of the Sergeant-at-Arms shall be as follows: (1) to assist in preserving order as the chair may direct; (2) to follow up on any curriculum, club, or organization which has not selected its Representative by the end of the fourth week of the fall semester; and (3) to maintain accurate absentee records and follow-up (see Article IV, Section D). Any of these groups not represented by the end of the second general session shall not have voting power for the duration of the semester.

Section J - Replacement of any member of the Executive Council shall be as follows: (1) Any Executive Council member failing to execute his duties and responsibilities may be removed from office by a two-thirds (2/3) vote of the Representatives. The vacancy will be filled by presidential appointment, subject to approval by a two-thirds (2/3) vote of the Representatives. (2) In the event that any member of the Executive Council cannot serve in his respective position, the President shall appoint a replacement subject to approval by a two-thirds (2/3) vote of the Representatives.

Section K - Replacement of the SGA President shall be as follows: In the event that the President cannot serve, the Vice President will become acting President. He shall appoint the new Vice President subject to approval by a two-thirds (2/3) vote of the Representatives.

Article IV - Representatives

Section A - The body of Representatives shall be composed of one Representative from each of the chartered clubs and Representatives from each of the College's curriculums. There shall be two Representatives from each two-year curriculum--one from the first-year section and one from the second-year section. There shall be only one Representative from each of the curriculums which are of one year duration or less. Only members named herein shall have power to vote on business matters at general sessions.

Section B - The Student Council shall be made up of all members of the Executive Council and all Representatives.

Section C - Duties of the Representatives shall be as follows: (1) to represent their respective groups and to serve as the liaison between the Student Council and all students and to perform all such other tasks as assigned to them, (2) to approve all appointments made by the President of the SGA by a two-thirds (2/3) vote of Representatives, (3) to impeach and remove from office any elected student official, (4) to require reports, financial or otherwise, from all chartered clubs and organizations, not to exceed one per month, and (5) to make rules necessary and proper to promote the general welfare of the student body consistent with State Statutes and Board of Trustees policy.

Section D - Absences: (1) Attendance for Student Council meetings is required; however, if a Representative realizes he will be unable to attend a specified meeting, he is required to notify his Alternate and present a written excuse to the Sergeant-at-Arms prior to the meeting if possible. If by unforeseen circumstances a student is unable to attend a specified meeting, the written excuse is due within three days after his absence. (2) Any Representative absent for three meetings without a written excuse shall be dismissed automatically. It shall be the duty of the Sergeant-at-Arms to inform the club's or curriculum's advisor of the Representative's dismissal in writing one week after the third absence. The Sergeant-at-Arms shall have the authority to require the sponsoring club or organization to elect another Representative.

Section E - Elections of Representatives shall be as follows: (1) Elections of Representatives and Alternates shall be done by the respective chartered organizations and college curriculums and submitted in writing to the President of the SGA by the end of the fourth week of the fall semester. (2) All Representatives and Alternates must be in "Good Standing" with the college for the remainder of the year.

Article V - Advisors

Section A - The SGA Advisor shall be the Dean of Student Development Services or his appointee.

Section B - The duties of the Advisor shall be as follows: (1) to determine the eligibility for office of all members of the Executive Council, (2) to determine the eligibility for office of all Representatives and Alternates, (3) to ensure that the constitution is enforced, (4) to be responsible for the records and monies of the SGA, and (5) to appropriate funds for all extracurricular activities as listed in the approved Student Activities Calendar, provided that all funds not expended during the current fiscal year revert to the Student Activity Fund Balance.

Section C - Although the Advisor shall have no voting rights, he shall be recognized by the chair in the same manner as regular student government members to discuss, debate, or advise as to any matters under consideration.

Article VI - Election of Officers

Section A - Election for President, Vice President, Secretary, Communications Officer, Parliamentarian, and Sergeant-at-Arms shall be conducted by the end of the fourth week of the fall semester. Upon election, they shall serve from election until the end of the summer term.

Section B - Qualifications for office shall be as follows: (1) All Executive Council officers must be full-time students. (2) President and Vice President must have been enrolled for two semesters and be in "Good Standing" with the College at the time of nomination and for the remainder of the year. (3) The Secretary, Communications Officer, Parliamentarian, and Sergeant-at-Arms must be in "Good Standing" at the time of nomination and for the remainder of the year. First semester students would be assumed to be in "Good Standing."

Section C - Procedure of elections shall be as follows: (1) All officers shall be elected by secret ballot, all students paying an activity fee and possessing a student identification card may vote. To place his name on the ballot, a candidate must submit a petition containing the signatures of at least twenty-five (25) SGA members to the SGA. There shall be no duplication of SGA members among candidates for the same office. (2) Petitions must be submitted by the date indicated on the Student Activities Calendar. (3) Candidates may make a campaign presentation during election week, if they so desire.

Section D - Elections shall be as follows: (1) All officers shall be elected by secret ballot. (2) Elections shall take place on the date indicated on the Student Activities Calendar at

the designated polling station(s). (3) All voting members shall show identification cards before receiving their ballots. (4) No one shall assist or advise the voter in completing the ballot except the election managers, who may only explain the rules of the election. (5) The candidate receiving a majority shall be named the winner of the election. In the event of a tie, a run-off election between the two candidates receiving the highest number of votes shall be held to determine a winner. (6) Ballots shall be counted in secret by the SGA Advisor and a designee appointed by the Dean of Student Development Services. Under no circumstances shall a candidate for office be present at the counting of the ballots. (7) Results of the elections shall be posted by the next class day following elections. Winning candidates shall be notified personally and in writing by the SGA President as soon as possible. (8) All ballots shall be kept for a minimum of two weeks.

Article VII - Committees

General: (1) Committees may be formed as the SGA determines needs. (2) The chairman of the committee shall be appointed from the student body by the President subject to approval by a two-thirds (2/3) vote of the Student Council. The committee members are appointed by the chairman of each committee. (3) These committees shall only hold the authority which the student government may delegate and shall make progress reports at regular SGA meetings.

Article VIII - New Clubs or Organizations

Section A - The Student Council shall grant charters to all RCCC clubs or organizations.

Section B - In order for a club or organization to be recognized and chartered by the SGA, it must formulate a constitution and bylaws containing the following: (1) Objectives of the organization. The objectives shall be compatible with the college's objectives. (2) Criteria for membership. Membership in an organization shall not be denied an individual on the basis of race, creed, sex, or national origin. (4) Proposed officers and their duties. (5) Dues, fees, assessments, etc.

Article IX - Parliamentary Authority

Parliamentary authority for this organization will be the current edition of Robert's Rules of Order.

Article X - Quorum

Section A - A quorum for any meeting or conference of this organization shall be a majority of the members.

Section B - A quorum for any meeting or conference of the Executive Council shall be two-thirds (2/3) of the members.

Article XI - Amendments

Section A - Amendments to the constitution may be proposed by the Representatives or by petition signed by 20 percent of the SGA membership. If the proposed amendment is approved by a two-thirds (2/3) vote of the Executive Council, the amendment shall be ratified.

Section B - This constitution can be amended at any regular meeting by a two-thirds (2/3) vote of the Executive Council provided that the amendment has been submitted in writing by the previous regular meeting.

Section C - All amendments must be approved by the College President.

Article XII - Ratification

Ratification of this constitution shall be by two-thirds (2/3) vote of the Executive Council and the College President.

Roanoke-Chowan Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award associate degrees, diplomas, and certificates. The Associate Degree Nursing program also is approved by the North Carolina Board of Nursing, the Cosmetology program by the North Carolina State Board of Cosmetic Arts, and the Criminal Justice program by the North Carolina Department of Justice: Criminal Justice Standards. The College also is approved by the State Approving Agency to assist students eligible for veteran benefits.

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