


ROANOKE-CHOWAN

COMMUNITY COLLEGE

**Student
Handbook**

2002-2003



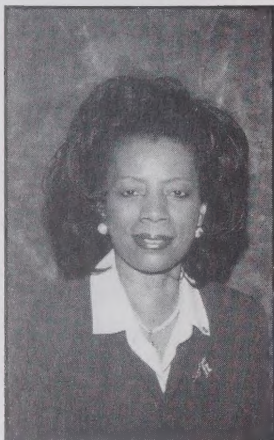
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This handbook is designed to inform you of procedures and regulations with which you must be familiar. In many cases, official college policy is summarized from the College catalog. Because you are responsible for observing the rules and regulations 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.

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.

From the President



On behalf of the Board of Trustees, faculty, and staff at Roanoke-Chowan Community College, we are pleased that you made us your institution of choice to pursue your educational and career goals. At Roanoke-Chowan Community College, students are our valued resource. We pride ourselves in providing value-added educational experiences. Through degree, certificate and diploma programs, our goal is to ensure that each of you reaches your full potential in

pursuit of your career or employment opportunities of choice. We work hard to recruit the best faculty and the most dedicated staff who are committed to your success. It is our firm belief that your success at Roanoke-Chowan Community College will enrich your life and your economic well-being.

We encourage each of you to review the Catalog and Handbook to familiarize yourself with policies, procedures, and dates. Doing so will be beneficial to you as you plan, study, and focus your attention on meeting requirements necessary for your goal accomplishment. Also, you will learn of the resources that are available to assist you.

The College is committed to providing quality educational experiences that are accessible and reasonably priced. Our flexible scheduling makes it easy for you to prepare for a new career while employed in a current job. Small class sizes offer you one-on-one interaction with your instructors. We strive to create an environment that is inviting and conducive to learning.

I hope you have a successful year at Roanoke-Chowan Community College. We are interested in your success. "If it is to be, it is up to you."

Thank you for allowing us to serve your educational and professional needs.

Sincerely,

A handwritten signature in cursive script that reads "Mary C. Wyatt".

Mary C. Wyatt, Ph.D., CFCS
President

Student Services

Student Services (SS) supports the mission and goals of Roanoke-Chowan Community College by providing support services that will enable area students to enroll in appropriate academic programs to complete the educational and career goals that can lead to employment opportunities, further education, or a better quality of life.

Student Services is committed to achieving its mission by providing support services in the areas of recruiting; admission; testing and assessment; personal and academic advising; career counseling; registration and records; academic advising; financial aid; veterans assistance; child care assistance; tutoring; job placement; and social, recreational, and cultural activities.

Student Services strives to offer support services in an environment in which a diversified population can maximize its talent. Student Services staff assists students, alumni, and employees in a friendly and thorough manner. Remember, Student Services is here to aid you in selecting, entering, progressing through, and completing a course of study. Please come see us if you have any questions. Office hours are as follows:

Where the student comes first!

Hours of Operation

Monday through Thursday

(Fall and Spring Semesters)

8:15 a.m. to 5 p.m.

5:30 p.m. until 6:30 p.m.

Friday

8:15 a.m. to 4 p.m.

Monday through Thursday

(Summer Term)

7:30 a.m. to 6:30 p.m.

Friday

Closed

Student Services Staff

Diane P. Kimbrough,
Dean
New Student Center 111F
862-1222
dianek@roanoke.cc.nc.us

Diane Boone,
Administrative Assistant
New Student Center 111
862-1305
booned@roanoke.cc.nc.us

Registration & Records

Mary Lou Byrum,
Registrar
New Student Center 111J
862-1220
byrumm@roanoke.cc.nc.us

Cara Edwards,
Information Processing Specialist
New Student Center 111L
862-1243
edwardsc@roanoke.cc.nc.us

Counseling

Sandra Copeland,
Director of Counseling Services
New Student Center 111G
862-1225
sandrac@roanoke.cc.nc.us

Career & Job Placement Services

Cassandra Smith,
Career/Job Placement Coordinator
New Student Center 209
862-1257
cassandras@roanoke.cc.nc.us

Financial Aid

Phyllis Parker,
Financial Aid Officer
New Student Center 111E
862-1224
parkerp@roanoke.cc.nc.us

Ethlene Custis,
Student Loan/Child Care Coord.
New Student Center 111D
862-1244
custise@roanoke.cc.nc.us

Gayle Deanes,
Assistant Financial Aid Officer
New Student Center 111C
862-1221
deanesg@roanoke.cc.nc.us

Enrollment Management, Student Activities, & Veterans Affairs

Irma Bond,
Recruiter/Student Activities
Coordinator
New Student Center 107
862-1227
irmabond@roanoke.cc.nc.us

Wendy Peele,
Enrollment Management/Veterans
Affairs Coordinator
New Student Center 111M
862-1234
peelew@roanoke.cc.nc.us

Student Support Services

Lorraine Mitchell,
Director
New Student Center 113A
862-1272
lcmitch@roanoke.cc.nc.us

Isalean Elliott,
Instructor/Tutor Coordinator
New Student Center 116
862-1241
elliotti@roanoke.cc.nc.us

Janice Howell,
Instructor Coordinator/Counselor
New Student Center 114
862-1293
howellj@roanoke.cc.nc.us

Sandra Long,
Secretary
New Student Center 113
862-1303
longsb@roanoke.cc.nc.us

Testing & Assessment

Gloria Rabun,
Director
New Student Center 221C
862-1238
grabun@roanoke.cc.nc.us

Poteca Chamblee,
Testing Technical Assistant
New Student Center 221
862-1310
potecac@roanoke.cc.nc.us

Hazel Pierce,
Testing/Retention Specialist
New Student Center 219
862-1278
hazelp@roanoke.cc.nc.us

Academic Calendars

Pay attention to the dates listed here, important events have been noted of which you need to be aware.

Fall Semester 2002

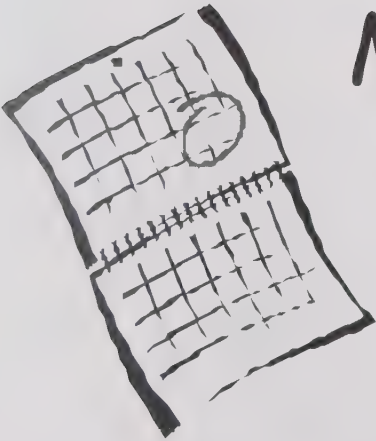
Fall Break—No Classes	October 14-15
Classes Resume	October 16
Last Day to Drop Without Penalty	October 25
Early Registration for Spring Semester	November 13-December 6
College Closed for Thanksgiving	November 28-29
Classes Resume	December 2
Semester Ends	December 13
College Closed for Christmas.	December 19-January 1

Spring Semester 2003

College Reopens	January 2
Registration	January 6-8
First Class Day	January 8
Add Period Ends	January 14
College Closed for Martin Luther King, Jr. Day	January 20
Classes Resume	January 21
Spring Break—No Classes	March 7
Classes Resume	March 10
Last Day to Drop Without Penalty	March 19
Early Registration for Summer Term	April 7-May 2
College Closed for Easter	April 18, 21
College Reopens	April 22
Spring Break—No Classes.	April 22-25
Classes Resume	April 28
Semester Ends	May 9
Graduation	May 9

Summer Term 2003

Registration	May 15, 19
First Class Day	May 19
Add Period Ends	May 22
College Closed for Memorial Day	May 26
Classes Resume	May 27
Summer Break—No Classes	June 30-July 2
Last Day to Drop Without Penalty	June 30
College Closed for July 4th	July 3
Classes Resume	July 7
Early Registration for Fall Semester	July 8-28
Term Ends	August 4



Mark
Your
Calendars

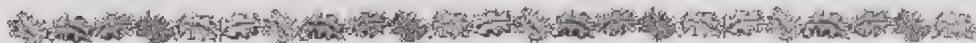
Important Dates & Events

(The dates, times, and locations for the additional workshops listed at the end of each month will be announced at a later time.)

October

- | | |
|-------|------------------------------------------------------------------------------------------|
| 3 | Domestic Violence Workshop, 11 a.m., Location TBA |
| 14-15 | Fall Break |
| 24 | Candidates Forum, 11 a.m., New Student Center, Multipurpose Room |
| 25 | Last Date to Drop without Penalty |
| 28 | Second Pell Grant Check Disbursement, 10 a.m., Auditorium |
| 29 | Music Video & Bingo, Cash Prizes, 11 a.m. – 1 p.m., New Student Center—Multipurpose Room |
| 31 | Halloween |

Also, Breast Cancer Awareness, Lupus Awareness, and Career Planning workshops will be held.



November

NOTE: Begin collecting perishable food items to give to Food Pantry for Christmas; location for drop-off boxes will be announced.

- | | |
|-----------|-----------------------------------------------------|
| 7-9 | SGA Officers at N4CSGA Conference |
| 11 | Veterans Day |
| 13-Dec. 6 | Early Registration for Spring Semester |
| 17 | First Basketball Game—RCCC at Roanoke Bible College |
| 21 | Field Day/Stress Busters Activities |
| 22 | Talent Show |
| 23 | SGA Float in Ahoskie Christmas Parade |
| 26 | Basketball Game—RCCC at Chowan College |
| 28-29 | Thanksgiving Holidays—College Closed |

Also, Diabetes Awareness and Safe House workshops will be held. The Great American Smoke Out Day will be observed.

December

- | | |
|----|-----------------------------------------------------------------------|
| 2 | Decorate Doors for Christmas and Prizes |
| 6 | Judging of Door Decoration for Prizes; Last Day of Early Registration |
| 11 | Christmas Buffet, 11:30 a.m. to 1p.m. & 5:30 to 7 p.m. |
| 13 | Semester Ends |

Also, Depression Awareness and Aids Awareness workshops will be held.

Spring Semester 2003

January

- | | |
|-----|-------------------------------------------------------|
| 2 | College Reopens |
| 6-8 | Spring Semester Registration |
| 8 | First Class Day |
| 10 | Basketball Game—CCC at RCCC 7 p.m. |
| 14 | Add Period Ends |
| 16 | Basketball Game—SCC at RCCC 7 p.m. |
| 20 | Martin Luther King Day—College Closed |
| 21 | Basketball Game—RCCC at CCC, 7 p.m. |
| 24 | Basketball Game—NOVA at RCCC, 7 p.m. |
| 31 | Last Date to File for 2003 Graduation. See Registrar. |

Also, Campus Safety, Money Management, and Drug Awareness workshops will be held.

February

- | | |
|-------|---------------------------------------------------------------------------|
| 6 | Basketball Game—RCCC at SCC, 7 p.m. |
| 11 | Cultural Diversity Awareness/Meherrin Indians |
| 14 | Basketball Game—Christen College at RCCC |
| 15 | Free Application for Federal Student Aid (FAFSA) Day,
9 a.m. to 1 p.m. |
| 17-18 | ECCCCAC Basketball Tournament |
| 20 | Cultural Diversity Awareness/Black History Program |
| 25 | Wellness Fair |

Also, HIV/Aids Awareness and Prostate Cancer Awareness workshops will be held. American Heart Month will be observed. Scholarship luncheon will be held.

March

4	National Nutrition Day/Awareness Workshop
7	Spring Break or may be used as Weather Make-Up Day
13	Blood Pressure Screening
18	Tone-Up/Aerobics Workshop
19	Last Day to Drop without Penalty
27	Mental Health Awareness Workshop

April

7-May 2	Early Registration Summer Term
16	Easter Basket Giveaway
18-21	Easter Holidays
22-25	Spring Break
30	SGA Awards Banquet

Also, Alcohol Awareness and Child Abuse Awareness workshops will be held.
Spring Jubilee will be held.

May

1	Spring Party & Stress Buster
9	Semester Ends & Graduation 2003 at 6 p.m.
15 & 19	Summer Term Registration
19	First Class Day for Summer Term
22	Add Period Ends
26	Memorial Day Holiday—College Closed
28	Ice Cream Treat Day

June

18	Merchant's Mill Pond Picnic
26	Summer Cook Out
27	Last Day to Drop without Penalty
30	Summer Break begins for Students & Faculty

July

- 1-3 Summer Break for Students & Faculty
- 3 College Closed for July 4
- 7 College Reopens
- 8-28 Early Registration for Fall Semester
- 23 Watermelon Treat Day

Come join the fun!

Who Do I Ask?

Where Do I Go?

If you have questions regarding any of the following topics, contact the designated individual.

Absences

Academics

Academic Advising

Academic Advisor Assignment

Academic Counseling

Academic Records

Accidents

Admissions/Readmissions

Address Change

Athletics

Books/Supplies

Bulletin Boards

Career Counseling & Services

Catalogs

Changing Majors

Child Care Assistance

Class Schedules

Counseling Services

Developmental Studies

Distance Learning

Disciplinary Procedures

Dropping/Adding Courses

Evening Classes

Emergencies

Instructor

Counselor

Dean of Academic Affairs

Academic Advisor

Student Services

Advisor

Student Services Counselor

Registrar

Student Services

Counselor

Enrollment Management Coord.

Student Services

Student Activities Coordinator

Bookstore Operator

Student Services

Career/Job Placement Coord.

Student Services

Previous Advisor

Counselor

Financial Aid Officer

Child Care Coordinator

Student Services

Counselor

Dean of Academic Affairs

Distance Learning Coordinator

Dean of Student Services

Instructor

Academic Advisor

Director of Evening &

Weekend Programs

Dean of Student Services

Counselor

Manager Finance & Admin.

Who Do I Ask?

Financial Aid
First Aid
Grades
Graduation
Instructional Concerns
Job Placement Services
Loans
Library Services
Parking Permits
Refunds
Residency Requirements

Security
Scholarships
Selling, Peddling, Solicitation
Sexual Harassment by a
 Student
Sexual Harassment by an
 Employee

Special Needs/Disabled Students

Student Activities/Clubs
Student Government
 Association (SGA)
Study Skills

Testing
Tuition Deferment
Tutoring
Veterans' Educational Benefits
Work-Study

Where Do I Go?

Financial Aid Officer
Staff
Registrar
Registrar
Dean of Academic Affairs
Career/Job Placement Coord.
Student Loan Coordinator
Learning Resources Center
Student Services
Registrar
Counselor
Dean of Student Services
Switchboard/Security Station
Financial Aid Officer
Manager of Finance & Admin.

Dean of Student Services

Employee's Immediate
 Supervisor
Dean of Student Services
Counselor
Student Activities Coordinator

Student Activities Coordinator
Counselor
Tutor Coordinator
Dir. of Assessment & Testing
Dean of Student Services
Student Support Services
Veterans Affairs Officer
Asst. Financial Aid Officer

Academic Advisors

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.

Program	Advisor	Location
Associate in Applied Science		
Architectural Tech.	TBA	TBA
Associate Degree Nursing	C. Askew N. Baker B. Jordan	FL131 FL135 FL129A
Business Administration	W. Copeland N. Vegi	FL119A FL119
Criminal Justice Technology	J. Goetz	NSC211
Early Childhood Associate (with or without Special Education Concentration)	E. Davis L. Griffin	Y105 Y105
Environmental Science Tech.	E. Storie	J124
Human Services Technology (with or without Mental Health Concentration)	M. Friedman	FL129B
Industrial Systems Tech.	W. Gubitz	ISC
Information Systems	T. Archer J. Faison J. Rascoe	FL143 FL143 FL128
Internet Technologies	T. Archer	FL143

More advisors on next page

Office Systems Technology	J. Deloatch S. Harrell	FL125 FL119
Associate in Arts		
College Transfer		
Pre-Business Administration		
Pre-Elementary Ed., Middle Grades Ed., & Special Ed.		
Pre-Nursing	M. Carlson J. Clark F. Harris R. Rogers L. Savage R. Sellers	NSC215 FL136 NSC213 J109 J109 J109
Associate in General Education		
Biotechnology	E. Storie	J124
Dental Assisting	J. Burns	
Funeral Service Education	J. Aerts	J105A
Pre-Nursing	C. Askew N. Baker B. Jordan	FL131 FL135 FL129A
Pre-Radiography	J. Matthews	FL130C
Associate in Science		
College Transfer	E. Storie S. Thomson	J124 J126B
Diploma		
Air Conditioning, Heating, & Refrigeration Technology	J. Hutchinson	FM104
Cosmetology	L. Holloman S. Malone	FL102 FL102
Welding Technology	V. Davidson	Y111

More advisors on next page

Certificate

Accounting	TBA	TBA
Health Care Technology/ Health Unit Coordinator	J. Matthews	FL130C
Manicuring/Nail Tech.	S. Malone	FL102

Special Interest

Dual Enrollment		
Huskins Students		
Special Credit	S. Copeland	NSC111G

Other

Developmental Education	TBA	TBA
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Your advisor is
a useful
resource.
Know who he or
she is!

Academic Dishonesty

Students may not cheat on any assignment, examination, or paper. This includes plagiarism; taking or acquiring possession of academic material, such as tests or examinations from an instructor; and receiving or giving assistance during a test.

Students caught cheating will be subject to disciplinary action.

Academic Honors

Full-time students who maintain high academic standards are recognized each semester through the President's List or the Dean's List. These lists are posted around campus (efforts are made to publish in a newspaper in student's hometown).

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

Academic Requirements

A GPA of 2.00 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

Academic Probation

Should you fail to re-establish the required average by the end of the academic warning semester, you will then be placed on academic probation and referred to a counselor. In this instance, you are considered to be making unsatisfactory progress and, therefore, not eligible for financial aid. Student status is calculated each semester for all full- and part-time financial aid students. Students on academic probation will be permitted to enroll in only six semester hours during the probation semester.

Academic Warning

If you fail to maintain the minimum academic requirements, you will be placed on academic warning for the next semester (will not be allowed to pre-register and allowed to enroll in only nine semester hours). Should this happen, you will receive written notification from SS, and you will have to see your advisor before registering again.

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.

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 SS. 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.

Attendance/Reinstatement Procedure

The College considers regular class attendance and promptness important to good scholarship; therefore, you may be referred to an SS 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 are 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 SS (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.

If you are reinstated, 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.

Bookstore

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.

Career Services Center

The Career/Job Placement Center offers interest inventories, resource materials, workshops, and counseling to help students clarify and develop career goals. Other services available are resume writing, interviewing techniques and job-seeking skills. The Career/Job Placement Center is located in Room 214 of the New Student Center.

Cell Phones and Beepers

Students must turn off cell phones and beepers upon entering class, unless the student's occupation (medical, emergency or law enforcement) requires that it is on at all times.

Students may not receive or send telephone calls or pages during class time.

Change of Name/Address

If you move or change your phone number or name at any time, go 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.

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.

Children on Campus

Students are not to bring children on campus or to classes. Students who do bring a child or children on campus will be asked to leave.

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 judgments 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 SS 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.

Computing Your Grade-Point Average (GPA)

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

<u>Courses</u>	<u>Credit Hrs.</u>	<u>Courses</u>	<u>Credit Hrs.</u>
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.

<u>Grade Earned</u>	<u>Credit Hrs.</u>	=	<u>Grade Points</u>
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.

<u>Credit Hours</u>	<u>Grade Points</u>	=	<u>Quality Points</u>
3	4	=	12
1	2	=	2
4	3	=	12
4	4	=	12

Total Quality Points = 38

Step 4--Divide the total quality points by total credit hours and you have your GPA.

$$38 \div 12 = 3.17 \text{ (GPA)}$$

Counseling

Counselors are located in SS 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.

Course Make-Up Work

Instructors may establish procedures for make-up work.

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 Manager of Finance & Administration 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 Manager of Finance & Administration. Criminal incidents occurring at off-campus, college-sponsored activities should be reported to the law enforcement agency having jurisdiction and then to the Manager of Finance & Administration.

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		
	99-00	00-01	01-02
Murder	0	0	0
Rape	0	0	0
Robbery	0	0	3
Aggravated Assault	0	0	2
Burglary	1	1	0
Motor Vehicle Theft	0	0	0

Arrests Initiated for the following:

Liquor Law Violations	0	0	0
Drug Abuse Violations	1	0	4
Weapons Possession	0	0	0

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.

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

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, "crack," PCP, marijuana, and cocaine. They also include "legal 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.

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 (do so in a quiet, orderly fashion--single file, no running or pushing); and
3. 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 class rooms, halls, or vaults; and
3. sit on the floor with backs to corridor walls or glass areas. Coats and jackets should be used to cover head, arms, legs, to reduce injuries from flying glass and other debris.

Fees

The activity/insurance fees are due at the time of registration.

Activity fee--collected from curricular students (except NC residents 65 or older) and is used to fund student activities. The fee is as follows: \$8.50 for 1 to 5 hours, \$17 for 6+ hours, and \$4 for all curricular students in summer.

Insurance fee (\$1.25)--required for all students. Insurance coverage is good for the current registered semester and is in effect while on campus or traveling to and from classes.

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

Technology Fee- is a new fee that takes effect Spring Semester 2003. This fee is \$16 for full-time students; students who are classified as other than full-time will be charged a technology fee prorated by the Business Office.

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 require no work or repayment obligations. 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 from 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).

Students who receive financial aid are required to meet the College's academic requirements and financial aid requirements each semester to continue receiving financial assistance.

Students must reapply for financial aid each year after January 1.

First Aid

First aid kits are located in the following buildings: New Student Center, Jernigan, Freeland, Freeman, and Young buildings.

Food and Drink

Food and drink are not permitted in classrooms unless authorized by the instructor.

Food Service

The New Student Center houses a cafeteria, which offers a variety of hot and cold meals, a daily lunch special, and desserts. Also, drink and snack vending machines are located in the New Student Center and Young, Freeland, and Jernigan buildings for your eating enjoyment.

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 application for graduation 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.

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	

***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.

***CL** (College Level Examination Program or CLEP) is awarded to students who have taken and met the credit-granting score standard for CLEP.

***AP** (Advanced Placement) is awarded to students who take the College Entrance Board's Advanced Placement Examination and who meet the credit-granting score standard for AP.

***MT** (Military Training) is awarded to veteran students who may receive college credits through DAN TES, a testing program service by the Educational Testing Service.

***BL** (Basic Law Enforcement Training) is awarded to students who have completed Basic Law Enforcement Training. The training must be for college credit and not continuing education credit.

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

Health Services

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

ID Cards

The ID card, which is available from Student Services, 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 SS.

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:

Ahoskie-WRCS-AM 970

Windsor-WDRP-FM 98.9

WQDK-FM 99.3

Edenton-WZBO-AM/FM 102.5

Murfreesboro-WDLZ-AM 1080

Elizabeth City-WMYK-FM 94

WWDR-FM 98.3

Television Stations:

Greenville-WNCT (Ch. 9)

Raleigh-WRAL (Ch. 5)

Norfolk-WTKR (Ch. 3)

Washington-WITN (Ch. 7)

Portsmouth-WAVY (Ch. 10)

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.

Job Links

www.eco.org – describes the paid internship programs offered by The Environmental Careers Organization (a non-profit 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 US federal government jobs.

Job Placement

Looking for part-time or full-time job opportunities? Go to the Career/Job Placement Center located in Room 214 of the New Student Center.

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. Bring your student ID card--you'll need it to check out materials.

LRC Hours of Operation
Monday through Thursday
7:30 a.m.-9:30 p.m.

Friday
(except in Summer Term when RCCC
operates on four-day work week)
7:30 a.m.-4 p.m. on

Closed evenings during semester breaks.

Lost and Found

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

New Clubs/Organizations

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

- 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.
- Proposed officers and their duties, dues, assessments, etc.

See the SGA Constitution at the back of this handbook for more information.

Prerequisites

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

Refunds

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

Repeating Courses

You may repeat a course for credit if a grade of 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 grade was received unless required by the academic department.

Residency Classification for Tuition Purposes

By 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 (in-state tuition is lower than out-of-state tuition). Additional criteria may have to be met. Direct all concerns regarding this policy to the Dean of SS. To appeal a residency classification, follow the College's student appeal procedure.

Smoking

RCCC has a no smoking policy in all of its buildings. **Please place your cigarettes butts in the smoking receptacles located around campus.**

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.

Student Activities

A program of activities that provides for a variety of meaningful educational, cultural, and social experiences is available to students. Students are encouraged to participate in these activities and in student clubs and organizations.

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. Both parties 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.

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 SS 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 SS counselor. If the counselor cannot solve the problem to your satisfaction. . . .
4. you will be referred to the Dean of SS. 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 your right of appeal to the Board of Trustees, and ultimately the courts.

Student Lounge

This lounge, located in the New Student Center, is open to all students. It has video games, television, and a seating area.

Student Right-to-Know

As required by Public Law 101-542, "Student Right-to-Know," the College maintains information regarding completion and graduation rates.

Student's Role in Institutional Decision Making

Opportunities for students to participate in institutional decision making are available to students as follows:

- Students serve on the following College committees: Campus Events, Safety and Security, Enrollment Management, Academic and Student Affairs, Public Relations and Marketing, Information Technology, and Facilities Management.
- The SGA president serves as a non-voting member of the College's Board of Trustees.
- Student input is sought through the SGA on issues as deemed appropriate.

- Students evaluate the College's courses, instructors, staff members, and services.
- The College President meets with the student body periodically to discuss how the College can best meet student needs.

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.

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 for messages. Pay phones are located in the Freeland, Young, and Jernigan buildings and the New Student Center.

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.

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.

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 Coordinator in SS for more information.

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, blackjack, 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.

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 SS, and it will prevent problems for you later.

SGA Constitution

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 N+CSGA meeting per year (budget allowing); and (9) to attend all meetings in accordance with Article IV, Section

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' 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) 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.

AUGUST 2002							SEPTEMBER 2002						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30					

OCTOBER 2002							NOVEMBER 2002							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	
27	28	29	30	31			24	25	26	27	28	29	30	

DECEMBER 2002							JANUARY 2003						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30	31	

FEBRUARY 2003							MARCH 2003						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1						1	
2	3	4	5	6	7	8	2	3	4	5	6	7	8
9	10	11	12	13	14	15	9	10	11	12	13	14	15
16	17	18	19	20	21	22	16	17	18	19	20	21	22
23	24	25	26	27	28		23	24	25	26	27	28	29
							30	31					

APRIL 2003							MAY 2003							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4	5					1	2	3
6	7	8	9	10	11	12	4	5	6	7	8	9	10	
13	14	15	16	17	18	19	11	12	13	14	15	16	17	
20	21	22	23	24	25	26	18	19	20	21	22	23	24	
27	28	29	30				25	26	27	28	29	30	31	

JUNE 2003							JULY 2003						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	5
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30						27	28	29	30	31		

