2021 - 2022 Catalog and Student Handbook

Dabney S. Lancaster Community College, 1000 Dabney Drive, Clifton Forge, Virginia 24422
Main Campus | Phone: (540) 863-2820 | Toll Free: 877-73-DSLCC | Fax: (540) 863-2915

DSLCC Rockbridge Regional Center, 35 Vista Links Drive, Buena Vista, VA 24416
Phone: (540) 261-1211 | Fax: (540) 261-1352

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Locations

Clifton Forge Campus

1000 Dabney Drive

Clifton Forge, Virginia 24422

(Interstate 64 at Exit 24)

(540) 863-2820

(540) 863-2913 (V/TDD)

1-877-73DSLCC (toll-free)

FAX: (540) 863-2915

Rockbridge Regional Center

35 Vista Links Drive

Buena Vista, Virginia 24416

(Interstate 81, Exit 188A, then 5 minutes east on Route 60 Midland Trail to Vista Links Drive)

(540) 261-1211

www.dslcc.edu

Academic Calendar

Fall 2021

Fall Registration Begins ....April 5, 2021
Payment Due for All Early Registered Fall Classes Unless Financial Aid Has Been Awarded ....August 3, 2021
Fall Classes Begin .... August 23, 2021
Last Day to Add without Permission of the Academic VP and the Instructor .... August 31, 2021
Labor Day Holiday (No Classes) ....September 6, 2021
Last Day to Add/Drop or Receive a Refund ....September 7, 2021
Last Day to Withdraw and Receive a Grade of "W" Instead of a Grade of "F" ....October 26, 2021
Spring 21 Registration Begins...November 1, 2021
Thanksgiving Holiday (No Classes) ....November 22-26, 2021
Last Day of Classes... December 10, 2021
Reading Days/Make-up Days ....December 8-10, 2021
Final Exams ....December 13-17, 2021
Payment Due for All Early Registered Spring Classes Unless Financial Aid Has Been Awarded ....January 18, 2022

Twelve-Week Session

Twelve-Week Session Classes Begin .... September 13, 2021
Last Day to Add/Drop or Receive a Refund.. September 27, 2021
Last Day to Withdraw and Receive a Grade of "W" Instead of a Grade of "F" ....November 3, 2021
Last Day of Classes...December 7, 2021
Final Exams ....December 13-16, 2021

First Eight-Week Session

First Eight-Week Session Classes Begin .... August 23, 2021
Last Day to Add/Drop or Receive a Refund.. August 30, 2021
Last Day to Withdraw and Receive a Grade of "W" Instead of a Grade of "F" .... September 23, 2021
Last Day of Classes..October 15, 2021
Final Exams ....October 15, 2021

Second Eight-Week Session

Second Eight-Week Session Classes Begin ....October 18, 2021
Last Day to Add/Drop or Receive a Refund..October 25, 2021
Last Day to Withdraw and Receive a Grade of "W" Instead of a Grade of "F" .... November 17, 2021
Thanksgiving Holiday (No Classes) ....November 22-26, 2021
Last Day of Classes.. December 17, 2021
Final Exams .... December 17, 2021

First Five-Week Session

First Five-Week Session Classes Begin .... August 23, 2021
Last Day to Add/Drop or Receive a Refund .... August 27, 2021
Labor Day Holiday (No Classes) .... September 6, 2021
Last Day to Withdraw and Receive a Grade of "W" Instead of a Grade of "F" .... September 8, 2021
Last Day of Classes .... September 24, 2021
Final Exams .... September 24, 2021

Second Five-Week Session

Second Five-Week Session Classes Begin .... September 27, 2021
Last Day to Add/Drop or Receive a Refund .... October 1, 2021
Last Day to Withdraw and Receive a Grade of "W" Instead of a Grade of "F" .... October 5, 2021
Last Day of Classes .... October 29, 2021
Final Exams .... October 29, 2021

Third Five-Week Session

Third Five-Week Session Classes Begin .... November 1, 2021
Last Day to Add/Drop or Receive a Refund .... November 5, 2021
Last Day to Withdraw and Receive a Grade of "W" Instead of a Grade of "F" .... November 18, 2021
Thanksgiving Holiday (No Classes) .... November 22-26, 2021
Last Day of Classes .... December 10, 2021
Final Exams .... December 10, 2021

*Due to the evolving COVID-19 situation, DSLCC may make changes to in-person and online classes instruction during the 2021-2022 academic year based on guidance and/or requirements from the CDC, VDH, and Governor's office.

Spring 2022

Spring Registration Begins ....November 2, 2021
Payment Due for All Early Registered Spring Classes Unless Financial Aid Has Been Awarded ....January 18, 2022
Spring Classes Begin ....January 18, 2022
Last Day to Add Without Permission of the Academic VP and the Instructor...January 24, 2022
Martin Luther King Jr Holiday (No Classes – College Closed)..January 17, 2022
Last Day to Add/Drop or Receive a Refund... February 2, 2022
Spring Break (No Classes) March14-18, 2022
Last Day to Withdraw and Receive a Grade of "W" Instead of a Grade of "F" ....March 22, 2022
Professional Development Day (No Classes)...February 26, 2022
Fall and Summer Registration Begins .... April 5, 2022
Last Day of Classes.. May 4, 2022
Reading Days/Make-up Days ....May 5-6, 2022
Final Exams ....May 10-13, 2022
Graduation .... May 13, 2022
Payment Due for All Early Registered Summer Classes Unless Financial Aid Has Been Awarded.........................May 20, 2022

Twelve-Week Session

Twelve-Week Session Classes Begin... February 8, 2022
Last Day to Add/Drop or Receive a Refund..February 22, 2022
Last Day to Withdraw and Receive a Grade of "W" Instead of a Grade of "F" .... March 30, 2022
Spring Break (No Classes)... March 8-12, 2022
Last Day of Classes ....May 4, 2022
Final Exams .... May 10-13, 2022

First Eight-Week Session

First Eight-Week Session Classes Begin..January 19, 2022
Last Day to Add/Drop or Receive a Refund...January 26, 2022
Last Day to Withdraw and Receive a Grade of "W" Instead of a Grade of "F" ....February 17, 2022
Spring Break (No Classes)... March 8-12, 2022
Last Day of Classes .... March 19, 2022
Final Exams.. March 19, 2022

Second Eight-Week Session

Second Eight-Week Session Classes Begin.. March 22, 2022
Last Day to Add/Drop or Receive a Refund .... March 29, 2022
Last Day to Withdraw and Receive a Grade of "W" Instead of a Grade of "F" .... April 21, 2022
Last Day of Classes ....May 7, 2022
Final Exams.. May 10-13, 2022

First Five-Week Session

First Five-Week Session Classes Begin ....January 19, 2022
Last Day to Add/Drop or Receive a Refund ....January 25, 2022
Martin Luther King Jr Holiday (No Classes – College Closed) ....January 18, 2022
Last Day to Withdraw and Receive a Grade of "W" Instead of a Grade of "F" ....February 5, 2022
Last Day of Classes ....February 19, 2022
Final Exams..February 19, 2022

Second Five-Week Session

Second Five-Week Session Classes Begin ....February 22, 2022
Last Day to Add/Drop or Receive a Refund ....February 26, 2022
Last Day to Withdraw and Receive a Grade of "W" Instead of a Grade of "F" ....March 5, 2022
Spring Break (No Classes)..March 8-12, 2022
Last Day of Classes .... April 2, 2022
Final Exams.. April 2, 2022

Third Five-Week Session

Third Five-Week Session Classes Begin .... April 5, 2022
Last Day to Add/Drop or Receive a Refund .... April 9, 2022
Last Day to Withdraw and Receive a Grade of "W" Instead of a Grade of "F" .... April 23, 2022
Last Day of Classes ....May 7, 2022
Final Exams..May 7, 2022

Summer 2022

Ten-Week Session

Summer Registration Begins.. April 5, 2021
Payment Due for All Early Registered Summer Classes Unless Financial Aid Has Been Awarded ....May 15, 2021
Memorial Day Holiday (College Closed) ....May 31, 2021
Ten-Week Session Summer Classes Begin ....June 1, 2021
Last Day to Add without Permission of the Academic VP and the Instructor ....June 7, 2021
Independence Day Holiday (College Closed July 5).. July 4, 2021
Last Day to Withdraw and Receive a Grade of "W" Instead of a Grade of "F" .... July 9, 2021
Last Day to Add/Drop or Receive a Refund ....June 10, 2021
Last Day of Classes .... August 5, 2021
Final Exams.. August 6, 2021

Eight Week Session

Memorial Day Holiday (College Closed) ....May 31, 2021
Eight-Week Session Summer Classes Begin ....June 1, 2021
Last Day to Add/Drop or Receive a Refund ....June 8, 2021
Last Day to Withdraw and Receive a Grade of "W" Instead of a Grade of "F" .... July 1, 2021
Last Day of Classes .... July 21, 2021
Final Exams.. July 22, 2021

First Five-Week Session

Memorial Day Holiday (College Closed) ....May 31, 2021
First Three-Week Session Classes Begin..June 1, 2021
Last Day to Add/Drop or Receive a Refund ....June 7, 2021
Last Day to Withdraw and Receive a Grade of "W" Instead of a Grade of "F" ....June 18, 2021
Last Day of Classes .... July 2, 2021
Final Exams.. July 2, 2021

Second Five-Week Session

Memorial Day Holiday (College Closed) ....May 31, 2021
First Three-Week Session Classes Begin.. July 6, 2021
Last Day to Add/Drop or Receive a Refund .... July 12, 2021
Last Day to Withdraw and Receive a Grade of "W" Instead of a Grade of "F" .... July 23, 2021
Last Day of Classes .... August 6, 2021
Final Exams.. August 6, 2021

First Three-Week Session

Memorial Day Holiday (College Closed) ....May 31, 2021
First Three-Week Session Classes Begin...June 1, 2021
Last Day to Add/Drop or Receive a Refund ....June 3, 2021
Last Day to Withdraw and Receive a Grade of "W" Instead of a Grade of "F" ....June 10, 2021
Last Day of Classes ....June 18, 2021
Final Exams...June 18, 2021

Second Three-Week Session

Second Three-Week Session Classes Begin ....June 21, 2021
Last Day to Add/Drop or Receive a Refund ....June 23, 2021
Last Day to Withdraw and Receive a Grade of "W" Instead of a Grade of "F" .... July 1, 2021
Last Day of Classes .... July 9, 2021
Final Exams.. July 9, 2021

Third Three-Week Session

Third Three-Week Session Classes Begin (College Closed July 6 for 4th of July) .... July 12, 2021
Last Day to Add/Drop or Receive a Refund .... July 16, 2021
Last Day to Withdraw and Receive a Grade of "W" Instead of a Grade of "F" .... July 22, 2021
Last Day of Classes .... July 30, 2021
Final Exams.. July 30, 2021

DSLCC offers classes at various times and through different formats to meet student needs. Where possible, class scheduling adheres to the Standard Schedule printed below. Classes are typically NOT scheduled on Tuesdays and Thursdays from 11:30-12:50 in support of student organizations and faculty and staff meetings.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 AM-9:50 AM					
10:00 AM-11:20 AM					
11:30 AM-12:50 PM		OPEN		OPEN	
1:00 PM-2:20 PM					
2:30 PM-3:50 PM					
4:00 PM-5:20 PM					
5:30 PM-6:50 PM					
7:00 PM-8:20 PM					

Message from the President

Greetings from Dabney S. Lancaster Community College!

I am proud of the fact that DSLCC is one of Virginia's most student-centered community colleges. For over 58 years, the College has been an important resource for the higher education needs of its service area. Students will find that DSLCC offers a friendly and caring faculty and staff. The level of personal attention is much higher than what most large universities offer.

Financial assistance is very important for many of our students and families. DSLCC staff will assist students and their families with the process of filing for financial aid and help to determine sources of assistance for which students may qualify. The affordability of attending DSLCC gains more attention each year as the cost of higher education continues to climb.

We take pride in the fact that the College plays a prominent role in the community. DSLCC prepares students to achieve success in the workforce by keeping curricula updated to align with the knowledge and skill sets employers want. Graduates who plan to continue studies at a four-year university will gain a solid foundation at DSLCC and have the chance to work with advisors for a seamless transition to the institution of their choice.

With the many opportunities, challenges and complexities that impact participation in higher education today, DSLCC leaders strive to address issues that some students may face—needs they have both within and outside of the classroom. We work hard to help with issues that could impede learning and try hard to help maximize a successful college experience for all of our students. To this end, we focus on services such as personal advising; sports, activities and clubs to fill leisure time; and resources such as on-campus food service, information for veterans, and our new Cubby Closet stocked with basic necessities for short-term needs.

I invite you to learn how DSLCC can benefit you as a student, parent, employer, or community member. Please reach out soon and learn more about your community college!

John J. Rainone, Ed.D.

Disclaimer

Dabney S. Lancaster Community College provides its website, catalog, handbooks, and any other printed materials or electronic media for general guidance. While every effort is made to ensure accuracy, the College does not guarantee that the information contained within them, including, but not limited to, the contents of any page that resides under the DNS registrations of www.dslcc.edu is up-to-date, complete and accurate, and individuals assume any risks associated with relying upon such information without checking other credible sources, such as a student's academic advisor.

In addition, a student's or prospective student's reliance upon information contained within these sources, or individual program catalogs or handbooks, when making academic decisions does not constitute, and should not be construed as, a contract with the College. Further, the College reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student's enrollment or otherwise.

Links or references to other materials and websites provided in the above-referenced sources are also for information purposes only and do not constitute the College's endorsement of products or services referenced.

The College

Dabney S. Lancaster Community College is a two-year public institution of higher education and a member of the statewide Virginia Community College System. The College is supported by the Commonwealth of Virginia and the citizens of the counties of Alleghany, Bath, Botetourt (northern portion) and Rockbridge as well as the cities of Buena Vista, Covington, and Lexington, but welcomes students from other areas as well.

DSLCC operates under the policies of the State Board for Community Colleges and the Dabney S. Lancaster Community College Board. The College is financed partially by state funds and supported by contributions from the service area counties and cities, the federal government, businesses, individuals, and student tuition.

Location and Facilities

DSLCC's main campus is located one mile west of downtown Clifton Forge on a 117 acre tract bounded by the Jackson River on three sides. Backels and Warren Halls contain offices, classrooms, and science laboratories. The Moomaw Center, located in McCarthy Hall, houses student and community activities, vending machines, the bookstore, and a café. McCarthy Hall houses The Center for Workforce Solutions and Community Education. It is adjacent to the Moomaw Center and has classrooms, computer technology laboratories and staff offices. Scott Hall contains laboratories, classrooms, the Library, the Achievement Center, and Faculty Offices. The Convocation Center contains a gymnasium, classrooms, offices and storage space. The Physical Plant Maintenance Building contains offices and storage space for equipment and materials used for the maintenance of the College's buildings and grounds.

The DSLCC Rockbridge Regional Center is located at 35 Vista Links Drive in Buena Vista. It houses offices, general classrooms, a computer laboratory, a small greenhouse, and classrooms connected through technology to the main campus.

List of off campus sites, programs available at those sites, services offered by the college at those sites, and point of contact.

Site	Academic Programs	On-Site Services	Primary Contact
Rockbridge Regional Center	Associates of Arts and Sciences Degree Programs: General Studies, Business Administration, Education, Science Associates of Applied Sciences Degree Program: Culinary Arts and Management, Business Management Certificates: General Education, Administrative Support Technology, Culinary Arts, Practical Nursing, and Small Business Management. Career Studies Certificates: Business Fundamentals, Massage Therapy, and Science and Mathematics. Noncredit Workforce Programs	Placement testing, academic advising, library services, financial aid, TRiO Student Support Services, student activities, career counseling, AP220, academic tutoring, and college success coaching.	Mr. Tim Cary, Director of the Rockbridge Regional Center.
Alleghany High School	Associates of Arts and Science: General Studies Certificates: General Education, Math and Science	Career coaching, academic advising, placement testing, and financial aid assistance.	Student Services (540) 863-2820
Augusta Correctional Center	Associates of Arts and Science: General Studies		Student Services (540) 863-2820
Bath County High School	Associates of Arts and Science: General Studies Certificates: General Education	Career coaching, academic advising, placement testing, and financial aid assistance.	Student Services (540) 863-2820
Botetourt Technical Center	Associates of Arts and Science: General Studies with ADJ specialization		Student Services (540) 863-2820
Covington High School	Associates of Arts and Science: General Studies Certificates: General Education, Math and Science	Career coaching, academic advising, placement testing, and financial aid assistance.	Student Services (540) 863-2820

James River High School	Associates of Arts and Sciences: General Studies Certificate: General Education	Career coaching, academic advising, placement testing, financial aid assistance.	Student Services (540) 863-2820
Jackson River Technical Center	Associates of Applied Science: E&I Noncredit Workforce Programs		Student Services (540) 863-2820 Workforce Solutions (540) 863-2899
Parry McCluer High School	Associates of Arts and Sciences: General Studies Certificate: General Education	Career coaching, academic advising, placement testing, financial aid assistance.	Student Services (540) 863-2820
Roanoke Higher Education Center	Noncredit Workforce Programs (Massage Therapy)		Workforce Solutions (540) 863-2899
Rockbridge County High School	Associates of Arts and Sciences: General Studies Certificates: General Education Noncredit Workforce Programs (HVAC)	Career coaching, academic advising, placement testing, financial aid assistance.	Student Services (540) 863-2820
Wilson Memorial HS	Associates of Applied Science: Forestry Technology Management		Student Services (540) 863-2820

History

In March 1962, the Virginia General Assembly established an institution that was to later become Dabney S. Lancaster Community College. The institution opened in September 1964 as the Clifton Forge-Covington Division of the Virginia Polytechnic Institute, offering some programs available at the parent institution in Blacksburg. A pre-college foundation program was added in 1965 and expanded into a general community college program in 1966.

Beginning with the summer quarter in 1967, all programs of this community college came under the control of the Virginia State Board for Community Colleges. The College itself was renamed Dabney S. Lancaster Community College, honoring the prominent Virginia educator and longtime resident of the area served by the College.

Dr. Dabney Stewart Lancaster began his career as Associate Master of the Chamberlayne School for Boys (now St. Christopher's) in Richmond. He was a professor of Agricultural Education at Virginia Polytechnic Institute and became Dean of Men at the University of Alabama in 1923. He served as the Virginia State Superintendent of Public Instruction in 1941 and became President of Longwood College in 1946. He became the chair of the State Council of Higher Education for Virginia in 1955. He retired to Bath County where he served on the Bath County School Board. Over his lifetime he served on the boards of Madison College (now James Madison University), Sweet Briar College, Virginia Theological Seminary and Episcopal High School.

Mission and Vision of DSLCC

DSLCC Mission Statement

Dabney S. Lancaster Community College provides an opportunity for the extension of knowledge, skills, and personal enrichment in a forum that maintains high academic standards, is financially and geographically accessible and respects students' diverse backgrounds, rights, responsibilities, and abilities. In partnership with local business, industry, government, professions, and other educational institutions, DSLCC provides programs and services that prepare members of the community to reach their potential as engaged and learned citizens.

DSLCC Vision Statement

Dabney S. Lancaster Community College changes lives, strengthens community, and provides pathways to success.

DSLCC Values Statements

Accessibility. We value the opportunity to provide the residents of our service region appropriate pathways through which they can achieve educational and professional goals without barriers of cost, distance, or time.

Learning. We value the process of teaching and learning, the sharing of knowledge, the importance of innovation, and the empowering of all students with the tools to reach their academic potential and maximum career success.

Community. We value the diverse perspectives, backgrounds, and the beliefs that collectively form the DSLCC community, and we embrace these differences among students, employees, and community members as ways to enrich, grow and thrive – as individuals and as an institution.

Integrity. We value the belief that the dream of educational attainment is best realized when all member of the DSLCC community respect academic honesty, promote accountability, and demonstrate responsibility for themselves and others.

Mission of the VCCS

The mission of the Virginia Community College System is to give everyone the opportunity to learn and develop the right skills so lives and communities are strengthened.

Shared values influence thinking, guide decisions, mold policies, and determine courses of action as Virginia's community colleges strive to fulfill our mission. These values include:

Opportunity

Serving a diverse student population through lifelong learning and student development services that are inclusive, accessible, affordable, and of the highest quality.

Teaching and Learning

Sustaining teaching excellence and setting high standards that promote and encourage student learning.

Effective Learning Environments

Maintaining innovative learning environments that encourage creativity and the acquisition of knowledge and skills that prepare students for changing work environments, responsible citizenship, and leading rewarding lives.

Appropriate Use of Technology

Using technology effectively to enhance instruction and learning and to expand access to educational opportunities through distance education.

Professional Development

Encouraging excellence and renewal in faculty and staff performance by providing on-going opportunities for professional growth and renewal.

Community Service

Serving our communities by providing facilities for cultural enrichment, promoting economic development and partnerships, and providing leadership and college talent to meet community needs.

Accountability

Demonstrating good stewardship by making effective and efficient use of resources, thereby ensuring accountability to the state and to the communities we serve.

Academic Offerings

DSLCC is a comprehensive institution of higher education offering programs of instruction generally extending not more than two years beyond the high school level.

Occupational-Technical Education: These programs are designed to meet the increasing demand for technicians as well as semiprofessional and skilled workers in business, industry, and government. The curricula are planned primarily to meet the occupational needs in the region served by the College.

College Transfer Education: These programs include freshman and sophomore courses in arts and sciences and pre-professional programs meeting standards acceptable for transfer to four-year institutions.

General Education: Courses in general education encompass the common knowledge, skills and attitudes needed by each individual to be effective as a person, a worker, a consumer and a citizen.

Continuing Adult Education: Adult education programs are offered to enable the adults in the region to continue their learning. This work includes both credit and noncredit courses offered during the day and evening hours.

Special Training Programs: Special training is provided where specific job opportunities are available for new or expanding industries. It is coordinated with Virginia's economic expansion efforts and with the needs of employers.

Developmental Studies: Developmental courses are offered to prepare individuals for college-level work. These classes are designed to help the individual develop the basic skills and understandings necessary to succeed in college programs.

Specialized Regional and Community Services: The facilities and personnel of the College are available to provide educational and cultural opportunities for citizens of the region. Community services include faculty and staff speaking engagements, cultural events, workshops, conferences, seminars, special courses, public affairs, lectures and forums, extension programs offered by four-year institutions, films, exhibits and use of campus facilities and services, including the library and recreational facilities.

General Education Goals and Outcomes

Associate degree programs provide a coherent, shared experience for students to develop the general education core competencies expected of them as college-educated individuals. General education, as an integrated and cohesive whole, provides the educational foundation necessary to promote intellectual and personal development. Upon completion of the associate degree, Dabney S. Lancaster Community College graduates will demonstrate competency in student learning outcomes (SLOs)

in (1) civic engagement, (2) critical thinking, (3) professional readiness, (4) quantitative literacy, (5) scientific literacy, and (6) written communication.

Collectively, these general education core competencies distinguish graduates of DSLCC as individuals with a breadth of knowledge, skills, and abilities needed to pursue further education and their careers, continue to develop as learners, and contribute to the well-being of their communities. The six competencies are defined in policy with aspirational statements of learning goals for graduates.

CIVIC ENGAGEMENT: Civic Engagement is the ability to contribute to the civic life and well-being of local, national, and global communities as both a social responsibility and a life-long learning process. Degree graduates will demonstrate the knowledge and civic values necessary to become informed and contributing participants in a democratic society. Students will be able to:

1. Describe their own as well as others' political beliefs and cultural values in order to discover the strength that diversity of opinion brings to civic life.

2. Deliberate on civic, social, and political challenges and problems in a civil manner.

3. Summarize fundamental principles and debates about democracy and citizenship both within the United States and in other countries.

4. Consider the ethical implications of public policy decisions.

5. Identify how to become an engaged and contributing member of society through volunteerism and service.

CRITICAL THINKING: Critical Thinking is the ability to use information, ideas, and arguments from relevant perspectives to make sense of complex issues and solve problems. Degree graduates will locate, evaluate, interpret, and combine information to reach well-reasoned conclusions or solutions. Students will be able to:

1. Identify, gather, analyze, and evaluate the information/data necessary and sufficient to address the problem or question.

2. Identify central issues and assumptions in an argument or situation.

3. Consider biases, preconceptions, and perspectives in order to approach a problem with an open mind.

4. Evaluate and analyze ideas, arguments, assumptions, and evidence for credibility and relevance to a situation.

5. Determine whether certain conclusions or consequences are supported by the information provided.

6. Formulate logical and informed conclusions or solve problems based on the analysis and interpretation of information.

PROFESSIONAL READINESS: Professional Readiness is the ability to work well with others and display situationally and culturally appropriate demeanor and behavior. Degree graduates will

demonstrate skills important to transition into the workplace and pursuit of further education. DSLCC degree graduates will demonstrate readiness in three broad areas of professional readiness: Communications, Job Readiness and Professionalism, and Emotional Intelligence.   Students will be able to:

1. Demonstrate appropriate workplace communications such as professional verbal and non-verbal skills, digital communications, and phone etiquette.

2. Demonstrate skills important in transitioning into the workplace, career progression, and pursuit of further education.

3. Demonstrate self-management in the areas of interpersonal skills, attitudes, and acceptance of diverse perspectives.

QUANTITATIVE LITERACY: Quantitative Literacy is the ability to perform accurate calculations, interpret quantitative information, apply and analyze relevant numerical data, and use results to support conclusions. Degree graduates will calculate, interpret, and use numerical and quantitative information in a variety of settings. Students will be able to:

1. Identify the proper formulas to evaluate and quantify physical and financial properties.

2. Calculate the results of the appropriate formulas correctly with consistent units.

3. Interpret the results of calculations to make proper decisions that are consistent with the discipline and reflect the validity and scope of the formula.

4. Represent data and numerical information using equations, graphs, diagrams, tables, and words.

5. Use graphical, symbolic, and numerical methods to analyze, organize, and interpret data.

6. Use quantitative evidence to support or clarify a position using verbal or written communication.

7. Apply estimation to consider the reasonableness of numerical answers.

SCIENTIFIC LITERACY: Scientific Literacy is the ability to apply the scientific method and related concepts and principles to make informed decisions and engage with issues related to the natural, physical, and social world. Degree graduates will recognize and know how to use the scientific method, and to evaluate empirical information. Students will be able to:

1. Describe the methods of inquiry that lead to scientific knowledge and be able to distinguish science from pseudoscience.

2. Use theories and models as unifying principles that help us understand natural phenomena and make predictions.

3. Recognize the interdependence of applied research, basic research, and technology, and how they affect society.

4. Formulate hypotheses, identify relevant variables, design experiments to test hypotheses, and

communicate results effectively.

5. Evaluate the credibility, use, and misuse of scientific and mathematical information in scientific developments and public policy issues.

WRITTEN COMMUNICATION: Written Communication is the ability to develop and communicate ideas effectively in writing as appropriate to a given context, and audience. Degree graduates will express themselves effectively in a variety of written forms. Students will be able to:

1. Interpret and respond to complex materials through a clear process of writing development, including methods appropriate to their guided pathway.

2. Provide written responses in standard English, with correct grammatical structure, and in relevant form/format.

3. Use rhetorical strategies/styles appropriate for the intended audience and purpose of the writing.

4. Define and use credible material for support, where applicable, and accurately integrate and document the use of that information.

5. Employ these professional writing skills in multi-media form as required by their guided pathway and academic discipline.

Accreditation and Memberships

Dabney S. Lancaster Community College is accredited by the Southern Association of Colleges and Schools-Commission on Colleges to award the Associate Degree in Arts and Sciences and the Associate Degree in Applied Sciences. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Dabney S. Lancaster Community College.

DSLCC is one of 23 colleges within the Virginia Community College System. The associate degree curricula have been approved by the State Council of Higher Education for Virginia. The certificate and career studies programs have been approved by the State Board for Community Colleges, and the career studies certificate programs have been approved by the DSLCC Local Board.

The College is approved by the U.S. Department of Education for various federal funding programs including Veterans Administration educational assistance.

The College is an institutional member of the American Association of Community Colleges.

The College's Associate Degree Nursing program is approved by the Virginia State Board of Nursing and the Accreditation Commission for Education in Nursing, Inc. (ACEN), which may be reached at (404) 975-5000.

The Forest Management Technology AAS Degree is accredited by the Society of American Foresters.

Botetourt Technical Education Center is an American Welding Society (AWS) certified testing facility.

Institutional Policy for Equal Opportunity

Dabney S. Lancaster Community College declares and affirms a policy of equal educational opportunity and nondiscrimination in the administering of all educational programs and supporting services. It is the policy of Dabney S. Lancaster Community College to promote equal opportunity in educational programs and activities, admissions, and employment, without regard to race, color, religion, disability, sex, sexual orientation, gender identity, ethnicity, marital status, pregnancy, childbirth or related medical conditions including lactation, age (except when age is a bona fide occupational qualification), status as a veteran, national origin, or other non-merit factors. For concerns or information requests pertaining to students, call (540) 863-2866. For matters related to employment, contact the Human Resources Officer at (540) 863-2808.

DSLCC Educational Foundation

Established in 1980 as a 501 (c) (3) nonprofit organization, the Dabney S. Lancaster Community College Educational Foundation, Inc., exists solely to support and promote Dabney S. Lancaster Community College. The Educational Foundation Board is comprised of representatives of the counties, cities, and towns which are served by the College.

The Educational Foundation's primary focus is to keep education affordable through the awarding of student scholarships and to provide students the support they need to achieve their goals. The Foundation also supports the college through the purchase of enhanced technology and classroom equipment and assists in funding innovative programming.

For more information regarding available scholarships, please contact the DSLCC Educational Foundation at (540) 863-2837, visit the website at https://www.dslcc.edu/scholarships, or visit the Educational Foundation Office in Backels Hall.

For more information on how you can help support student scholarships and College initiatives, please contact the DSLCC Educational Foundation at (540) 863-2837 or visit the website at www.dslcc.edu/give.

Admission

General Admission to DSLCC

Dabney S. Lancaster Community College welcomes applications from any person who has a high school diploma or the equivalent or who is 18 years of age and is able to benefit from a program at the College. Students younger than age 18 may be admitted by special arrangement or through the Dual Enrollment program.

VCCS Accepted Diploma Types for High School Equivalency

Advanced Studies

- Students must complete 24 units of academic work as outlined in the DOE regulations plus 9 verified credits if entered 9th grade before 2011-12.

- Students must complete 26 units of academic work as outlined in the DOE regulations plus 9 verified credits if entered 9th grade from 2011-12 onward.

- Students entering 9th grade from 2013-14 onward must also complete a virtual course.

- Students must complete 26 units of academic work as outline in the DOE regulations plus 5 verified credits if entered 9th grade from 2018-19. In addition, students must train in emergency first aid, cardiopulmonary resuscitation (CPR), and the use of automated external defibrillators (AED). Students must also earn a board-approved career/tech credential and complete a virtual course.

Standard

- Students must complete 22 units of academic work as outlined in the DOE regulations plus 6 verified credits.

- Students entering 9th grade from 2013-14 onward must also earn a board-approved career/tech credential and complete a virtual course.

- Beginning with students entering 9th grade in 2013-14, this will also include those previously receiving Modified Standard diplomas and may include modified requirements for students with disabilities on IEPs.

- Students must complete 22 units of academic work as outline in the DOE regulations plus 5 verified credits if entered 9th grade from 2018-19. In addition, students must train in emergency first aid, cardiopulmonary resuscitation (CPR), and the use of automated external defibrillators (AED). Students must also earn a board-approved career/tech credential and complete a virtual course.

Modified Standard – *not available for students entering 9th grade from 2013 onward*

- Students with a disability, as identified on their IEP, who are unlikely to complete the requirements for a standard diploma.

- Students must complete 20 units of academic work as outlined in the DOE regulations and demonstrate numeracy and literacy (pass 8th grade math and English).

General Achievement Diploma GAAHSD (formerly GAD)

- Students must be 18 years of age and not currently enrolled in high school and not subject to the compulsory attendance requirements.

- Requirements for earning the GAAHSD include prescribed standard units of credit; a passing score on a high school equivalency examination approved by the Virginia Board of Education; and the attainment of a Board-approved career and technical education credential.

- Standard credits required for the GAAHSD may be earned in a variety of educational settings, including public school; community college or other postsecondary institution; adult high school program; or approved correspondence, distance education, or online courses.

General Education Development Certificates (GED)

- High School Equivalency (HSE) test by ACE

The below awards DO NOT constitute high school graduation. Therefore, students applying to VCCS colleges must complete an **ability to benefit (ATB) test** for admissions.

Applied Studies Diploma (formerly Special Diploma)

- Students with disabilities who complete the requirements of their IEP but don't meet the requirements for named diplomas.

Certificate of Program Completion

- Students who complete a prescribed program of studies as defined by the local board but do not qualify for a diploma. These students may or may not have an IEP.

In accordance with the Virginia Department of Education's website:
www.doe.virginia.gov/instruction/graduation

How to Apply

The following procedures apply to all degree or certificate seeking students. Please contact Student Services if additional information is needed.

Submit a completed Application for Admission, including completed state residency information. The application is available on the web at www.dslcc.edu.

Forward official transcripts from all high schools, colleges and universities attended. High school transcripts may not be required if the record is over ten years old or the student has completed twenty semester hours (or the equivalent) at a regionally accredited college or university. Waiver of the high school transcript must be approved by the registrar.

Graduates who complete secondary school in a home school setting must provide a graduation date and will be required to provide documentation of coursework. The VCCS Student Information System academic records will be sufficient for colleges within the Virginia Community College System.

Complete a placement test or provide satisfactory SAT/ACT scores. (For more information, see SAT/ACT Scores section below.) The test is normally administered prior to registration. The DSLCC

placement test series may not be required if the student has completed appropriate English and mathematics courses at a regionally accredited college or university. Waiver of the placement test must be approved by a Student Services advisor.

After individuals have been admitted to the College as degree or certificate seeking students, they will meet with a College advisor (a) to discuss their educational interests, (b) to plan their application for admission to a specific curriculum or program at the College and (c) to schedule courses based on placement test scores. Admitted applicants may be required to submit additional information required by the College for admission to a specific program or curriculum.

For all Non-Curricular seeking students (those who are taking classes which they do not intend to apply toward a degree or certificate), the following completed item is required:

- An official Application for Admission

NOTE: Placement tests may be required prior to enrolling in some courses. Check with an advisor in Student Services for more information.

DSLCC reserves the right to evaluate and document special cases and to refuse or revoke admission if the college determines that the applicant or student poses a threat, is a potential danger, is significantly disruptive to the college community, or if such refusal or revocation is considered to be in the best interest of the college. DSLCC also reserves the right to refuse admission for applicants that have been expelled or suspended from, or determined to be a threat, potential danger or significantly disruptive by, another college.

Direct Enrollment

Starting with the Fall 2021 semester, DSLCC uses Direct Enrollment for determining college readiness in math, reading and writing. Direct enrollment has several key features:

1. MULTIPLE MEASURES: Direct Enrollment eliminates reliance on the Virginia Placement Test (VPT) by using multiple placement measures such as High School GPA (HSGPA) and college entrance examinations (SAT/ACT/GED) for recent high school graduates. Students may still use a valid VPT test score but are no longer required to do so. High School GPA is the most common multiple measure.

2. COREQUISITE COURSES: Direct Enrollment offers corequisite courses that provide concurrent learning support to help students navigate through gatekeeper math and English courses. Corequisite classes are taken in the same semester as the college-level course and provide additional support in reading, writing and mathematics. The two most common corequisite courses are:

    a. EDE 11, English Composition Readiness (3 CR), paired with ENG 111

    b. MDE 54, Learning Support for Quantitative Reasoning (3 CR), paired with MTH 154.

3. DEVELOPMENTAL EDUCATION. Direct Enrollment offers developmental education courses for students who don't meet the HSGPA or standardized test score "floor" and/or for students who feel that they lack the knowledge and skills to be successful in college English or math after

consultation with an advisor. The two most common developmental courses are:

    a. EDE 10, English Composition Preparation (3 CR)

    b. MDE 10, Introduction to Algebra (3 CR)

4. DIRECTED SELF-PLACMENT: Direct enrollment provides Directed Self-Placement for adult learners who are more than 5 years from high school graduation. Trusting the judgement of non-traditional adult students on their academic abilities, DSLCC advisors assist adult learners in selecting the direct enrollment option that best meets their needs.

5. ADMISSIONS. In the application process, students will complete the *Advising Survey*. Recent high school graduates will self-report HSGPA and Algebra 2 enrollment on a questionnaire. DSLCC advisors use the results of the *Advising Survey* to place students.

DIRECT ENROLLMENT PLACEMENT SCORES

ENGLISH

COURSE	High School GPA	SAT-ERW Score	ACT Eng & Read	GED Score
EDE 10	Less than 2.0	Less than 400	Less than 15	NA
*ENG 111 + EDE 11	2.0 – 2.9	400 – 470	15 – 17	NA
ENG 111	3.0 or higher	480 or above	18 or above	165

*Some courses in the DSLCC Catalog carry the prerequisite, "Readiness to Enroll in ENG 111."
Students who place into ENG 111 + EDE 11 meet this prerequisite.

MATH

COURSE	High School GPA	SAT-ERW Score	ACT Eng & Read	GED Score
MDE 10	Less than 2.0	NA	NA	154 or less
MTH 101-133 *MTH 154 + MDE 54 MTH 155 + MDE 55	2.0 – 2.9 AND without HS Algebra 2	NA	NA	155-164
MTH 154 MTH 155	3.0 or higher AND without HS Algebra 2	470-490	17 or above	165 or above
MTH 161	3.0 or higher AND WITH HS Algebra 2	500 or above	18 or above	NA

*Some courses in the DSLCC Catalog carry the prerequisite, "Readiness to Enroll in MTH 154."
Students who place into MTH 154 + MDE 54 meet this prerequisite.

Selective Admissions and Technical Standards

In addition to the general admission requirements, the DSLCC Practical Nursing Certificate program and the Associate Degree Nursing Program have selective admissions requirements that student must meet in order to be admitted. All Associate of Applied Science degree programs have identified technical standards or essential functions that students must be able to fulfill in order to meet program learning outcomes. Admission to the College does not necessarily admit the student to a particular curriculum.

The specific requirements for each curriculum are listed in the Programs of Study section of this catalog. Persons who do not initially meet the requirements for a specific curriculum or course may be eligible for entrance at a later time after completing the appropriate developmental studies.

Admission to Courses

Admission to specific courses is available only when the student meets the prerequisite requirements for the course as identified in the Course Descriptions or Programs of Study sections. Some courses are open only to students in particular programs. Contact an advisor for information.

Admission to Online Courses

Students must comply with all individual course prerequisites established in this document. It is the responsibility of the student to review course prerequisites when making enrollment decisions. Students are not eligible to take courses for which they do not meet the prerequisites and the College reserves the right to administratively remove them if they attempt to do so.

Administrative overrides to course prerequisites must be approved by the program head or the Vice President of Academic Affairs.

Admission to Non-Credit/Special Interest Courses

Persons applying for non-credit/special interest courses do not necessarily have to meet College admission requirements.

Admission of Veterans/Members of the Military

Many of the College's programs are approved by the State Department of Education for payment of veterans' benefits. The Veteran's Affairs Officer, will assist students in applying for Veterans' benefits and will certify students' enrollment to the Department of Veterans Affairs for payment. Requests for benefits should be directed to the Veterans' Affairs Officer. It is the lawful obligation of the Veterans' Affairs Officer to monitor the veteran's academic program and to inform the Veterans' Administration promptly of such matters as poor attendance, unsatisfactory progress and lapses in enrollment. It is the student's responsibility to inform the Veterans' Affairs Officer immediately of any change in status.

Veteran students are reminded that in order to receive benefits for a course, the course must be applicable to their approved program of study, as outlined in this catalog. All veterans must fill out the Veterans' Request for Certification Form each semester they register in order to continue to receive benefits.

Admission of Senior Citizens

Senior Citizen Tuition Waiver/Credit Courses

Criteria to qualify for Senior Citizen Tuition Waiver for Credit Courses:
- Legally domiciled resident (12 months) in Virginia
- 60 years of age or older Annual taxable income not to exceed $23,850 (regardless of marital status**) for the year preceding the year in which enrollment is sought (may require Virginia tax form for proof of compliance)
- Have been admitted to the College as a student

- Waiver forms (Tuition Assistance Agreement for Senior Citizens) are available in Student Services or the Business Office
  NOTE: A nonpaying senior citizen may be withdrawn from a class (even after it has begun) if space is needed for a paying student who may register during the add/drop period. Senior citizen has the option of paying for and remaining in the class.

Senior Citizen Tuition Waiver/Non-credit Courses

Criteria to qualify for Senior Citizen Tuition Waiver for Audit/Non-Credit Courses (maximum 3 courses per semester and based on availability, with tuition-paying students receiving first priority):

- Legal domicile in Virginia for 1 year
- 60 years of age or older
- Have been admitted to the College as a student
- Waiver forms (Tuition Assistance Agreement for Senior Citizens) are available in Student Services or the Business Office
  NOTE: Senior citizens are responsible for fees established for the purpose of paying for course materials and lab fees. NOTE: If tax forms are requested the form will be returned to student and will NOT be copied in any way.

  **If the senior citizen filed a joint return with another person, the total income on the form is considered the individual income for tax and tuition purposes.

Admission of International Students

DSLCC does not admit international students possessing F,M, or J visas. Other visa-holders will be considered for admission in accordance with institutional policies and procedures and the guidelines of the U.S. Citizenship and Immigration Services (USCIS).

All visa-holders seeking admission must present copies of the I-94, applications of admission and other required information to the Domicile Officer at DSLCC at least 45 days prior to the beginning of the semester in which they wish to enroll. DSLCC reserves the right to accept or reject credit recommendations that are noted on foreign credential evaluations.

Admission of High School Students

Students enrolled in high school who meet all course prerequisites may be admitted to DSLCC under one of the admission programs described below. In general, students who participate in these programs are at least 16 years old and/or have reached junior status. DSLCC is prohibited from enrolling public or private high school or home school students in developmental studies.

Dual Enrollment

"Dual Enrollment" gives high school students (including home schooled students) the opportunity to earn college credits while meeting the requirements for high school graduation. If qualified, a dual enrollment student may take courses at any DSLCC location or may take special courses that meet all DSLCC academic requirements at their local high school. College credits earned at DSLCC may meet the high school's graduation requirements may be applied toward graduation at DSLCC, and may be transferred to another college or university. For dual enrollment admission, the student must obtain permission from a parent/guardian, the high school guidance counselor (if enrolled in high school), and appropriate Student Services personnel. Details are available from Student Services, high school guidance offices, and the DSLCC Early College Access Coach. VCCS Policy prevents dual enrollment students from enrolling in developmental classes. DSLCC policies on dual enrollment reflect National Alliance for Concurrent Enrollment Partnerships (NACEP) standards as shown in VCCS Policy 6.7.

Early College Pathway Program

The Early College Pathway Program allows high school students to jumpstart their college career.

Students will begin to earn credentials that are required by most employers for entering the workforce and having opportunities to advance on a career pathway. Motivated students who meet eligibility requirements may have the opportunity to complete an Associate of Arts and Sciences Degree in General Studies (or Science for Jackson River Governor's School students) through Dabney S. Lancaster Community College. By following specific guidelines for scheduling courses that meet both high school graduation and DSLCC degree requirements, students may graduate from high school and DSLCC at the same time. Information is available in the guidance office of each participating high school. Students and families may be able to save a considerable amount of money with the cost of earning a college degree by choosing this option.

Concurrent Enrollment

"Concurrent Enrollment" is the enrollment of high school students (including home schooled students) in college courses for which they are receiving college credit but are not receiving high school credit. It gives students who do not need additional high school credits the ability to begin their college careers early, enjoying the challenge of college courses. For concurrent enrollment admission, the student must obtain permission from a parent/guardian, the high school guidance counselor (if enrolled in high school), and appropriate Student Services personnel. Details are available in Student Services or in the high school guidance office.

Admission of Home-Schooled Students

DSLCC welcomes home schooled students! Applicants will generally be at least 16 years old and comply with the following procedures.

- Applicants will provide a current copy of a completed and signed home schooled agreement between the appropriate school system and the authorizing parent or guardian.
- An applicant whose home schooling does not require a home schooled agreement will generally be 18 years of age and able to demonstrate the ability to benefit from a program at the College as determined by an appropriate score on the placement test or the SAT or ACT test. If the applicant is not yet 18 years old, they must submit a letter from the school board in the district where they are registered as a home-schooled student which confirms that they are of junior or senior status. Students under 16 years of age will not be admitted.
- Applicants will submit a college application and meet with a college advisor for course approval.
- Applicants may be required to complete placement testing in mathematics, writing and/or reading.
- Regular tuition rates apply.

Admission of Convicted Sexual Offenders Policy
DSLCC Policy Related to Legislation Regarding Admissions

Section 23-2.2:1 of the Code of Virginia requires that the VCCS send enrollment information to the Virginia State Police concerning applicants to institutions of higher education. This information is transmitted electronically and compared against the Virginia Criminal Information Network and National Crime Information Center Convicted Sexual Offender Registry. Language on the web application informs applicants that their information is being transmitted to the State Police.

In the event that the State Police determine that an applicant or an enrolled student who has attended at least one class meeting at any Dabney S. Lancaster Community College location is listed on the Sex Offender Registry, the State Police will notify a local law enforcement agency who will notify DSLCC.

When the college receives such a notification:

- The applicant will be denied admission to DSLCC in accordance with its admission policy as published in its catalog:
  Admission Denied/Revoked: Admission to the college, or to college functions or activities, will

be denied or revoked to individuals who have demonstrated unsafe and/or disruptive conduct.

If the applicant has already registered for classes and attended at least one class meeting at any DSLCC location before the college receives notification from the State Police, the student will be immediately informed that he/she is being administratively withdrawn from classes and will receive a refund. The offender's name will be listed on the main website along with a link to the Virginia Sex Offender Registry per the Campus Sex Crimes Prevention Act

- The student who has attended at least one class meeting may invoke his/her right to an appeal.

Appeal Process for the Withdrawal for a Convicted Sex Offender

When a convicted sex offender is administratively withdrawn from classes at Dabney S. Lancaster Community College, he/she may invoke the following appeal process:

- The withdrawn offender will receive a letter from the Director of Student Services stating his/her denial of admission or administrative withdrawal.
- The withdrawn offender may write a letter of appeal to the Director of Student Services in which he/she provides the following information:
  - Disclosure of the nature of the offense for which he/she has been convicted.
  - Justification for consideration of admission/reinstatement; Statement acknowledging his/her understanding that his/her identity and status as a convicted sex offender will be publicized on the college campus in accordance with federal and state law if he/she is admitted or reinstated.

  Note: If a student is appealing a denial of admission or an administrative withdrawal, he/she must submit the letter of appeal to the Director of Student Services within seven (7) calendar days of the denial or administrative withdrawal.

A team of administrators will review the information submitted and make a decision by a simple majority vote within seven (7) calendar days of receiving the letter of appeal. The Director of Student Services will serve as the moderator of the panel and will be a voting member of the panel only in the event of a tie vote.

The Director of Student Services will inform the withdrawn offender by letter of the decision of the appeals panel. The decision of the appeals panel shall be final.

If an offender has been denied admission or withdrawn from courses, he/she is encouraged to meet with the Director of Student Services to discuss further education options.

Sex Offender Registry

The DSLCC campus community is advised that the following site may be accessed to obtain information on registered sex offenders: VA Sex Offenders. This site, maintained by the Virginia State Police, provides information about registered sex offenders in the geographical area served by Dabney S. Lancaster Community College (as well as anywhere in Virginia). Once the web site is reached, click on "sex offender registry" for relevant information. Information about offenders who are enrolled as students may be obtained through Student Services.

Currently Enrolled Registered Sex Offenders

To comply with federal mandates, DSLCC must inform the public of registered sex offenders who are attending classes at DSLCC. The individuals listed below will also be hyperlinked to their entries in the sex offender registry itself.

None are known to be enrolled this semester Additional Information is available on the DSLCC Web Site.

Residency Requirements

A Domicile Officer in Student Services is responsible for determining residency, and guidance will be sought where there is a question regarding a student's residency status. Applicants must submit a residence affidavit to determine residency for tuition purposes.

State law does not permit discretion in determining Virginia residency status. Classification must be decided solely by reference to a student's domicile. Domicile is a technical legal concept and is determined objectively by established legal rules which must be applied impartially. Mere physical presence or maintenance of a residence does not confer domiciliary status.

The following general rules are used in determining domicile: (1) a person's domicile is the place where he or she resides with the unqualified intention of remaining permanently; (2) persons must demonstrate that they have been domiciled in Virginia for one year immediately prior to the commencement of the semester for which they are seeking Virginia residency status. Two of the following documents must be presented as evidence of the one-year residency status:

- Current year Virginia income tax statement
- Virginia driver's license
- Virginia vehicle registration
- Virginia voter registration card

Parents of students 18 years of age or less must have been domiciled in Virginia for one year. After age 19 residency is normally determined by the individual student's domicile and not the parents' because the age of majority in Virginia is 18. If the student, regardless of age, is a "dependent student" as defined for income tax purposes, then the student may claim the domicile of either parent. Students residing in the country on a temporary or education visa are not considered permanent residents of Virginia. These are general rules, to which there are exceptions and qualifications.

When enrollments must be limited for any curriculum or course, first priority is given to qualified students who are residents of the political subdivisions supporting the College, if such students apply for admission to the program a reasonable length of time prior to registration. The priority list is as follows: (1) residents of the political subdivisions supporting the College; (2) other Virginia residents; (3) out-of-state and foreign students.

Domicile/Tuition Appeal Process

Entitlement to in-state tuition charges is based on domicile status, not residency. In cases where the State Council of Higher Education for Virginia (SCHEV) Guidelines explicitly deny a student eligibility for in-state tuition rates, the student cannot appeal the decision.

Level I: Since tuition appeals should be settled promptly, a verbal appeal should be made with the DSLCC Domicile Officer within 10 business days following the time the student reasonably should have gained knowledge of the tuition status.

Level II: The student may appeal the disposition of Level I by filing an appeal in writing with the Director of Student Services within five business days following the Level I decision. The appeal will be reviewed within 15 business days and the student will be advised in writing within five business days of the decision.

Level III: The student may appeal the disposition of Level II by filing an appeal in writing with the Vice President of Academic Affairs within five business days following the time the student reasonably should have gained knowledge of the tuition status determined in Level II. (Consult Student Services for the name and contact information of the chair of the Committee.) The Student and Community Services Committee Chair will communicate in writing within 30 business days the decision of the Committee.

Level IV: The disposition of Level III may be appealed in writing to the President of DSLCC within five business days following the time the student reasonably should have gained knowledge of the tuition status determined in Level III. The President's decision is the final step in the appeals process and may not be appealed. The President will inform the student of the decision in writing within 15 business days.

If the student is not satisfied with the final administrative decision, the student has the right to review in the appropriate circuit court.

Disability Support Services

DSLCC is committed to the goal of providing each qualified student an equal opportunity to pursue a college education regardless of a disability. Efforts will be made toward providing reasonable accommodations to students with disabilities eligible under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the American with Disabilities Act Amendments Act (ADAAA January 2009).

In order to qualify for accommodations, the student must provide clear and specific evidence from a qualified professional that documents a formal diagnosis of a disability. Except in certain cases, the documentation can be no older than three years. Students with current documentation of a disability that would affect academic progress should contact Student Services at (540) 863-2820.

Transferring from Other Colleges

DSLCC welcomes students who wish to transfer credits from another college. Potential transfer students must have an official copy of the transcript from each previously attended college sent to the DSLCC registrar prior to consulting an advisor in Student Services for an assessment of credits. At the discretion of the registrar, students transferring credits to DSLCC from other Virginia community colleges may not be required to provide a transcript, as course and enrollment history may be available via DSLCC's computerized files. DSLCC accepts credit from regionally accredited colleges where equivalency of course material is demonstrated, provided the credits are applicable to the student's DSLCC program. No credit will be given for courses with grades lower than "C." A transfer student may be advised to repeat courses if it is clearly to his or her advantage to do so in order to make satisfactory progress in the chosen curriculum. Only those credits or courses applicable to the DSLCC program will be officially applied to the student's record. The determination of the amount of credit which will transfer will be shared with the student as soon as possible, but no later than the end of the first academic term in which he/she is enrolled.

Usually, a student eligible to return to the College from which he or she is transferring is eligible for admission to DSLCC.

Students who are ineligible to return to a previous college due to academic reasons generally will not be allowed to enroll in the same curriculum in DSLCC until one semester has elapsed or until an approved preparatory program at DSLCC is completed. The admission of students who are ineligible to return to their previous college for non-academic reasons will be reviewed on a case by case basis. The Vice President of Academic Affairs or a designee will decide on each case and usually shall impose special conditions for the admittance of such students, including placement on academic probation.

Transfer Credits for Military Training

DSLCC welcomes students who wish to transfer credits from previous military training. Students must submit a copy of their DD214 or obtain an official copy of their military transcript from either the Community College of the Air Force (CCAF), or the Army/American Council on Education Registry Transcript System (AARTS at aarts.army.mil) or the Sailor/ Marine Council on Education Registry Transcript (SMART at smart.navy.mil) which will detail their previous training and the American Council on Education (ACE) recommendation on the number of transfer credits that they should be

awarded for this training. In most cases, students will receive a minimum of 2 credits for HLT 100—First Aid and CPR and 2 credits of PED electives for their basic training. Students who request that credit be awarded for program-specific knowledge, skills and/or experience that they have previously acquired will require the approval of the appropriate program head and/or division dean. After approval is granted, the student may then discuss with an academic advisor how the credit may apply toward the completion of a certificate or associate degree.

Waiver of Requirements

Students who have reason to believe that previous educational studies, training programs or work experience may entitle them to an adjustment in the course requirements for a particular curriculum should contact Student Services to determine procedures before registering for classes. All waivers must be approved by the Vice President of Academic Affairs or a designee.

Credit for Prior Learning Information

DSLCC adheres to the philosophy that educational development (knowledge and/or expertise gained), regardless of how or where it occurred, is worthwhile and worthy of recognition. Therefore, curriculum students may receive credit for prior learning for demonstrated proficiency within a particular program or course sequence. Credit for prior learning is the administrative placement of a student beyond the basic course in a program, allowing college credit for mastery of subject matter and/or other appropriate training, upon the submission of transcripts showing previous academic study, evidence of occupational experience or credit by exam. There is no credit-hour charge for credits earned in this manner. For more information, please contact DSLCC Student Services.

Credits earned by examination may be applied toward meeting degree and/or certificate requirements, but neither grades nor grade points will be awarded. A "credit-by-examination" notation will be included on a student's official transcript for each course completed in this manner. It should be noted that, although an increasing number of colleges are accepting credits earned by examination for transfer purposes, not all colleges have adopted this policy. It is the responsibility of the student to acquire information on transfer policies at the institution he or she plans to attend.

Credit for prior learning may be attained in the following ways:

- *Certification of Competency:* Students entering from a secondary vocational program may be eligible for credit for prior learning in certain occupational-technical programs based on certification of a competency (skill) level by the previous vocational teacher. Fundamental skills in selected topics are offered at the area's career and technical education centers. Credit for prior learning is based on informal as well as formal articulation agreements with local educational agencies in the DSLCC service area. Students interested in this method of advanced placement should contact the advisor, respective program head or Vice President of Academic Affairs.
- *Examinations:* (AP, IB, CLEP, Cambridge): Upon Receipt of official test scores, DSLCC shall accept a score of three (3) and higher for Advanced Placement (AP) courses, a score of four (4) or higher for higher level International Baccalaureate (IB) courses, a score of five (5) or higher for standard level International Baccalaureate (IB) courses, fifty (50) or higher on CLEP courses, and scores of C or better for Cambridge Advanced (A/AS) examinations when the equivalent course is offered by the college. DSLCC assumes no responsibility regarding the acceptance of credit for prior learning by other institutions to which the student may transfer.
- *Credit for Military Service Experience and Education:* Credit may be allowed for courses completed in military service schools if such credit is recommended in the American Council on Education's Guide to the Evaluation of Educational Experience in the Armed Services and if the work is applicable to the student's program of study. To receive this credit, the student must submit the appropriate documentation and an evaluation request to the appropriate academic advisor. Veterans may also receive a waiver of credit for physical education requirements by submitting a

discharge certificate or other appropriate certification. This waiver carries no credit, so the student must substitute elective credits to meet the total requirements for their curriculum.

- ***Locally Constructed Examinations for Prior Learning Credit:*** Tests prepared by DSLCC faculty are available for several DSLCC courses. The College will grant specific course credit for acceptable performance on these locally prepared examinations. Students interested in participating in this credit-by-examination program should consult their advisor and/or the appropriate division dean. There is no fee for locally constructed tests.
- ***Specialized Training:*** Successful completion of armed forces schooling, industrial apprenticeship programs, Virginia law enforcement training agencies, Certified Professional Secretaries' exam and Certified Legal Secretaries' exam may merit credit. Individuals who can provide official documents certifying successful completion of the above programs (exams), who have declared a major in a DSLCC degree or certificate program and who are currently enrolled in classes applicable to the program may request credit for prior learning. The number of credit hours awarded is based upon formal documentation and agreements in force through the VCCS or locally. Students interested should contact an advisor, respective program head or division dean.

The institution awards academic credit for course work taken on a noncredit basis only when there is documentation that the noncredit course work is equivalent to the designated credit experience. Students may be referred to the appropriate department for a locally constructed examination at which point the policy for a locally constructed examination applies.

Transfer Between Curricula

As students proceed in their studies, they may decide to change a program or curriculum. In such cases, the student should make an appointment with an advisor to arrange for any necessary testing or other requirements. No changes in program or curriculum may be made without the recommendation of an advisor or, in select programs, the Vice President of Academic Affairs.

Transfer to Other Institutions

Depending on the program of study, DSLCC students may transfer credits to a four-year institution. DSLCC has many Guaranteed Admissions Agreements with four-year colleges and universities; these agreements provide for a smooth transfer for students who meet specific requirements. Consult an academic advisor in Student Services for information on Guaranteed Admissions Agreements.

A student who is interested in transferring to another college should work closely with that college's advisor to ensure that DSLCC courses will transfer. Students should become familiar with the requirements of their chosen major at the four-year college and should work with a DSLCC academic advisor in choosing courses. DSLCC maintains a file of catalogs of many four-year institutions. While the academic advisor will attempt to guide a student into the right courses, the ultimate responsibility belongs to the student.

International Transcript Evaluation

Individuals who have completed university coursework at an institution in a country other than the United States must obtain evaluation of international transcripts, degrees, and other relevant documents through a transcript evaluation service in order to receive transfer credit for these courses at DSLCC. These organizations are private enterprises which charge a fee for their services. Individuals pursuing an international transcript evaluation must follow the procedures outlined by the organization providing the evaluation. In all instances, original, official documentation will be required when requesting the evaluation.

DSLCC does not officially endorse any of the transcript services. Numerous providers are available and are located on the web.

If you have any questions about transcript evaluation, please contact an Academic Advisor in Student Services (540) 863-2820.

Associate of Arts and Sciences Programs

The Associate of Arts and Sciences Degree Programs are designed for students who plan to complete a baccalaureate degree program at a four-year institution. An academic advisor in Student Services will assist the student in the selection of an appropriate institution and aid in the interpretation of requirements.

Associate of Applied Science Programs

The Associate of Applied Science Degree Programs are designed as two-year programs preparing for employment in specific career fields. However, many four-year institutions do accept credits earned in such programs when a student transfers into a comparable technical program. Students interested in transferring to a four-year institution after enrolling in an A.A.S. program should work closely with their advisor to identify four-year institutions that will accept these credits and to ensure that they enroll in general education courses which are transferable.

Guaranteed Admissions/Articulation Agreements

Dabney S. Lancaster Community College and the Virginia Community College System have entered into guaranteed admissions/articulation agreements with many four-year colleges and universities. These agreements may entitle students to certain benefits, including:

- Status as a junior similar to students who began as freshmen (native students) Equal access to financial aid, scholarships, and housing availability.
- Equal access to junior level classes which may have enrollment limits.
- Access to academic advisors who maintain a relationship with students during their freshman and sophomore years at DSLCC.
- Admission to certain student activities at the four-year institution while they are still attending DSLCC.

Under the terms of these guaranteed admissions/articulation agreements, students must follow certain guidelines, such as adhering to the institution's deadline for declaring their intention to enroll and maintaining a specified grade point average.

Students interested in participating in the guaranteed admissions/articulation agreements should contact DSLCC's Student Services for details and requirements, which vary by institution.

Transcripts

A student may request that a copy of his/her student permanent record from DSLCC be forwarded to other educational institutions, state or federal agencies, employers or any person designated by the student. To order your official DSLCC transcript, please visit www.dslcc.edu/transcripts-records/.

Due to student information limitations under the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380), telephone and third-party requests for transcripts cannot be honored.

During periods of high volume there will be a three (3) day waiting period on requests. Students with immediate needs will be addressed on a case-by-case basis.

Release of Student Information

All requests for official information about students should initially be referred to the registrar. Student records are treated as confidential information as provided by the Family Rights and Privacy Act of 1974, Sec. 438, Pub.L. 90-247 as amended. Information from student records cannot be released (with very limited lawful exceptions) except to the student who may authorize release.

The colleges of the VCCS will share student education records in accordance with current and any future

amendments to the Family Educational Rights and Privacy Act regulations. Specifically, colleges must receive permission from the student to share information, except for a situation where the student seeks or intends to enroll at another college within the VCCS. The ability to disclose personal data for this situation is allowed under 34 CFR 99.31(a) (2) and 99.34(FERPA). Colleges will ensure that all data transfers among colleges of the VCCS, related to this policy, are based on business processes approved by the Chancellor.

Employees of the College may have access to student records when acting in the student's educational interest and within the limitations of their need to know. These persons may include faculty, academic advisors and personnel in Student Services.

In accordance with HB1 and section 22.1-287.1 of the Code of Virginia, effective July 1, 2018, information previously considered directory information e.g., name, participation in officially recognized activities and sports, address, telephone number, date and place of birth, major field of study, dates of attendance, grade level, degrees and awards received, number of credits for which the student is enrolled, and the most recent educational agency or institution attended, can no longer be released without affirmative consent from students.

Emergency requests for information will be handled by the College's Registrar after consultation with the Director of Student Services. Students have the right to inspect, review and challenge the information contained in their own records.

Retention of Student Records

The College retains student records in accordance with the policies established by the State Library of Virginia. The College will retain on a permanent basis an official record of a student's academic history (transcript).

The College also will maintain a separate student academic folder which may include, but not be limited to, the following: application forms, standardized test results, drop/add forms and faculty grade reports. Information contained in the student academic folder will be retained in accordance with the aforementioned policy and may be destroyed three years from the date of the student's separation from the College.

Tuition/Financial Aid

Tuition and Fees

General Tuition: Tuition rates are set by the State Board for Community Colleges. Tuition rates are subject to change and do not include student activity fees.. Different tuition rates are established for Virginia residents and non-Virginia residents. A Virginia resident is one who has lived in, is and has been a legal resident of Virginia for a period of at least one year prior to the commencement of the semester for which he or she is enrolling. (See Residency Requirements.) Specific classes may have additional fees which will be noted in the semester class schedule.

Non-documented residents of the United States are not eligible for Virginia resident tuition rates or any form of financial aid.

Payment of tuition enables the student to use the library, bookstore, student center and other facilities of the College.

A fee will be charged for all returned checks, e-checks (ACH payments), and dishonored credit or debit card payments. Once the debt is 30 days past due, an additional fee will be imposed.

Veterans: Veterans who wish to receive education benefits must contact the Veterans Coordinator. The Veterans' Tuition Waiver provides free tuition and fees at state supported institutions for the children of permanently disabled or deceased veterans of the United States Armed Forces some requirements apply. Requests for applications should be directed to the Veterans Coordinator.

Refunds

Students shall be eligible for a refund for those credit hours dropped during the add/drop period. It is the student's responsibility to drop courses prior to the end of the add/drop period if they do not plan to attend the class. Refunds are made in accordance with state policy. Exceptions must be approved by the Vice President for Financial and Administrative Services. Tuition refunds are processed after the end of the add/drop period. Members of the military who are called into active duty service during a semester may be eligible for a full refund of tuition and fees. Please contact the Director of Student Services for more information.

For information on refunds for students on financial aid, see Refund and Repayment Policy under the Student Financial Aid section.

Other Costs

Capital Fee: A capital fee is charged for all out-of-state students and out-of-state contract students who are not classified as in-state residents.

Special Items: Some programs may require students to purchase additional program-related items.

Student Activity Fee: A student activity fee will be charged in addition to tuition. This fee is refundable during the add/drop period.

Fines

Students who damage or lose school property (laboratory or shop equipment, supplies, library materials, etc.) are expected to pay charges for such losses.

Transcripts, certificates, diplomas or degrees will not be issued, nor will a student be permitted to register until all of the student's accounts at the business office, bookstore or library have been paid in full.

Fines for illegal parking in fire lanes, handicapped parking spaces or "No Parking" designated areas at

DSLCC facilities may be imposed by the appropriate Sheriff 's Department.

Library Fine Policy

The library does not charge a late fee for overdue books. When a book is thirty days overdue, the borrower is considered delinquent and cannot check out more library materials until he or she has returned or paid for the book. The delinquent account is sent to the Business Office for collection. Students may not graduate, receive transcripts, or register for classes until all obligations are satisfied.

Books and Materials

Students are expected to obtain the books, supplies and materials needed in their studies.

Failure to Meet Financial Obligations

Students failing to meet a financial obligation to the College are placed on financial suspension. Failure to meet financial obligations to the College also may result in placement of the delinquent account with a collection agency, withholding from subsequent tax returns, litigation and other collection procedures as are necessary to settle the account. The student is responsible for any additional costs incurred in the collection of delinquent accounts, including interest, administrative charges, late fees and collection costs.

A fee will be charged for all dishonored checks. If the debt, including the fee is not paid within 30 days, an additional fee will be charged.

DSLCC honors the financial obligations which students may have with other VCCS colleges. If a student has a financial obligation to a VCCS college totaling $500 or more, they must resolve that obligation before they are eligible to enroll at DSLCC. These obligations may include tuition, fees, college loans, college fines, or other debts owed the college.

Student Financial Assistance

Financial Aid: The purpose of the College's financial aid program is to provide financial assistance to qualified students who, without such aid, would be unable to attend college. Non-documented residents of the United States are not eligible for any form of financial aid.

DSLCC offers several programs of financial aid funded by the Federal Government, the Commonwealth of Virginia, the DSLCC Educational Foundation, area organizations, clubs, businesses and private citizens.

Applying for Financial Aid: Students are encouraged to file for financial assistance as early as October 1. Completing all steps in the process will allow sufficient time for processing the student's file by the start of the semester.

There are some sources of aid that have limited funds to award; those who file early have a greater likelihood of being considered for assistance than those who file later when funds may be exhausted. DSLCC strongly suggest filing for aid by January 1st. Contact the Office of Financial Aid with any questions and watch for updates posted on the web site.

Students interested in applying for financial aid must do all the following:

- Apply as a curricular student to DSLCC.
- Complete the Free Application for Federal Student Aid (FAFSA) directly on the web at https://studentaid.gov/h/apply-for-aid/fafsa.
- Students must first create an FSAID which becomes an electronic signature. The application process may be completed on a home computer or on a computer at DSLCC in the Library, Student Services and at the Rockbridge Regional Center. To have the report sent to the College, students must enter DSLCC's Title IV school code (004996) in the school section of the FAFSA.
- Graduate from high school or earn a GED certificate

Students are encouraged to utilize the electronic option. This method is simple and user friendly, reduces errors and most importantly, greatly reduces processing time.

When the FAFSA has been processed, the student will receive a Student Aid Report (SAR). Schools listed by Title IV code (004996 for DSLCC) on the FAFSA will receive an electronic version of the SAR.

After the application for financial aid is reviewed, the Financial Aid Office will send the student an email explaining the status of the application. Additional information may be requested in order to complete the file. Students should respond promptly to requests for additional information; failure to do so will result in delays with the completion of the student's file.

Satisfactory Progress for Financial Aid Recipients

Federal regulations require that students receiving federal financial aid make satisfactory academic progress in accordance with the standards set by the College. Exclusive of developmental studies, degree seeking students may receive financial aid for no more than 150 percent of the time frame for program completion. These limitations include all terms of enrollment, not only those terms when aid was awarded or received. Developmental study courses are limited to one academic year, 30 semester hours, of enrollment.

Student aid recipients will also be required to maintain a minimum cumulative grade point average (GPA) and credit completion rate. GPA requirements will be evaluated after each term and credit completion rate will be evaluated after each academic year.

For further information on the DSLCC Satisfactory Academic Progress Standards or to obtain a copy of these standards, contact the Financial Aid Office or visit our web site at www.dslcc.edu/policies.

Students who lose financial aid eligibility can submit an appeal. The Student Financial Aid Committee, composed of representatives of the administrative, counseling and instructional staff, is appointed by the Director of Student Services for the purpose of reviewing student appeals concerning financial aid matters. If reinstated, students will be placed on contract until they are back in good standing.

Fraud Policy

Fraud is something we are very concerned about in the DSLCC Office of Financial Aid. There are situations where students and/or parents misrepresent information in hopes of qualifying for or obtaining financial aid assistance. Some examples include:

- False claims of independent student status
- False claims of citizenship
- Use of false identities
- Forgery of signatures or certifications
- False statement of income

The Office of Financial Aid is required to have a policy of referral when confronted with actual or suspected cases of fraud and abuse. DSLCC procedures for fraud are as follows:

If, in the Financial Aid Coordinator's judgment, there has been intentional misrepresentation, false statements, or alterations of documents which have resulted or could result in the awarding or disbursement of financial aid for which the student is not eligible, the case shall be referred to the Director of Student Services for possible disciplinary actions.

After investigating the situation, if the Financial Aid Coordinator and the Director of Student Services believe there is a fraudulent situation, all information will be forwarded to the Office of Inspector General of the Department of Education within ten business days after the initial date of discovery.

Repeated Coursework Policy

- Financial Aid can only pay for 30 credits of developmental courses. If more than 30 developmental credits are taken, the developmental education credits must be paid for by the student, i.e. the additional developmental courses will be factored out of the Financial Aid enrollment level.
- Financial aid eligibility cannot be determined if a student has one or more incomplete grades, "I" grades, from a previous term.
- Financial aid will pay for repeated classes until a student passes, in addition to one more attempt, to achieve a higher grade.
- Repeated courses are always counted in the Standards of Satisfactory Academic Progress (SAP) calculation and may negatively affect the student's Completion Rate, GPA and 150 percent Timeframe.
- Audited, non-credit, and BSK courses are not eligible for Financial Aid. These courses will be factored out of the Financial Aid enrollment level.

Refund and Repayment Policy

VCCS Tuition Refund Policy

(Revision to VCCS Policy Manual Section 4.3.2)
Approved by the State Board of Community Colleges, May 21, 2015

Background:

In the process of approving tuition refunds for students after the end of the add/drop period, colleges have been expunging courses from the course registration records. Financial aid and student accounts staff have identified this practice as a concern particularly because it violates federal regulations pertaining to Satisfactory Academic Progress (SAP). The revision to the VCCS policy 4.3.2 directs that course registrations shall not be deleted for students who receive a tuition refund for extenuating circumstances after the end of the add/drop period, but a grade of "W" would be assigned instead. This policy change applies to all students including the military and those receiving financial aid. In the case of a financial aid student, the refund should not exceed Tuition/Fees minus Gift Aid. In this way, the student would not be refunded for tuition and fees they did not actually pay. It would be at the college's discretion to refund the full amount of tuition and fees to such financial aid students. This change could greatly assist with Return to Title IV (R2T4) obligations when extenuating circumstances exist since it would eliminate those outstanding balances to the colleges. In cases where a loan is borrowed, the full tuition and fees can be refunded, and students will be encouraged to provide permission to return the funds to the lender. In this way, they are treated in the same fashion as paying students but strongly advised to return the funds to their lender to reduce their student loan debt.

4.3.2 Tuition Refunds

Students are eligible for a refund for those credit hours dropped during the add/drop period. After the add/drop period has passed, there shall be no refunds, except as provided in subsections 4.3.2.2, 4.3.2.3., and 4.3.2.4.

4.3.2.0 Tuition Refund Eligibility

To be eligible for refund under any of the circumstances set forth in the foregoing paragraph, a student must either execute an official drop form at the college or drop classes on the internet using the VCCS Student Information System (SIS) by refund dates published by academic term. Official withdrawal for a student shall become effective on the date that written notification of intent to withdraw is received by the Office of Admissions and Records or the date the student drops the course(s) on the internet using the VCCS SIS.

All services shall be withheld from a student who owes money to the college for any reason or who has books or materials outstanding from the college.

4.3.2.1 *Tuition Refund Procedures (SG and SB)*

Revenue refunds are generally generated automatically from the Student Information System (SIS) from which a general State warrant shall be issued. The revenue refund is prepared payable to the student or third party.

For refunds generated automatically from the SIS, colleges should maintain the appropriate detail documentation that reconciles to and supports the revenue refunds. The documentation should include the listing of students receiving the refunds from the SIS, daily accounting system activity reports, and the Cardinal daily transmittals.

In awarding tuition refunds, the college shall maintain accurate student records in compliance with section 5.6.2, Withdrawal from a Course. Students' courses should not be administratively removed except in cases where students either never attend or stop attending during the course add/drop period.

4.3.2.2 *Policy on Tuition Refunds in Exceptional Cases (C)*

The college is authorized to issue a tuition refund based on the following: (1) administrative error, (2) documented extenuating circumstances (e.g., major medical emergency, extreme financial hardship, death of an immediate family member, etc.), or (3) a national emergency or mobilization declared by the President of the United States and in accordance with Section 23-9.6.2 of the Code of Virginia . In the latter case, there shall be a full refund. If a tuition refund is required as a result of actions of the college, the student may be granted a tuition refund notwithstanding earlier provisions of the section. In addition, if a tuition refund is required due to a highly unusual emergency or extenuating circumstance, any such refund shall be approved in writing by the president or his/her designee.

a. Student Records Should a student defined in subsection 4.3.2.2 be approved to withdraw from the college with a tuition refund after the add/drop period is passed, the student shall be assigned a grade of "W." Under no circumstances shall a student's course(s) be deleted after the add/drop period is passed.

b. Federal Student Financial Aid Recipients

Tuition refunds for students defined in subsection 4.3.2.3 who are recipients of Federal Student Financial Aid shall be awarded in compliance with subsection 4.3.2.4.

4.3.2.3 *Policy on Refunds, Credits, and Reinstatement as a Result of Military Service*

Each community college shall have a policy statement providing for the tuition relief, refund, and reinstatement of military students in the event that military requires their sudden withdrawal or prolonged absence from their enrollment. For purposes of this section, military services are defined as service (whether voluntary or involuntary) on active duty in the Armed Forces, including such service by a member of the National Guard or Reserve, when mobilized or deployed for a period of more than 30 days. Dependents of military members may also be given consideration under this policy. Dependents are defined as any civilian qualifying as a military dependent under 37 USC 401 currently or as otherwise amended. Each community college shall provide for the following:

a. Tuition and Required Fees

Should a military or military-dependent student defined in Section 4.3.2.3 request to be withdrawn from the college after the census date, the student shall be awarded a full refund and assigned a grade of "W", except for the refund requirements per Section 4.3.2.4 where active duty military students receive federal financial aid.

Each community college shall have a policy statement regarding the granting of refunds

of Miscellaneous Education, General Program, Auxiliary Services and Student Activity fees to students.

The college shall provide, at the option of the student, for such refunds to be retained and to be applicable to tuition and fees charged in the semester or term in which the student returns to study.

b. Deposits

Each community college shall have a policy statement regarding the granting of refunds of deposits to military or military-dependent students.

c. Textbooks

Each community college shall process refunds for textbooks for military or military-dependent students according to contractual arrangement with bookstore vendors.

d. Academic Credits and Grades

Military or military-dependent students as defined in Section 4.3.2.3 should have the opportunity to receive an incomplete grade ("I") instead of receiving a tuition refund and a grade of "W" (withdrew). For a grade of "I", all course requirements shall be completed within one year from the date of release from active duty or mobilization.

Students may be given the option of taking their examinations prior to regularly scheduled exams.

e. Reinstatement

Military or military-dependent students as defined in Section 4.3.2.3 shall be assured a reasonable opportunity to be reinstated in the same programs of study without having to re-apply for admission if they return to the same community college after a cumulative absence of not more than five years, so long as the student provides notice of intent to return to the institution not later than three years after the completion of the period of service.

f. Dissemination of Information

Community college officials shall make every effort to ensure that the aforementioned VCCS policies relative to tuition relief, refund, academic credit and reinstatement for military and military-dependent students are well disseminated and carefully explained in accordance with the requirements of the Code of Virginia, Section 23-9.6:2 (see: http://bit.ly/1HOyWM6), and the Virginia Tuition Relief, Refund, and Reinstatement Guidelines (see: http://bit.ly/1Ks26yn) in the appropriate college publications. Moreover, the college shall designate an administrative unit to ensure that these policies are properly disseminated and administered.

4.3.2.4 Tuition Refund Policy for Certain Federal Student Financial Aid Recipients

The Higher Education Amendments of 1992 (Public Law 102-325) require all institutions participating in federal Title IV financial aid programs to have fair and equitable refund policies for all students receiving Title IV funds. An institution's refund policy is considered to be fair and equitable if the policy provides for a refund of at least the larger of the amount provided under:

a. The requirements of the applicable state law.

b. The specific refund standards established by the institution's nationally recognized accrediting agency, if those standards are approved by the U. S. Secretary of Education.

c. The pro-rata refund calculation for any student attending the institution for the first time who withdraws completely during the first 60 percent of the period of enrollment, or drops out without notice to the institution. In the latter case, the refund date is the last day of attendance documented in the institution's records.

d. If the pro-rata refund calculation does not apply, and if there is no refund policy

mandated by applicable state law, or accrediting agency standard, then the larger of the following shall apply:

1. The refund standards contained in 34 CFR Part 668 of the Federal Regulations (see: http://bit.ly/1HOyRbh).
2. The institution's refund policy. As of the date of implementation of this policy, the Commonwealth of Virginia does not have an applicable refund law, and the Southern Association of Colleges and Schools does not have an applicable refund standard. The Virginia Community College System shall adhere to the policies as provided in guidance memoranda from the System Office.

e. Under no circumstances should a tuition refund be processed prior to a Return to Title IV Funds (R2T4) calculation. In addition, a tuition refund generally should not result in a credit balance on the account of a financial aid recipient whose tuition and fees were paid by gift aid. Tuition refunds should be calculated as the amount of tuition and required fees less any gift aid. At the discretion of the college, the full amount of tuition and required fees may be refunded to the student regardless of how tuition and required fees were paid. To the greatest extent possible, students who have borrowed student loans should be encouraged to permit the college to return any credit balance to the lender.

Title IV Returns

Title IV funding includes Federal Pell Grant, Federal SEOG Grant, Federal Direct Stafford Loans, COMA and VGAP. Students who receive Title IV funding may have to return money to the College if they withdraw from all of their classes or stop attending without official withdrawal.

After calculations are performed, there will be a portion the College will be required to return from the amount retained to cover tuition and/or book charges. After the College returns the required amount, an unpaid balance will be created on the tuition/book account. The student will be billed for these unpaid charges and given a deadline to pay. If not paid by the deadline, the College will turn the debt over to the State for collection. In some rare cases, the student could owe additional funds back to the Title IV programs from the checks received. In this case the student has 45 days to return their part to the College and the College will also return the student portion to the Department of Education (DOE). After 45 days, The College must turn the debt over to the Department of Education (DOE for collection. Once submitted to the DOE, the student becomes ineligible to receive financial aid form any school until the DOE is repaid.

Adjustment to Financial Aid When Classes Are Never Attended

Financial aid will not pay for classes that the student never attends. If a student signs up for classes, but never begins attendance, financial aid cannot be used. It is the student's responsibility to drop courses prior to the end of the add/drop period if they do not plan to attend the class. Financial aid students who do not begin attendance in all classes will have their financial aid cut to the level appropriate to their actual class attendance level. The student will be responsible for paying any difference that results from the adjustment.

Financial Aid Disbursements

Disbursements of financial aid awards (minus appropriate tuition, fees, and bookstore charges) are processed no later than the fifth week of classes each semester. Beginning Spring 2015, refunds will be processed through Tuition Management Systems (TMS).

Bookstore Charges

Eligible financial aid recipients may choose to charge textbooks and/or supplies in the campus

bookstore up to a maximum of $3,000 or less if the amount of remaining financial aid is limited. Laptops can be charged to Financial Aid with pre-approval. Charges may be made during the designated period each semester.

Non-Allowable Purchases include but are not limited to: Apparel, food and drink, gift items, gift/pre-paid cards, and electronic devices and peripherals used with such devices (cell phones, chargers, batteries, power cords, etc.)

Veterans' Services

Applications for VA benefits and assistance in applying are available from the Veteran's Coordinator. All students receiving VA benefits must be enrolled in an approved curriculum that leads to a certificate or degree.

Covered individuals are allowed to attend or participate in approved courses in their curriculum once they have provided the College's Certifying Officer with a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33. The College's Academic Calendar and academic policies will be followed by all covered individuals. The College will not impose a penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from the VA under Chapter 31 or 33.

All students receiving VA benefits must report class registrations and adjustments to class schedules (such as add/drop, withdrawal from classes, changes in academic program, etc.) to the College`s Certifying Officer. These changes may affect a student's VA benefits. When certifying the enrollment status of veteran students, only those courses applying to their curricula will be certified to the Veterans' Administration for payment of benefits.

In addition to monthly benefits, the Veterans' Administration will pay for tutorial assistance.

Veterans' educational benefits will be suspended when the veteran student fails to maintain minimum standards of academic progress. A copy of the Veterans' Standards of Academic Progress Policy may be obtained from the College's Veterans Coordinator.

DSLCC is designated as an institutional member of Service Opportunity Colleges (SOC). The SOC, composed of over 1,000 colleges and universities, functions in cooperation with the Department of Defense and the Military Services, including the National Guard and the Coast Guard, to help meet the voluntary higher education needs of service members.

Grievance Policy: The Virginia State Approving Agency (SAA), is the approving authority of education and training programs for Virginia. Our office investigates complaints of GI Bill beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact our office via email saa@dvs.virginia.gov.

West Virginia Residents

Eligible residents of Monroe, Greenbrier, Summers, Mercer, and Pocahontas Counties may enroll in any programs of study at DSLCC and pay in-state tuition rates. These individuals and their families may now be able to enjoy saving thousands of dollars over the out-of-state rates previously charged.

Individuals who would like more information should contact DSLCC Student Services at (540) 863-2820.

American Opportunity and Lifetime Learning Tax Credit

The American Opportunity tax credit can be taken by eligible students for tuition paid during the

freshman and sophomore years (maximum of $2,500). Students may also be eligible for the Lifetime Learning tax credit of up to $2,000 for qualified educational expenses. A taxpayer cannot claim both the American Opportunity credit and Lifetime Learning credit for the same student in one year.

To determine specifically if you qualify, you must seek the advice of a tax expert.

Educational Foundation Scholarships

Each year, the DSLCC Educational Foundation awards hundreds of thousands of dollars in merit and need-based scholarships, including the Dabney Promise Program, to qualified students from the College's service area. Students may apply online at www.dslcc.edu/scholarships. Not all scholarships are awarded every year. Students may apply for more than 100 different scholarships at www.dslcc.edu/scholarships during the open scholarship application period- typically December through February. Please note that additional scholarships may be offered through civic and business organizations. For more information regarding available scholarships, please contact the DSLCC Educational Foundation at (540) 863-2837, visit the website noted above, or visit the Educational Foundation Office in Backels Hall.

Student Financial Assistance Programs

Please refer to the Student Financial Aid web site for all the assistance programs that are offered to students.

NOTE: All selected applicants must provide a copy of their parent's and/or their own Federal tax transcripts for the prior year. Priority deadline for student aid applications is January 1.

Student Support

Student Support Services/Achievement Center

Student Support Services is a grant program funded by the U.S. Department of Education through Title IV of the Higher Education Act of 1965 under the TRIO Programs (Student Support Services is one of seven). Housed in The Achievement Center, the program provides academic and personal support services to eligible students in an effort to assist them in achieving their personal and career goals. The services help to engage students throughout their college experience and support them while completing their chosen program of study through graduation.

Student Support Services include:

- Career and academic advising for students needing assistance with college or career planning, resume writing, job interviewing skills, and interest inventories.
- Computer lab usage for word processing needs (reports, essays, and resumes), skill-building tutorial programs (math, reading, and writing), and Internet access (class research, college or career searches, and interest inventories).
- Cultural activities, such as reduced-priced or free tickets and transportation to concerts, plays, museums, and historic sites around the region.
- Mentoring and personal advising for students struggling with academic issues.
- Specialized services, such as tutoring, note-taking assistance, modified test administration, taped texts, test readers, and scheduled computer usage for students with documented physical or learning disabilities.
- Study skills instruction in note taking, test taking, time management, and stress management
- Transfer assistance in choosing a school, selecting courses, completing admissions applications, financial aid forms, and touring four-year college campuses in the nearby area.
- Free tutorial services for students enrolled in DSLCC classes (group and individual sessions are available).
- Career exploration and job placement assistance.

The College offers career exploration and assistance with job placement. Occupational information is available for those individuals who wish to select or change a career. Notices of job openings and employment needs of area employers are posted. Special tests and inventories are available for students who desire help in determining their future occupational and educational plans.

Career exploration and job placement assistance are available in the Achievement Center and in the Library. Individuals are encouraged to make use of these services.

Talent Search

The DSLCC Educational Talent Search (ETS) program is a federally funded TRIO program that identifies and assists individuals who are potential first-generation college students who have the potential to succeed in higher education. The program provides academic, career, and financial counseling to participants and encourages them to graduate from high school and continue to postsecondary education. The program publicizes the availability of financial aid and assists participants with the college application process. The goal of this program is to increase the number of youths from disadvantaged backgrounds who complete high school and enroll in and complete a program of postsecondary education.

High School Career Coaches

High School Career Coaches are community college employees who are based in local high schools to help students define their career aspirations. The Coaches explain community college and other postsecondary programs, including apprenticeships and workforce training, that can help students

achieve their goals. As stated by the Virginia Community College System, the objectives of the VCCS High School Career Coaches Program are "...to empower students to make informed decisions about their career and educational plans and to prepare students for success in postsecondary education and training". For more information, contact Student Services at (540) 863-2820.

Success Coaches

The Chancellor of the Virginia Community College System launched an initiative designed to serve Pell-eligible and first-generation college students. Called College Success Coaches, these individuals encourage students and assist them in securing any resources they may need to remain in college and complete their program of study. At DSLCC, Success Coaches are professionals housed within Student Services to provide participants with encouragement, connection to resources, and collaboration with faculty to make the pathway to success achievable. For more information about the Success Coach initiative, contact Student Services at (540) 863-2820.

America's Promise Grant

Dabney S. Lancaster Community College is a partner in one of 23 grants awarded by the United States Department of Labor to help strengthen local communities across the nation and increase chances that both employees and employers are well-prepared to compete in today's global economy. Grant activities will be developed, implemented, and evaluated over four years, ending in 2021. DSLCC's partners include Eastern West Virginia Community and Technical College in Mooreville, WV and Allegany College of Maryland in Cumberland, MD.

The program offers several benefits for those who are eligible to participate, including tuition, textbook, and supply fee assistance in select industries, focusing on the fields of allied healthcare and advanced manufacturing. Partners will share best practices and work together to increase college completion, employability, employment earnings and outcomes of job seekers. To attend an orientation session and to find out if you qualify contact Shasta Robertson at srobertson@dslcc.edu.

Counseling and Advising

DSLCC will make referrals in special circumstances to the Alleghany Highlands Community Services Board (CSB), the Rockbridge Area Community Services Board, or Blue Ridge Behavioral Healthcare for personal counseling services to students at DSLCC. The CSB will accept referrals from DSLCC only in writing from the Director of Student Services.

DSLCC will pay the CSB for one intake session and up to three one-hour counseling sessions per student. If the CSB therapist believes that additional sessions are needed, the CSB will contact the Director of Student Services to obtain written authorization for additional sessions.

DSLCC also has advisors to assist students in making informed decisions regarding their vocational, educational, and personal/social plans. As a part of this assistance, students have available appropriate tests, inventories, occupational and educational information and information regarding financial assistance or employment.

The advising available provides individual attention and supplementation to the instructional program of the College.

The College cooperates with the high schools in the region to provide pre-college advising to those students planning to attend the College. Students in the vicinity will be kept informed of the offerings of the College. In addition, the College works closely with organizations in the community to determine the educational needs and interests of adults in the region. A College representative will respond to requests for information from anyone in the community.

Student Activities

Student activities cover a wide spectrum of activities/events ranging from intramural athletics to

presentations in the fine arts. Events at the Moomaw Center planned for students' leisure time on campus include tournaments, lectures, dances, and holiday celebrations. Programming provided by the Student Activities Office enhances general education goals of the College, especially wellness information and multicultural events.

Intramural and/or Club Sports: Students may participate in a variety of club and intramural sports. All participants in the intramural sports program participate at their own risk and are responsible for treatment of their own injuries.

Orientation: New student orientation sessions are offered near the start of fall and spring semesters. Information is provided on topics such as academic advising, support services, financial aid programs, campus security and student safety issues, academic calendar, email accounts, students IDs, and assistance with instructional software packages used by instructors. Orientation is also an opportunity for new students to take campus tours, visit the Bookstore, receive information on transfer agreements with four-year institutions and meet some members of the College's faculty, staff, and administration.

A one-credit student development (SDV) course is required of all curricular students. This course includes important information that all students should have regarding ways in which to increase the chances for a successful college experience.

Student Senate: The Student Senate serves as a vital link of communication among students, administration, and faculty. It works to provide the leadership necessary for the welfare of the students and DSLCC. The Senate has the responsibility of initiating services and activities for the benefit of the students.

Student Housing Information
Students will find a variety of housing options in the area. The College assists students and families by sharing information about rooms, apartments, and houses available to rent. Individuals and businesses listed as housing contacts have indicated their interest in sharing information with students. Please call Student Services at (540) 863-2820 or the Rockbridge Regional Center at (540) 261-1211 for more information.

Please note that DSLCC provides this information as a service for students but does not recommend or promote any specific listings. Students will want to explore possibilities and select the housing arrangement, location, and price range best suited for their needs. The College assumes no responsibility for the arrangements made between students and any of these property owners/agents, including financial matters and/or safety issues.

Veterans' Affairs
DSLCC provides veterans and their dependents with information on Veterans' Administration programs, certification for VA educational benefits and counseling and referrals to outside agencies.

Veterans Service Center
An on-campus office is staffed to assist veterans and their families seeking education and training.

Tim Cary
Rockbridge Regional Center
(540) 261-1211
tcary@dslcc.edu

Academic Services
Distance Education: Responding to the increasing needs of its students, DSLCC plays an active role in using cutting-edge innovations to reach students in a variety of environments. (Through the Virginia Distance Education Network, the Library brings media based, independent learning courses from all

VCCS campuses to provide breadth and depth to DSLCC's curriculum.) By studying at home and testing at convenient locations, students can attain their educational goals within the flexibility of their personal schedules.

DSLCC is participating in the Shared Services Distance Learning program, through which instructors may share select courses with students from other partner colleges. DSLCC offers students opportunities to enroll in classes shared by Northern Virginia Community College and other colleges within the VCCS.

DSLCC broadcasts courses over state-of-the art telecommunications equipment to reach off-campus sites and participates in the VCCS statewide compressed video network. This classroom environment allows an instructor to teach to multiple sites at the same time, which in turn affords the student all the benefits of asynchronous learning without some of the long-distance travel inconvenience.

The DSLCC computer network has become an integral part of distance education. Students are given the opportunity to participate in web-based learning either in an entirely distance learning format or as a supplement to traditional courses. Through the use of the Virginia Community College System implementation of the Canvas course management system, students can be given the opportunity to complete course work synchronously or asynchronously. DSLCC continues to seek opportunities to advance and enhance distance learning formats.

Library

The Library provides a variety of informational services to students, faculty and the community in a modern, comfortable setting with state-of-the-art materials, equipment and services; it also provides leadership and assistance in the use of technology to improve the quality of instruction.

The Library also houses our Writing Center, staffed by professionals who may assist students who wish to improve their writing skills.

The Library contains a large collection of materials to support DSLCC's curriculum as well as provide for a wide range of interests. It subscribes to several hundred serials and has extensive holdings of DVDs, video cassettes, computer software, compact discs, and other non-print materials. Equipment for the use of media is available to viewers in the Library. A professional staff is ready to assist with research library orientations and a variety of skill programs, including training on the World Wide Web via Internet. Audio-Visual materials and test proctoring services for "independent learning" and distance education courses are also available. The staff is equally committed to participate in the Commonwealth's initiative to prepare students in information literacy as a core requirement to transfer to a four-year college or university.

As a member of the Virtual Library of Virginia, the DSLCC facility shares access to over 800 databases with its sister schools. Sponsored by the State Council of Higher Education for Virginia (SCHEV), the project ensures that Virginia Community Colleges have equal access with the Commonwealth's research universities.

Fall and Spring Hours
   Monday - Thursday 8AM – 7PM
   Friday 8AM – 3:30PM
   Saturday 9AM – 1PM

Summer Hours
   Monday – Thursday 8AM – 5PM

Friday 8AM – 3:30PM

Hours are subject to change. Visit https://www.dslcc.edu/library

Testing Center

Exams for online courses and make-up exams for in-person classes are typically proctored at the DSLCC Testing Center. The Testing Center is located in the DSLCC Library on the Main Campus and at the Rockbridge Regional Center. Contact DSLCCTesting@dslcc.edu with any questions.

Testing Center Rules:

- Testing ends 15 minutes prior to closing.
- The use of cell phones and other electronic devices is not permitted in the Testing Center and must be turned off and not be visible.
- Food and drinks are not permitted.
- Only those taking a test are allowed in the Testing Center.
- Only authorized materials are allowed on the desktop while testing. Maintain quiet, avoid distractions, and follow all instructions of the proctor. Problems with testing may be discussed with your proctor prior to leaving.
- Seats in the Test Center are on a "first-come, first-served" basis, unless an appointment has been scheduled.

To request an alternate location to complete a proctored exam, please fill out a Proctor Request Form. Alternate location requests must be approved by the instructor.

Testing Center Fall and Spring Hours

Monday 8 AM – 2 PM
Tuesday 10 AM – 7 PM
Wednesday 11 AM – 7 PM
Thursday 8 AM – 4 PM
Friday 8 AM – 2 PM
Saturday 9 AM – 11 AM

Testing Center Summer Hours

Monday - Thursday 8:30 AM – 4:00 PM
Friday 11:00 AM – 2:00 PM

NOTE Hours of Testing Center are subject to change for Final Exam Times and Holidays.

Auxiliary Services

Follett College Bookstore

Textbooks and school supplies are sold in the bookstore, located in the Moomaw Center. Miscellaneous items are also in stock, including DSLCC clothing and gift items.

Textbook ISBN information is available on the Follett College Bookstore web page.

Bookstore Return and Exchange Policy

The original sales receipt is required for all refunds and exchanges. No refund will be given if the shrink-wrap is removed from the text.

Food Service

Family Tree Ts Cafe and Catering is located in the Moomaw Center and serves breakfast and lunch with daily lunch and soup specials. Catering and Meal Prep Dinners are also available.

Vending machines for snacks and drinks are located in Moomaw Center, in the Convocation Center, in the Library café and at the Rockbridge Regional Center.

Workforce Solutions and Community Education

The Workforce Solutions and Community Education Division administers programs at DSLCC to provide continuing educational opportunities and experiences for all college area residents. The division offers a variety of educational opportunities and experiences and is committed to providing a comprehensive workforce services program for business and industry that includes world-class training to develop the workforce for today and the future. The facilities and personnel of the College are also available to provide specialized services to help meet the cultural and educational needs of the service region.

Workforce Solutions: DSLCC offers a comprehensive package of workforce development services designed to enhance the ability of business and industry to gain and maintain the competitive edge in the marketplace. These services range from training needs assessment to training delivery and evaluation and are offered both for credit and non-credit. DSLCC can customize training programs to fit the needs of individuals and organizations and can be offered at the business site or one of the College's training centers. DSLCC is committed to developing partnerships with business, government and the community to promote the economic vitality of the region and improve the overall quality of life.

Community Education: Community Education at DSLCC is a process of lifelong learning for individuals who are not enrolled in a formally structured curriculum. Community Education includes credit courses offered independent of a curriculum to enable individuals to continue their learning experiences, as well as non-credit courses and specialized services providing for the educational needs of the region. These services are offered in formalized classroom instruction, conferences, workshops and seminars and are held on-campus or at convenient off-campus locations.

Non-Credit Program: DSLCC offers a wide variety of non-credit classes, seminars, workshops and activities for individuals seeking to enhance occupational skills or enrich personal and professional development. Also, through a wide variety of recreational offerings, area residents have the opportunity to start new hobbies, learn new skills in sports camps and participate in activities for personal enjoyment. The non-credit program is offered on a self-supporting basis. For current non-credit classes, call (540) 863-2899.

Economic Development: Dabney S. Lancaster Community College is active in economic development and collaborates closely with local and state economic development offices to recruit new businesses to the service region and support expansion of existing companies. The College focuses on the goal of enhancing productivity and strengthening the local workforce. Comprehensive workforce development services are offered.

FastForward Funding: FastForward is a high-demand program helping Virginians get the jobs they want and the salaries they need. FastForward programs are short-term training courses offered through Dabney S. Lancaster Community College's Workforce Solutions and Community Education division. Most FastForward programs at DSLCC can be completed in weeks or months rather than

semesters or years. Financial assistance funding is also available for eligible Virginia residents which can significantly reduce the cost of tuition for FastForward programs. DSLCC offers a variety of in-demand FastForward programs with tuition assistance in healthcare, transportation and logistics, skilled trades, welding, and manufacturing. For more information or to learn more about your eligibility for FastForward financial assistance funding, please contact Brooke Shehan, FastForward Career Coach, at bshehan@dslcc.edu or (540) 863-2848.

Academic Policies

Academic Policies and Procedures

Credits: Each semester hour of credit given for a course is based on the "academic hour," which is 50 minutes of formalized, structured instructional time in a particular course weekly for fifteen weeks. This is a total of 750 minutes of instruction. In addition to this instructional time, appropriate evaluation will be required. If this evaluation is a final examination, a minimum of 50 minutes of evaluation time shall be scheduled for each course, not to exceed a total of 150 minutes per course. Any exception must have prior approval by the requestor's Chief Academic Officer or designee. Credits may be assigned to the activities as follows:

- Lecture – One academic hour of lecture (including lecture, seminar, discussion, or other similar activities) per week, generally for 15 weeks, plus the evaluation or examination period, equals one collegiate semester-hour credit.

- Laboratory – Two to five academic hours, depending on the discipline, of laboratory, clinical training, supervised work experience, coordinated internship, or other similar activities per week, generally for 15 weeks, plus the evaluation or examination period, equals one collegiate semester-hour credit.

- Asynchronous Distance Learning Courses – In the case of asynchronous distance learning course offerings or hybrid courses that employ a mix of traditional contact hours and learning activities with students and faculty separated by time and place, colleges must demonstrate through faculty peer review that content and competency coverage and student outcomes are equivalent to those of traditional sections of the same class. In the event the only section of the course being taught in the VCCS is an asynchronous or hybrid course, faculty peer review will be employed to confirm that content and competency coverage and student outcomes are appropriate for the course credits awarded.

- General Usage Courses – Variable academic hours from one to five credits for general usage courses.

- Variable Credits – A college may request that a course vary from the existing credit value, but by no more than one credit. Existing variable credit ranges may not be extended. Credit variability will not be approved for purposes of deleting laboratory hours or of making laboratory hours optional. General usage courses and courses numbered 1-99 are exempt from this policy.

Grading System for Credit Classes

Students must satisfy required course prerequisites or placement testing requirements before entering a course that has requisite requirements. In order to receive any letter grade, a student must have attended a minimum of one class meeting or the equivalent in the case of a distance learning course. In a distance learning course, initial student attendance is determined by course participation as measured by accessing and using course materials, completion of a class assignment, participation in a course discussion, or other evidence of participation. Students who enroll in a class but do not attend a minimum of one class meeting or the distance learning equivalent by the census date or earlier date as defined and published by the institution must be administratively deleted from the course by the college.

The grades of A, B, C, D, P, and S are passing grades. Grades of F and U are failing grades. An "I" is an interim grade. Grades of P, R, S, W, and X carry no credits.

Usually, if a student transfers to a four-year college or university, only grades of A, B, and C will be accepted for credit in courses equivalent to those offered at the four-year college or university.

The quality of performance in any academic course is reported by a letter grade, the assessment of which is the responsibility of the instructor. These grades denote the quality of study and are assigned quality points as follows:

A - Excellent   4 grade points per credit
B - Good   3 grade points per credit
C - Average   2 grade points per credit
D - Poor   1 grade point per credit
F - Failure   0 grade points per credit
P - Passing   0 grade points per credit
S - Satisfactory   0 grade points per credit

Re-enroll (R): This grade is to be used for developmental courses (numbered 01-99) or special courses as approved by the Vice President of Academic Affairs. The "R" grade will be given in only those courses in which the student can re-enroll the following semester and complete the remaining objectives without taking the entire course over. The Vice President of Academic Affairs keeps a list of courses in which the "R" grade may be used and must approve each course eligible for an "R" grade. When students re-enroll for a course, they must pay for the course again. No credit is awarded until the course objectives are finished.

Incomplete (I): The "I" grade is to be used only for verifiable unavoidable reasons that a student is unable to complete a course within the normal course time. To be eligible to receive an "I" grade, the student must (1) have satisfactorily completed more than 60% of the course requirements and attendance and (2) request the faculty member to assign the "I" grade and indicate why it is warranted. The faculty member has the discretion to decide whether the "I" grade will be awarded. Since the "incomplete" extends enrollment in the course, requirements for satisfactory completion shall be established through consultation between the faculty member and the student. In assigning the "I" grade, the faculty member must complete documentation that (1) states the reason for assigning the grade; (2) specifies the work to be completed and indicates its percentage in relation to the total work of the course; (3) specifies the date by which the work must be completed; and (4) identifies the default (B, C, D, F, P, R, or U) based upon course work already completed. Completion dates may not be set beyond the last day of the subsequent semester (to include summer term) without written approval of the chief academic officer of the campus. The student will be provided a copy of the documentation. Colleges will establish procedures to ensure that all "I" grades that have not been changed by the faculty member through the normal grade change processes are subsequently changed to the default grade assigned by the faculty member. An "I" grade will be changed to a "W" only under documented mitigating circumstances which must be approved by the Vice President of Academic Affairs.

Withdrawal (W): A grade of "W" conveys no credit and is awarded to students who withdraw from a course after the add/drop period but prior to the completion of 60 percent of the session. After this time, the student will receive a grade of "F" except under mitigating circumstances which must be documented. A copy of that documentation is placed in the student's academic file. Members of the military who are called into active duty service during a semester after the withdrawal date for their courses, may be eligible for a withdrawal for mitigating circumstances. If a withdrawal is given, the student is ineligible for a refund.

Audit (X): A student who audits earns no credit. Permission of the instructor or other appropriate administrator is required to audit a course. An auditing student may be dropped from the course if that student's place is needed for a student taking the course for credit. Full tuition and fees apply.

Pass (P) and Unsatisfactory (U): Grades available under the Pass/Unsatisfactory option are "P" and "U." A student under this option receives one or the other of these two grades, except where an

"R," "I," or "W" is appropriate. The pass/unsatisfactory grading option is used for non-punitive purposes. The use of this option requires the approval of the division dean responsible for the course or other designated academic administrator.

The P/U grading option may be used for an entire section of any course, but not for a single individual within a course. Pass grades are not included within GPA calculations. A maximum of seven (7) semester credit hours from courses for which the "P" grade has been awarded may be applied toward completion of a degree, diploma, or certificate. This maximum may be extended to fifteen (15) semester credit hours in experiential learning programs approved by the Vice President of Academic Affairs.

***S – Satisfactory*:** No grade point credit. Used only for satisfactory completion of developmental studies courses and ESL courses.

Developmental Studies
Developmental or preparatory programs shall be offered to prepare individuals for admission to the college transfer programs and the career/technical programs in the community college. These developmental programs shall be designed to develop the basic skills and understandings necessary to succeed in other community college programs. DSLCC is prohibited from enrolling public or private high school students or homeschooled students in developmental courses.

Students not making satisfactory progress in developmental studies shall be graded Unsatisfactory and advisors will recommend consultation with the instructor to determine the subsequent sequence of courses for the student who receives a grade of "U."

Grade Point Average
A grade of "S" (Satisfactory) shall be assigned for satisfactory completion of a developmental studies courses numbered 1-9 and ESL courses. "S" grades are not included in grade point average calculations.

Students making satisfactory progress but not completing all of the instructional objectives for a developmental studies course (numbered 1-9) or an ESL course shall be graded with an "R" (Re-enroll). To complete the course a student must re-enroll.

Students not making satisfactory progress in a developmental studies course or an ESL course shall be graded "U" (Unsatisfactory). Counselors shall recommend consultation with the instructor to determine the subsequent sequence of courses for the student who receives a grade of "U."

The "I" and "W" grades may be utilized according to conditions noted above.

Grade Reports
Final grade reports are available on-line through the student information system at the end of each semester. All final grades are part of the student's permanent record and will be recorded on his or her official transcript.

Grade Appeal Policy and Procedure
The faculty of Dabney S. Lancaster Community College is unequivocally committed to the principle that evaluation of student work and assignment of grades is a responsibility and a prerogative to be exercised solely by the faculty. Therefore, at no point may an administrator change a grade assigned by an instructor. When a student believes that a final grade has been determined incorrectly, the student must file a written report with the instructor, (with a copy to the Vice President of Academic Affairs) identifying specifically the reason(s) for the appeal and including any supporting documentation. Grounds for the appeal are limited to the following:
- A computational error in the grade.
- Grade computation in a manner other than that listed in the course of study or as amended with advance notice.

- Computation of grade in a manner other than that used for other students in the class.

This written report must be filed with the instructor as soon as possible and no later than ten calendar days after the first day of class of the next subsequent term. If the matter is not mutually resolved at this level, the student may appeal to the Program Head (where appropriate) and finally to the Vice President of Academic Affairs.

At each level of appeal, each response to the appeal and subsequent appeal must be made in writing within ten calendar days. No new matter may be appealed at any higher level which was not identified by the student in the original written appeal to the instructor. If appropriate, at the sole discretion of the Vice President of Academic Affairs, the Vice President may appoint a faculty committee to review the case. If the Vice President does not appoint a committee, the grade assigned by the faculty member will remain unchanged. The decision of the Vice President as to whether or not to appoint a committee cannot be appealed by either party. Should a committee be appointed by the Vice President it will consist of three (3) instructional faculty from a variety of disciplines.

Students dually-enrolled through DSLCC shall follow their local school district grade appeal policies unless the course is taught by a DSLCC faculty member. In this case, the procedures described in this policy will apply.

The student should be aware that the committee review process may result in the grade being raised, lowered, or unchanged. The committee will meet and report its findings within fifteen calendar days from its appointment by the Vice President. The decision of the committee is final and binding and will be reported to the Vice President of Academic Affairs with copies to the Director of Student Services, who will record the grade. A copy of the finding of the committee will be placed in the student's file in the Registrar's Office.

Auditing
Students desiring to attend a course without taking the examination or receiving credit for the course may do so by registering to audit that course. Students desiring to audit a course will register in the regular manner and pay the regular tuition and fees. Audited courses carry no credit and do not count as part of the student's course load. Students desiring to change from audit to credit must do so within the official add/drop period. Changes from credit to audit must be made by the official last day for students to withdraw from a class without penalty. A student auditing a course may be dropped from the course if that student's place is needed for a student taking the course for credit.

Repeating a Course
Normally, a student is limited to two (2) enrollments in the same credit course. The limitation also includes students receiving grades of "R", "W", or "X". A student desiring to take a course more than twice should formally request permission through an advisor in Student Services. This request will be forwarded to the Director of Student Services.

Classification of Students
Curricular Student: A curricular student is one who has satisfied all college admission requirements and has been admitted to one of the curricula of the College.

Non-Curricular Student: A non-curricular student is one who is not formally admitted to one of the curricula, but who is classified according to the following student goals or conditions: (1) upgrading employment skills for present job, (2) desiring skills for new job, (3) career exploration, (4) personal satisfaction and general knowledge, (5) transient student, (6) non-degree transfer student, (7) high school dual enrollment student, (8) general or curricular requirements pending and (9) auditing a

course.

Full-Time Student: A full-time student is carrying twelve or more credits of course work.

Part-Time Student: A part-time student is carrying less than twelve credits of course work.

Freshman: Students are classified as freshmen if they have completed 0-29 credit hours in a designated curriculum.

Sophomore: Students are classified as sophomores when they have completed 30 or more credits in a designated curriculum. Transferred credits are included, providing they apply toward meeting the requirements of the student's curriculum.

Academic Standing

President's List: Students who carry a minimum of twelve non-developmental credit hours, earn a grade point average of 3.91 and do not have a grade of I, D or F will be on the President's List for that semester.

Vice President's List: Students who carry a minimum of twelve non-developmental credit hours, earn a grade point average of 3.25 or higher and do not have a grade of I, D, or F will be on the Vice President's List for that semester.

Graduation

Students are encouraged to contact their academic advisor or their faculty advisor to review their graduation credentials two semesters prior to graduation. Information about graduation can be found at www.dslcc.edu/graduation. DSLCC degrees are conferred after each semester.

Graduation Honors

Appropriate honors are awarded for degrees and certificates based upon the student's cumulative grade point average as follows:

- 3.8 grade point average—Summa Cum Laude (with highest honors)
- 3.5 grade point average—Magna Cum Laude (with high honors)
- 3.2 grade point average—Cum Laude (with honors)

Dual Majors

In awarding students an additional degree, diploma, certificate, or career studies certificate, the College may grant credit for all completed applicable courses which are requirements of the additional degree, diploma, certificate, or career studies certificate. However, the awards must differ from one another by at least 25% of the credit. (VCCS Policy Manual: 5.1.2.0 Credits Applicable to Second Degree, Diploma, or Certificate)

Academic Warning

Any student who fails to maintain a grade point average of 2.0 for any semester or who fails any course will receive an "Academic Warning."

Academic Probation

Students who fail to maintain a cumulative GPA of 1.5 shall be on academic probation until such time as their cumulative average is 1.75 or better. The statement "Academic Probation" shall be placed on their permanent records. Students may be required to carry less than a normal course load the following semester and must consult with their advisor about appropriate courses and academic support. Students shall be placed on probation only after they have attempted twelve (12) semester credit hours.

Academic Suspension

Students on academic probation who fail to attain a GPA of 1.5 shall be placed on suspension only after

they have attempted twenty-four (24) semester credit hours. Academic suspension normally shall be for one semester unless the student reapplies and is accepted for readmission to another curriculum of the College. The statement "Academic Suspension" shall be placed on the student's permanent record. Students who have been informed that they are on academic suspension may submit an appeal in writing to the Director of Student Services for reconsideration of their cases. Suspended students may be readmitted after termination of the suspension period and upon formal written petition to the Director of Student Services.

Academic Dismissal

Students who do not maintain at least a 2.0 GPA for the semester of reinstatement to the College after academic suspension shall be academically dismissed. Students who have returned from academic suspension must achieve a 2.0 GPA for the semester of their reinstatement, at which time they will be placed on academic probation.

Students remain on probation until their cumulative GPA is raised to a minimum of 1.5. Failure to attain a 1.5 GPA in each subsequent semester until the cumulative GPA reaches 1.5 shall result in academic dismissal. Academic dismissal normally is permanent unless, with good cause, students reapply and are accepted under special consideration for readmission by the Director of Student Services. The statement "Academic Dismissal" shall be placed on the student's permanent record.

Readmission Procedures

Students seeking to appeal their academic suspension status or gain readmission after their suspension period must complete the following procedures:

- Make an appointment with the program advisor and obtain an application for reinstatement Submit a completed application for reinstatement to the Director of Student Services
- Attend a personal interview or appeal before a committee, at the Director's discretion

The student will be notified of the decision in writing. If the student is readmitted, the notification letter will include a Reinstatement Contract. Students who are denied readmission may appeal to the Vice President of Academic Affairs.

Academic dismissal is permanent. Students who believe that they have extenuating circumstances may appeal by using the aforementioned proceedings. It should be noted that without clear documentation of special circumstances, appeals of dismissal may be denied without an interview or appearance before a committee.

Academic Renewal

Students whose past academic record may indicate a lack of academic progress and who have not enrolled in the College for five consecutive years, may adjust their grade point average by applying for Academic Renewal. Students interested in Academic Renewal should contact Student Services for more information.

Registration

Students must follow the regular registration procedures as described in the current schedule of classes. Registration takes place at the beginning of each semester and during announced periods in the preceding semester. Students should follow established procedures for making any change in their programs after registration.

Academic Advising

Upon full admission to a specific curriculum, most students are assigned an academic advisor. That person oversees the student's academic progress, offers consultation on academic schedules, registration and dropping classes and assists the student to meet graduation and/or transfer requirements.

Course Load

The normal academic load carried by students is 15-17 credits. The minimum full-time load is 12 credits and the maximum full-time load is 18 credits. A student wishing to carry an academic load of more than 18 credits should have a 3.0 cumulative GPA or higher and must have the approval of either the Director of Student Services or Vice President of Academic Affairs.

Students who have received academic warning or academic probation may be required to take less than the normal semester course load. Since the maximum academic load is 18 credits, no curriculum may officially list in any publication more than 18 credits per semester.

Addition of a Course

A student may not enter a new class after the add/drop period of a semester. Any request for entry after that period must be approved by the instructor and the Vice President of Academic Affairs.

Attendance

Regular class attendance is required. If absence from a class becomes necessary, it is the responsibility of the student to inform the instructor prior to the absence whenever possible. The student is responsible for the subsequent completion of all study missed during an absence. Any instruction missed and not subsequently completed will necessarily affect the grade of the student, regardless of the reason for the absence. Instructors may establish a definitive attendance policy for their courses.

A student may be withdrawn administratively for prolonged, unexcused absences from a course. (See Administrative Withdrawal).

Examinations

All students are expected to take course examinations at the regularly scheduled times. No exceptions will be made without the permission of the Vice President of Academic Affairs and the class instructor.

Withdrawal from Class

A student may withdraw from a course within the first 60 percent of the semester and receive a grade of "W" instead of an "F" (see Academic Calendar for exact date). The student must contact instructors prior to requesting withdrawal. Students should contact Student Services for the correct procedures and forms.

However, a student may be withdrawn administratively for prolonged, unexcused absences from a course. (See Administrative Withdrawal). The student will be financially responsible for the cost of the course.

Administrative Withdrawal

As announced by each instructor at the beginning of each course and specified in the course of study, a student can be withdrawn from a course on the written recommendation of the instructor for prolonged, consecutive, unexcused absences. After consulting with the instructor, the Vice President of Academic Affairs or an official designee may also administratively withdraw a student from a course for prolonged, consecutive, unexcused absences.

During fall and spring semesters an absence of one week is considered prolonged. For classes not meeting 15 weeks, this time period will be shorter. A student withdrawn from a course in this manner will receive written notification. During a one-week grace period beginning with the date of the administrative withdrawal, the student will be allowed to return to class. At the end of the seven-day period, the student's name will be removed from the class roll. The student may appeal his or her removal to the Vice President of Academic Affairs within one week of the effective date of the withdrawal. Withdrawal procedures will be applied equally to all enrolled students.

Withdrawal from the College

A student who wishes to withdraw from the College must contact Student Services to determine the appropriate procedure. Failure to follow established procedures could place the student's college record in jeopardy and prejudice his or her return to this or another college.

Unexpected Military Service

Students who are in the military, either active or inactive duty, including reservists, and are called into unexpected service, whether voluntary or involuntary, which forced a sudden withdrawal from the college shall be given the option to drop all of their courses in which they are enrolled at the time of their service. They will have all mandatory charges for tuition and fees refunded to them. There will not be a negative academic or financial impact on the student's record. When the student chooses to return to DSLCC, they will be fully reinstated at the level they were prior to the unexpected service. These students should contact the Director of Student Services prior to the deployment or beginning of the unexpected service and provide sufficient documentation if such unexpected service begins after the add/drop date of the term currently enrolled.

Cancellation of Classes

Students registered for classes which are canceled due to lack of enrollment will be dropped by the Academic Affairs division. Students should contact Student Services to find alternative courses.

Scholastic Dishonesty

The value of the College's degrees and certificates depends on the academic integrity of the work done by each student; therefore, it is imperative that students maintain a high standard of individual honor in their scholastic work. Scholastic dishonesty, as a general rule, involves one of the following acts:

- Cheating on an examination or quiz.
- Giving or receiving, offering or soliciting information on any quiz or examination, including the following classes of dishonesty.
- Copying another student's work.
- Use during the examination of prepared materials, notes, or tests other than those specifically permitted by the instructor.
- Collaboration with another student during the examination.
- Buying, selling, stealing, soliciting, or transmitting an examination or any material purported to be the unreleased contents of a coming examination or the use of any such materials.
- Substituting for another person during an examination or allowing such substitutions for one's self.
- Bribery of any person to obtain examination information.
- Plagiarism, the appropriation of passages, either word for word or in substance, from the writings of another and the incorporation of these passages as one's own in written work offered for credit.

It is always assumed that the written work offered for credit is the student's own unless proper credit is given the original author by the use of quotation marks or other explanatory inserts. This includes the copying of laboratory reports and homework or the unchanged use of the essential ideas or conclusions of such work as well as the use of other themes, theses, books, web pages or pamphlets without credit.

Collusion, collaboration with another person in the preparation or editing of notes, themes, reports, or other written work offered for credit, must be approved in advance by the instructor. Examples of collusion include extensive use of another's ideas for preparing a creative assignment or assistance in the preparation or editing of written materials.

Scholastic Dishonesty is a violation of the Code of Student Conduct and is punishable by the sanctions listed in Section 61.

Catalog Requirements

The catalog to be used to determine graduation requirements is the one in effect at the time of initial enrollment in the curriculum from which the student is graduating. However, the student may elect to meet the requirements as published in a subsequent catalog. The graduation requirements as stated in this catalog shall remain in effect for no more than six (6) years.

Assessment

Students may be required to participate in one or more tests, projects or capstone courses designed to measure general education achievement and/or achievement in selected major areas prior to graduation for the purpose of evaluation of academic programs. Program assessment test results will remain confidential and will be used for the sole purpose of improvement of the College. Students may have access to their own test scores upon request. Occupational competency and performance evaluations must be successfully completed for graduation.

VCCS Computer Competency Policy

The Virginia Community College System believes that all students should experience a teaching-learning environment that espouses computer and information literacy in accessing electronic resources and applying knowledge through technology. The VCCS endorses the principle of computer competency for all students who are intent on completing a curriculum in excess of 45 semester credits. Students must demonstrate proficiency in specific computer competencies defined within programs and by individual institutions. This requirement is typically satisfied by the successful completion of ITE 152-Introduction to Digital Literacy and Computer Apps.

Intellectual Property

Dabney S. Lancaster Community College follows the intellectual property policy found in the VCCS Policy Manual Section 12 (See http://www.boarddocs.com/va/vccs/board.nsf/public#). This section outlines the procedures for employees and/or students of a VCCS college to follow in the event that intellectual property is created. The VCCS Intellectual Property Policy defines intellectual property broadly as "a potentially patentable machine, product, composition of matter, process, or improvement in any of these, an issued patent, a legal right which is part of a patent or anything that is copyright-able including published or unpublished written materials or works, course-ware including lectures, printed materials, images no matter the physical medium of expression, visual and/or record materials whether published or unpublished, and computer related materials including programs, procedures and any other documents involved in the operation and maintenance of a data processing system." The policy defines a procedure to determine the value of intellectual property and the division of equity in such property.

Pursuant to VCCS Policy 12.0.2, the VCCS Intellectual Property Policy applies to all employees and students of Dabney S. Lancaster Community College. Any student who has additional questions about intellectual property or copyright regulations should contact the Director of Library Services (540) 863-2868.

Academic Awards

Dabney S. Lancaster Community College offers the following degrees or certificates for students who successfully complete approved programs at the College.

Associate of Arts and Sciences (A.A. and S.): awarded to students majoring in one of the transfer curricula (Business Administration, Education, General Studies and Science) who plan on transferring to a four-year college or university after completing their respective program.

Associate of Applied Science (A.A.S.): awarded to students majoring in one of the occupational-technical curricula who may either plan to obtain employment immediately upon graduation from DSLCC or transfer to an appropriate bachelor's degree program.

Certificates: awarded to students who complete an approved curriculum with a minimum of 30 semester hours.

Career Studies Certificates: awarded to students completing approved curricula with nine to 29 semester hours.

Associate Degree Requirements

To be awarded an associate degree from the College, a student must have:

1. Completed the required semester hours in the degree program, of which 25 percent (excluding those received through advanced placement or credit by exam) must be acquired at DSLCC.
2. Fulfilled all of the course requirements of the particular curriculum as outlined in the College catalog.
3. Been recommended for graduation by the appropriate instructional authority in the curriculum.
4. Completed the general education requirements (course work in English, Health, Mathematics/Science, College Success Skills, Physical Education, Humanities and Social Science) for an associate degree.
5. Earned a grade point average of at least 2.0 on all studies which are applicable toward graduation in the particular curriculum.
6. Filed an Application for Graduation in Student Services before December 1.
7. Resolved all financial obligations to the College and returned all materials, including library books.
8. Completed all required assessments and surveys including a test of competency in general education.

Certificate Requirements

DSLCC offers several certificate programs, which are described by category in this catalog. To be awarded a certificate, the student must have completed all academic requirements for the particular certificate and also have completed numbers five through eight above.

Continuing Education Units

CEUs can be granted for participation in the continuing education experiences provided by the College and do not carry regular academic credit. Further information concerning CEUs may be obtained from the Workforce Solutions and Community Education Division.

Programs of Study

Alphabetical Listing of Programs

- Administrative Support Technology C
- Advanced Health Care...C
- Advanced Manufacturing Fundamentals .... CSC
- Advanced Manufacturing Technology C
- Baking and Pastry Arts... CSC
- Business Administration .... AA&S
- Business Administration with Specialization in Business Foundations .... AA& S
- Business Fundamentals .... CSC
- Business Management ....AAS
- Business Management with Specialization in Administrative Support.................................AAS
- Business Management with Specialization in Culinary Arts...AAS
- Culinary Arts C
- Cybersecurity...CSC
- Early Childhood Development...CSC
- Education... AA&S
- Electrical and Instrumentation Technology ....AAS
- Electrical Wiring Fundamentals .... CSC
- Emergency Medical Service (Basic) .... CSC
- Forest Management Technology...AAS
- Forest Management Technology with a Specialization in Arboriculture and Community Forestry...AAS
- General Education...C
- General Studies .... AA&S
- General Studies with a Specialization in Administration of Justice..................................AA&S
- Hospitality Management... CSC
- Hospitality Services..C
- Industrial/Structural Welding C
- Information Systems Technology ....AAS
- Instrumentation Technology Fundamentals .... CSC
- IT Technical Support..CSC
- Law Enforcement C
- Microcomputer Operations...C
- Networking Technologies... CSC
- Non-Profit Management...CSC
- Nursing ....AAS
- Nursing PN to RN Pathway Course (leads to an AAS – see academic advisor)
- Office Skills.. CSC
- PC Repair .... CSC

- Pipe Welding...C
- Practical Nursing...C
- Private Security Services ....CSC
- Renewable Energy Technology Fundamentals...CSC
- Science ....AA&S
- Science and Mathematics...CSC
- Small Business Management C
- Unmanned Aerial Systems Maintenance and Operations..CSC
- Urban Forestry ....CSC
- Web Page Design ....CSC
- Welding...CSC
- Wilderness Emergency Management..CSC

Code for Academic Awards

AA&S........................Associate of Arts & Sciences Degree *(transfer)*

AAS ....Associate of Applied Science
(Preparation for employment and not designed to transfer but some courses/programs may transfer into selected programs at four year colleges and universities.)

Certificate ....*(30-59 credits)*

CSC..........................Career Studies Certificate *(9–29 credits)*

Program Descriptions

Program Descriptions (Information Sheets) provide details on each Program of Study offered by the College. As these programs may change in scope or in individual courses offered, students should print and keep the course offerings for the year that they enter the Program of Study. This is to be your individual "program of study" and should be approved by your academic advisor and faculty advisor.

Degree Programs

Arts and Sciences (AA&S) Degree   Code

Business Administration 216
Business Administration with a Specialization in Business Foundations 216-01
Education 624
General Studies 697
General Studies with a Specialization in Administration of Justice 697-01
Science 881

Applied Sciences (AAS) Degree   Code

Business Management 212
Business Management with a Specialization in Administrative Support 212-01
Business Management with Culinary Specialization 242
Electrical and Instrumentation Technology 938
Forest Management Technology 328
Forest Management Technology with Specialization in Arboriculture and Community Forestry. 328-01
Information Systems Technology 299
Nursing (ADN) 156
PN to RN Pathway Course leading to ADN 156

Certificate Programs

Certificates   Code

Administrative Support Technology 398
Advanced Health Care 194
Advanced Manufacturing Technology 722
Culinary Arts 245
Forensic Science 475
General Education 695
Hospitality Services 271
Industrial/Structural Welding 995
Law Enforcement 463
Microcomputer Operations 207
Pipe Welding 744
Practical Nursing 157
Small Business Management 232

Career Studies Certificates   Code

Advanced Manufacturing Fundamentals 221-990-48

Program Requirements

Transfer Programs

Associate of Arts and Sciences, Certificate of General Education

Curricula for the Associate of Arts and Sciences (AA&S) and the Certificate in General Education are designed for students who plan to complete a baccalaureate degree program at a four-year college or university. Courses permitting concentration in areas of particular interest are included in each student's program. The Associate of Arts and Sciences programs each take four semesters or two years of full-time study; the Certificate of General Education takes two semesters or one year of full-time study. Students who complete the Associate of Arts and Sciences Degree are eligible to take advantage of the many Guaranteed Admissions Agreements that the Virginia Community College System has with a wide variety of four-year colleges and universities. Further, students who complete the AA&S Degree could be eligible for a State Council of Higher Education for Virginia (SCHEV) Transfer Grant, which would substantially reduce their financial burden when they transfer. Without the AA&S Degree, they would not be eligible for this special SCHEV financial assistance program.

In addition to admissions requirements established by the College, satisfactory completion of the following high school units or their equivalent is required: 4 units of English, 3-4 units of college preparatory mathematics, depending on major 1 unit of laboratory science, 1 unit of social science.

Specific course requirements for the Associate of Arts and Sciences degree and the Certificate for General Education are intended to provide a balanced transferable foundation in general education. For the AA&S degree, approximately one-third of the program consists of elective courses which the student chooses in accordance with the course of study he or she plans to pursue at a four-year school.

Students planning to transfer to a particular institution should work with both their DSLCC academic advisor and an advisor at the four-year college or university of their choice to assure that all courses taken at DSLCC are necessary and transferable to their chosen four-year major. The curricula below meet the Southern Association of Colleges and Schools (SACS) General Education Requirements and the Virginia Community College System (VCCS) General Education Core Competency

Requirements related to Communication, Critical Thinking, Cultural/Social Understanding, Information Literacy, Personal Development, and Quantitative/Scientific Reasoning.

The specific curricula for the two-year AA&S Business Administration, Education, General Studies, and Science programs and the one-year Certificate of General Education program are located on the following pages.

The following is a list of typical Humanities Electives, Social Science Electives, and Math/Natural Sciences Electives from which to choose:

Humanities Electives

ART	101,102	History of Art I, II
ART	211, 212	History of American Art I, II
CST	151, 152	Film Appreciation I, II
CST	250	The Art of Film
ENG	112	College Composition II
ENG	250	Children's Literature
ENG	211*, 212*	Creative Writing I, II
ENG	215*, 216*	Introduction to Fiction I, II
ENG	217*, 218*	Creative Writing-Poetry I, II
ENG	219*	Creative Writing--Drama
ENG	241, 242	American Literature I, II
ENG	243, 244	English Literature I, II
ENG	253, 254	Survey of African American Literature I, II
ENG	261*	Advanced Creative Writing I
ENG	262*	Advanced Creative Writing II
ENG	275	Women in Literature
ENG	276	Southern Literature
ENG	278	Appalachian Literature
ENG	279*	Film and Literature
PHI	101	Introduction to Philosophy
PHI	220	Ethics
REL	200*, 210*	Survery Old/New Testament
REL	216	Life and Teachings of Jesus
	220	Ethics
REL	200*, 210*	Survey Old/New Testament
REL	216	Life and Teachings of Jesus
REL	230	Religions of the World

Social Science Electives

ECO	201, 202	Principles of Macroeconomics, Microeconomics
EDU	200	Intro to Teaching as a Profession
HIS	111, 112	World Civilization I, II
HIS	121, 122	U. S. History I, II
HIS	269	Civil War and Reconstruction
PLS	135	U.S. Government and Politics
PLS	136	State and Local Government and Politics
PSY	116	Psychology of Death &Dying
PSY	116	Psychology of Death & Dying
PSY	200	Principles of Psychology
PSY	215	Abnormal Psychology
PSY	216	Social Psychology
PSY	230	Developmental Psychology
PSY	235	Child Psychology
PSY	236	Adolescent Psychology
PSY	237	Adult Psychology
PSY	270	Psychology of Human Sexuality
SOC	200	Principles of Sociology
SOC	215	Sociology of the Family
SOC	268	Social Problems

Note: If taken with one of the above humanities electives, the following can also be taken as a second humanities elective: CST 110 Speech Communication; ENG 111 College Composition I; SPA 101,102 Introduction to Spanish I, II; SPA 201, 202 Intermediate Spanish I, II

Math / Natural Science Electives

Course Prefix	Course Number	Course Name
MTH	154, 155	Quantitative Reasoning, Statistical Reasoning
MTH	175, 176	Calculus with One Variable I-II**
MTH	245	Statistics I
MTH	263, 264, 265	Calculus I-II-III
MTH	291	Differential Equations*
BIO	141, 142	Human Anatomy and Physiology I-II
BIO	150	Introductory Microbiology
CHM	111, 112	College Chemistry I-II
CHM	241/243 242/244	Organic Chemistry with Lab I-II*
PHY	201, 202	General College Physics I-II
PHY	241, 242	University Physics I-II

*Courses are offered on-demand

**Dual enrolled students only

***Additional electives may be offered. Meet with an academic advisor for possible additional offerings.

Track 1

Business Administration *Plan Code 216, CIP Code 24.0101*

Award: Associate of Arts and Sciences

Program Head: Rachael Thompson

Length: Four Semesters (Two years of full-time study)

This Transfer Track is designed for those students interested in pursuing a TRADITIONAL BUSINESS DEGREE OR those students interested in business degrees at AACSB Accredited Institutions.

Purpose: This Business Administration track is the first two years of a four-year discipline that combines an intensive general education approach with broad programs in business to provide the fundamentals of sound business theories and practices. It is designed to allow students to transfer into the third year of a four-year college or university business program and for those students interested in business degrees at Association to Advance Collegiate Schools of Business (AACSB) Accredited Institutions. It is not intended to prepare students for clerical or similar occupations.

Admission Information: In addition to the general admission requirements to the College, students whose placement test scores indicate the need to increase their level of proficiency in reading, writing and/or mathematics will be required to take appropriate developmental courses. Enrolling in developmental courses may increase the length of time necessary for completing the chosen course or program of study, but will enhance the student's preparation for college-level coursework and increase chances for successful attainment of academic, occupational and personal goals.

Admission Requirements: General admission requirements of the College apply to this program.

Graduation Requirements: Students must complete the required courses in curriculum and achieve a 2.0 minimum grade point average to receive this academic award.

	Course	Cr
ECO 201	Principles of Economics I (Macroeconomics)	3
ENG 111	College Composition I	3
ITE 152	Introduction to Digital Literacy and Computer Apps	3
MTH 161-OR- MTH 263	Pre-Calculus I –OR- Calculus I	3 4
HLT/PED EEE	Elective *Guided Pathway Recommendation: HLT 100*	2
SDV 100	College Success Skills	1
ECO 202	Principles of Economics II (Microeconomics)	3
ENG 112	College Composition II	3
CST 110	Introduction to Speech Communication	3
MTH 162-OR- MTH 264-OR- MTH 245	Pre-Calculus II-OR- Calculus II –OR- Statistics I	3 4 3
EEE ***	Transfer Elective *Guided Pathway Recommendation: BUS 241*	3
ACC 211	Principles of Accounting I	3
BIO 101-OR- CHM 111-OR- PHY 201-OR- PHY 241	General Biology I (w/lab) College Chemistry I (w/lab) General College Physics I (w/lab) University Physics I (w/ lab)	4 4 4 4
ENG 241-OR- ENG 243	Survey of American Literature I –OR- Survey of English Literature	3 3
HIS 111-OR- HIS 121	History of World Civilization I –OR- U.S. History I	3 3
HUM EEE	Humanities Elective *Guided Pathway Recommendation: PHI 220*	3
ACC 212	Principles of Accounting II	3
BIO 102-OR- CHM 112-OR- PHY 202-OR- PHY 242	General Biology II (w/lab) College Chemistry II (w/lab) General College Physics II (w/lab) University Physics II (w/lab)	4 4 4 4
ENG 242-OR- ENG 244	Survey of American Literature II –OR- Survey of English Literature II	3 3
HIS 112-OR- HIS 122	History of World Civilization II –OR- U.S. History II	3 3
SSC EEE	Social Science Elective *Guided Pathway Recommendation: PSY 200*	3

Minimum credit hours for degree: 62

Transfer Major Objectives: Students who transfer after completing this program may wish to major in fields such as: *Accounting, Business Information Systems, Finance, Marketing, and Management.*

The **Business Administration** program consists of two tracks.

Track 2:
Business Administration with Specialization in Business Foundations *Plan Code*
216-01, CIP Code 24.0101

Award: Associate of Arts and Sciences
Program/CIP Code:
Program Head: Rachael Thompson
Length: Four Semesters (Two years of full-time study)
Purpose: The specialization in Business Foundations is designed for students who plan to transfer to a four-year college or university and are interested in pursuing a NON-TRADITIONAL Business Transfer Degree, such as Business Communications.   The program is also suitable for those students who are not sure of what program they would like to complete at a four-year school but know that a foundation of business courses will be required. Curricular needs are not the same at every institution; the student should confirm with the college or university to which they plan to transfer that they will receive credit at the four-year institution.
Admission Information: In addition to the general admission requirements to the College, students whose placement test scores indicate the need to increase their level of proficiency in reading, writing and/or mathematics will be required to take appropriate developmental courses. Enrolling in developmental courses may increase the length of time necessary for completing the chosen course or program of study but will enhance the student's preparation for college-level coursework and increase chances for successful attainment of academic, occupational and personal goals.
Admission Requirements: General admission requirements of the College apply to this program.
Graduation Requirements: Students must complete the required courses in curriculum and achieve a 2.0 minimum grade point average to receive this academic award.
Transfer Major Objectives: Students who transfer after completing this program may wish to major in fields such as: *Business Communications, Agri-Business, Economics, International Business.*
Related Program: Business Administration

	Course	Cr
ECO 201	Principles of Economics I (Macroeconomics)	3
ENG 111	College Composition I	3
ITE 152	Introduction to Digital Literacy and Computer Apps	3
MTH 154-OR- MTH 161-OR MTH 263	Quantitative Reasoning --OR- Pre-Calculus I –OR- Calculus I	3 3 4
HLT/PED EEE	Elective *Guided Pathway Recommendation: HLT 100*	2
SDV 100	College Success Skills	1
ECO 202	Principles of Economics II (Microeconomics)	3
ENG 112	College Composition II	3
EEE ***	Transfer Elective *Guided Pathway Recommendation: BUS 241*	3
MTH 155 –OR- MTH 162-OR- MTH 264-OR- MTH 245	Statistical Reasoning -OR- Pre-Calculus II-OR- Calculus II –OR- Statistics I	3 3 4 3
CST 110	Intro. To Speech Communication	3
ACC 211	Principles of Accounting I	3
BIO 101-OR- CHM 111-OR- PHY 201-OR- PHY 241	General Biology I (w/lab) College Chemistry I (w/lab) General College Physics I (w/lab) University Physics I (w/ lab)	4 4 4 4
ENG 241-OR- ENG 243	Survey of American Literature –OR- Survey of English Literature I	3 3
SSC EEE	Social Science Elective *Guided Pathway Recommendation: PSY 200*	3
HIS 111-OR- HIS 121	History of World Civilization I –OR- U.S. History I	3 3
BIO 102-OR- CHM 112-OR- PHY 202-OR- PHY 242	General Biology II (w/lab) College Chemistry II (w/lab) General College Physics II (w/lab) University Physics II (w/lab)	4 4 4 4
ENG 242-OR- ENG 244	Survey of American Literature II –OR- Survey of English Literature II	3 3
EEE ***	Humanities Elective *Guided Pathway Recommendation: PHI 220*	3
HUM EEE	Humanities Elective *Guided Pathway Recommendation*	3
HIS 112-OR- HIS 122	History of World Civilization II –OR- U.S. History II	3 3
Minimum credit hours for degree:		**62**

Education *Plan Code 624, CIP Code 24.0101*

Award: Associate of Arts and Sciences

Program Head: Tondalaya VanLear

Length: Four Semesters (Two years of full-time study)

Purpose: The Education program provides the first two years of a guided pathway for students interested in entering the Education profession through completing a four-year college or university degree, with licensure to teach. This curriculum provides general education in a program leading to a career at the kindergarten, elementary, middle school, and/or secondary levels.

After successfully completing the first two years at DSLCC, the student will be transfer-ready for entry into the third year of a four-year college or university to prepare the student to teach in a selected educational setting. The program takes four semesters or two years of full-time study to complete.

Admission Information: In addition to the general admission requirements to the College, students whose placement test scores indicate the need to increase their level of proficiency in reading, writing and/or mathematics will be required to take appropriate developmental courses. Enrolling in developmental courses may increase the length of time necessary for completing the chosen course or program of study but will enhance the student's preparation for college-level coursework and increase chances for successful attainment of academic, occupational and personal goals.

Admission Requirements: General admission requirements of the College apply to this program.

Graduation Requirements: Students must complete the required courses in curriculum and achieve a 2.0 minimum grade point average to receive this academic award. Students should be aware that some colleges and universities to which they may seek transfer require a higher GPA for that transfer.

	Course	Cr
ENG 111	College Composition I	3
HIS 111-OR-	History of World Civilization I- OR-	3
HIS 121	United State History I	3
MTH 154-OR-	Quantitative Reasoning –OR-	3
MTH 161-OR-	Pre-Calculus I-OR-	3
MTH 263	Calculus I	4
ITE 152	Introduction to Digital Literacy & Computer Apps.	3
PED/HLT	Elective *Guided Pathway Recommendation: PED 116*	1-2
SDV 100	College Success Skills	1
ENG 112	College Composition II	3
HIS 112-OR-	History of World Civilization II-OR-	3
HIS 122	United States History II	3
MTH 155-OR-	Statistical Reasoning –OR-	3
MTH 162-OR-	Pre-Calculus II-OR-	3
MTH 264-OR-	Calculus II-OR	4
MTH 245	Statistics I	3
CST 110	Introduction to Speech Communication	3
SDV 101	Orientation to Teaching/Education	1
BIO 101-OR-	General Biology I (w/lab)	4
CHM 111-OR-	College Chemistry I (w/lab)	4
PHY 201-OR-	General College Physics I (w/lab)	4
PHY 241	University Physics I (w/lab)	4
ENG 241-OR-	Survey of American Literature I-OR-	3
ENG 243	Survey of English Literature I	3
HLT EEE	Elective *Guided Pathway Recommendation: HLT 100*	1
SSC EEE	Social Science Elective *Guided Pathway Recommendation: EDU 200*	3
ECO 201	Principles of Economics I (Macroeconomics)	3
PSY 200	Principles of Psychology	3
BIO 102-OR-	General Biology II (w/lab)	4
CHM 112-OR-	College Chemistry II (w/lab)	4
PHY 202-OR-	General College Physics II (w/lab)	4
PHY 242	University Physics II (w/lab)	4
ENG 242-OR-	Survey of American Literature II-OR-	3
ENG 244	Survey of English Literature II	3
HUM EEE	Humanities Elective *Guided Pathway Recommendation: PHI 220*	3
HUM EEE	Humanities Elective *Guided Pathway Recommendation: REL 230*	3
SSC EEE	Social Science Elective *Guided Pathway Recommendation: PSY 230*	3
Minimum credit hours for degree:		**60-61**

Transfer Major Objectives: Students who transfer after completing this program may wish to pursue licensure in fields such as: *Early Childhood Education, Elementary Education, Middle School Education and Secondary Education.*

Related Program: General Education Certificate

**All elective course selection, including PED/HLT, should be reviewed with the program advisor before registration to ensure best transfer process. Specifically, EDU 200—*Introduction to Teaching as a Profession* should be selected as a Social Science elective in this program in order to meet observation requirements in most transfer options. Students should work with the program advisor to identify and meet these requirements for best transfer to their university/college transfer choice.

General Studies *Plan Code 697, CIP Code 24.0101*

Award: Associate of Arts and Sciences
Program Head: Tina Dressler
Length: Four Semesters (Two years of full-time study)
Purpose: The General Studies program provides the first two years of many four-year college or university liberal arts majors. A challenging core of requirements is augmented by selected general electives, which will be chosen from the humanities, social sciences, natural sciences and mathematics. After completing the first two years at DSLCC, the student will be able to transfer into the third year of a four-year college or university liberal arts major.

Admission Information: In addition to the general admission requirements to the College, students whose placement test scores indicate the need to increase their level of proficiency in reading, writing and/or mathematics will be required to take appropriate developmental courses. Enrolling in developmental courses may increase the length of time necessary for completing the chosen course or program of study but will enhance the student's preparation for college-level coursework and increase chances for successful attainment of academic, occupational and personal goals.

Admission Requirements: General admission requirements of the College apply to this program.

Graduation Requirements: Students must complete the required courses in curriculum and achieve a 2.0 minimum grade point average to receive this academic award.

Transfer Major Objectives: Students who transfer after completing this program may wish to major in fields such as: *Criminal Justice, Economics, English*

Related Certificate: General Education

	Course	Cr
BIO 101-OR-	General Biology I (w/lab)	4
CHM 111-OR-	College Chemistry I (w/lab)	4
PHY 201-OR-	General College Physics I (w/lab)	4
PHY 241	University Physics I (w/lab)	4
ENG 111	College Composition I	3
ITE 152-OR-	Introduction to Digital Literacy and Computer Apps.	3
ITE 119	Information Literacy	3
MTH 154-OR-	Quantitative Reasoning –OR-	3
MTH 161-OR-	Pre-Calculus I-OR-	3
MTH 263	Calculus I	4
HLT/PED EEE	Elective *Guided Pathway Recommendation: HLT 100*	1-2
SDV 100	College Success Skills	1
BIO 102-OR-	General Biology II (w/lab)	4
CHM 112-OR-	College Chemistry II (w/lab)	4
PHY 202-OR-	General College Physics II (w/lab)	4
PHY 242	University Physics II (w/lab)	4
ENG 112	College Composition II	3
SSC EEE	Social Science Elective *Guided Pathway Recommendation: PSY 200*	3
MTH 155-OR-	Statistical Reasoning –OR-	3
MTH 162-OR-	Pre-Calculus II-OR-	3
MTH 264-OR-	Calculus II-OR-	4
MTH 245	Statistics I	3
CST 110	Introduction to Speech Communication	3
ENG 241-OR-	Survey of American Literature I-OR-	3
ENG 243	Survey of English Literature I	3
HIS 111-OR-	History of World Civilization I- OR-	3
HIS 121	United States History I	3
HUM EEE	Humanities Elective	3
SSC EEE	Social Science Elective *Guided Pathway Recommendation: ECO 201*	3
SSC EEE	Social Science Elective *Guided Pathway Recommendation: SOC 200*	3
ENG 242-OR-	Survey of American Literature II-OR-	3
ENG 244	Survey of English Literature II	3
HUM EEE	Humanities Elective *Guided Pathway Recommendation: PHI 220*	3
HUM EEE	Humanities Elective *Guided Pathway Recommendation: REL 230*	3
HIS 112-OR-	History of World Civilization II-OR-	3
HIS 122	United States History II	3
SSC EEE	Social Science Elective *Guided Pathway Recommendation: PSY 230*	3

Minimum credit hours for degree: 61

General Studies- With a Specialization in Administration of Justice *Plan Code 697-01, CIP Code 24.0101*

Award: Associate of Arts and Sciences

Program Liaison: John Bolling

Length: Four Semesters (Two years of full-time study)

Purpose: The General Studies Associate of Arts and Sciences, Specialization in Administration of Justice supports transfer of Dabney S. Lancaster Community College students into careers in law enforcement, corrections, criminology and other areas in criminal justice for which a baccalaureate degree is the minimum requirement. The Specialization in Administration of Justice will allow DSLCC students to take 15 hours of highly transferable Administration of Justice classes and complete general education coursework required by senior institutions.

Admission Information: In addition to the general admission requirements to the College, students whose placement test scores indicate the need to increase their level of proficiency in reading, writing and/or mathematics will be required to take appropriate developmental courses. Enrolling in developmental courses may increase the length of time necessary for completing the chosen course or program of study but will enhance the student's preparation for college-level coursework and increase chances for successful attainment of academic, occupational and personal goals.

Admission Requirements: General admission requirements of the College apply to this program.

Graduation Requirements: Students must complete the required courses in curriculum and achieve a 2.0 minimum grade point average to receive this academic award.

Transfer Major Objectives: Students who transfer after completing this program may wish to major in fields such law enforcement, corrections, or criminology.

Related Certificate: General Education

	Course	Cr
SDV 100	College Success Skills	1
HLT/PED EEE	Elective *Guided Pathway Recommendation: HLT 105*	1-2
ITE 152 OR ITE 119	Introduction to Digital Literacy and Computer Apps OR Information Literacy *Guided Pathway Recommendation: ITE 152*	3 3
MTH EEE	Approved Math Elective* *Guided Pathway Recommendation: MTH 154*	3
ENG 111	College Composition I	3
ADJ 100	Survey of Criminal Justice	3
ENG 112	College Composition II	3
CST 110	Introduction to Speech Communications	3
MTH EEE	Approved Math Elective* *Guided Pathway Recommendation: MTH 245*	3
ADJ EEE	Approved Administration of Justice Elective** *Guided Pathway Recommendation: ADJ 130*	3
ADJ EEE	Approved Administration of Justice Elective** *Guided Pathway Recommendation: ADJ 140*	3
Science EEE	Approved Science Elective*** *Guided Pathway Recommendation: BIO 101*	4
HIS EEE	Approved History Elective**** *Guided Pathway Recommendation: HIS 121*	3
SSC EEE	Social Science Elective *Guided Pathway Recommendation: PSY 200*	3
HUM EEE	Humanities Elective *Guided Pathway Recommendation: ENG 241*	3
ADJ EEE	Approved Administration of Justice Elective ** *Guided Pathway Recommendation: ADJ 225*	3
Science EEE	Approved Science Elective*** *Guided Pathway Recommendation: BIO 102*	4
HIS EEE	Approved History Elective**** *Guided Pathway Recommendation: HIS 122*	3
SSC EEE	Social Science Elective *Guided Pathway Recommendation: SOC 200*	3
HUM EEE	Humanities Elective *Guided Pathway Recommendation: ENG 242*	3
ADJ EEE	Approved Administration of Justice Elective** *Guided Pathway Recommendation: ADJ 201*	3
Minimum credit hours for degree: *PENDING SCHEV APPROVAL*		**61-62**
*	Approved MTH EEE- MTH 154/155, MTH 161/162, MTH 263/264, MTH 245	
**	Approved ADJ EEE- ADJ 105, ADJ 110, ADJ 130, ADJ 140, ADJ 201, ADJ 225, ADJ 236, PLS 135, PSY 215, SOC 268	
***	Approved Science EEE- BIO 101/102, CHM 111/112, PHY 201/202, PHY 241/242	
****	Approved HIS EEE- HIS 111/112, HIS 121/122	

Science *Plan Code 881, CIP Code 24.0101*

Award: Associate of Arts and Sciences

Program Head: Lee Anne Bowling-Angle

Length: Four Semesters (Two years of full-time study)

Purpose: The Science program represents the first two years of a four-year college or university degree in one of the many natural sciences. In this program, a student will engage in the rigorous study of initial courses in mathematics and sciences which lead to the more advanced courses to be taken when the student transfers into the third year of a four-year college or university. Also, during the first two years, the student will complete humanities and social science requirements and electives, allowing more time in his or her final two years for intensive study in a science major.

Admission Information: In addition to the general admission requirements to the College, students whose placement test scores indicate the need to increase their level of proficiency in reading, writing and/or mathematics will be required to take appropriate developmental courses. Enrolling in developmental courses may increase the length of time necessary for completing the chosen course or program of study but will enhance the student's preparation for college-level coursework and increase chances for successful attainment of academic, occupational and personal goals.

Admission Requirements: General admission requirements of the College apply to this program.

Graduation Requirements: Students must complete the required courses in curriculum and achieve a 2.0 minimum grade point average to receive this academic award.

Transfer Major Objectives: Students who transfer after completing this program may wish to major in fields such as: *Agriculture, Biology, Chemistry, Environmental Protection, Forestry, Geology, Mathematics, Nursing, Pharmacology, Physical Therapy, Physics, Pre-Dental, Pre-Medicine*

Related Program: General Education

	Course	**Cr**
BIO 101-OR-	General Biology I (w/lab)	4
BIO 141-OR-	Anatomy & Physiology I (w/lab)	4
CHM 111-OR-	College Chemistry I (w/lab)	4
PHY 201-OR-	General College Physics I (w/lab)	4
PHY 241	University Physics I (w/lab)	4
ENG 111	College Composition I	3
ITE 152-OR-	Introduction to Digital Literacy and Computer Apps -OR-Information Literacy	3
ITE 119		3
MTH 161-OR-	Pre-Calculus I –OR-	3
MTH 263	Calculus I	4
SDV 100	College Success Skills	1
BIO 102-OR-	General Biology II (w/lab)	4
BIO 142-OR-	Anatomy & Physiology II (w/lab)	4
CHM 112-OR-	College Chemistry II (w/lab)	4
PHY 202-OR-	General College Physics II (w/lab)	4
PHY 242	University Physics II (w/lab)	4
ENG 112	College Composition II	3
HIS EEE	History Elective *Guided Pathway Recommendation: HIS 121*	3
MTH 162-OR-	Pre-Calculus II-OR-	3
MTH 264	Calculus II	4
Transfer EEE	Transfer Elective *Guided Pathway Recommendation: PSY 230*	3
Math EEE	Math Elective *Guided Pathway Recommendation: MTH 245*	3
SSC EEE	Social Science Elective *Guided Pathway Recommendation: ECO 201*	3
LIT EEE	Literature Elective *Guided Pathway Recommendation: ENG 241*	3
CST 110	Introduction to Speech Communication	3
SCI EEE	Science Elective *Guided Pathway Recommendation: CHM 111*	4
Transfer EEE	Transfer Elective *Guided Pathway Recommendation: PSY 200*	3
SSC EEE	Social Science Elective *Guided Pathway Recommendation: HIS 122*	3
HLT/PED	Health/PE Elective *Guided Pathway Recommendation: HLT 100*	2
HUM EEE	Humanities Elective *Guided Pathway Recommendation: PHI 220*	3
SCI EEE	Science Elective with Lab *Guided Pathway Recommendation: CHM 112*	4

Minimum credit hours for degree: 61

Occupational/Technical Programs
Associate of Applied Science

Dabney S. Lancaster Community College awards Associate of Applied Science degrees in a variety of occupational/technical areas. The Associate of Applied Science degree programs are designed primarily for immediate employment and are based upon occupational needs and trends within the service area of the College. The semester credit hours required in most programs range from 63 to 72 credit hours.

Each A.A.S. program contains a general education component, which includes courses in written and oral communications, health or physical education, social sciences, humanities, and mathematics, as well as an orientation to the higher education environment. Each degree program includes one or more courses that support computer competency.

Students may aspire to transfer to a four-year institution. Students planning to transfer should work with their advisor and faculty advisor to substitute transferable arts and sciences courses.

Students entering from high school career and technical education programs may receive advanced placement (See Advanced Placement). In addition, several programs allow students credit for course work previously completed, as stipulated in curriculum agreements with feeder high schools.

The major components of the A.A.S. Degree Programs are built upon the knowledge, skills, and attitudes that students need to perform successfully in their chosen field. Careful attention should be paid to academic standards that are needed to progress in each of the degree programs, including sequenced courses and prerequisites or co-requisites.

Business Management *Plan Code 212, CIP Code 52.0299*

Award: Associate of Applied Science

Program Head: Rachael Thompson

Length: Four Semesters (Two years of full-time study)

Purpose: With the constant development of business and industry in Virginia, there is a demand for qualified personnel to assist in this economic growth. The program leading to an Associate of Applied Science Degree with a major in Business Management is designed for persons who seek employment immediately upon completion of the program. Both persons seeking their first job in a business and those seeking promotion will benefit from the program.

Admission Information: In addition to the general admission requirements established for the College, students whose placement test scores indicate the need to increase their level of proficiency in reading, writing and/or mathematics will be required to take appropriate developmental courses. Enrolling in developmental courses may increase the length of time necessary for completing the chosen course or program of study, but will enhance the student's preparation for college-level coursework and increase the chances for successful attainment of academic, occupational and personal goals.

	Course	Cr
BUS 100	Introduction to Business	3
BUS 121	Business Mathematics I	3
ENG 111	College Composition I	3
ITE 152	Introduction to Digital Literacy and Computer Apps.	3
MKT 100	Principles of Marketing	3
SDV 100	College Success Skills	1
BUS 122	Business Mathematics II	3
BUS 165	Small Business Management	3
ENG 112	College Composition II	3
HLT/PED	Elective *Guided Pathway Recommendation: HLT 100*	2
HUM EEE	Humanities Elective *Guided Pathway Recommendation: PHI 220*	3
CST 110	Introduction to Speech Communication	3
ACC 211	Principles of Accounting I	3
BUS 201	Organizational Behavior	3
BUS 241	Business Law I	3
ECO 201	Principles of Economics I (Macroeconomics)	3
MTH 130	Fundamentals of Reasoning	3
ACC 212	Principles of Accounting II	3
BUS 236	Communication in Management	3
ECO 202	Principles of Economics II (Microeconomics)	3
FIN 215	Financial Management	3
EEE***	Restrictive Elective(s) *Guided Pathway Recommendation: PSY 200*	3

Minimum credit hours for degree: **63**

Admission Requirements: Students enrolled in prerequisite courses beyond the first semester should anticipate enrolling in summer session classes to complete the required courses by the end of the second school year. Normally, students enrolled in two or more developmental classes need three years to complete the degree requirements. Students wishing to transfer should contact the program advisor and the academic advisor.

Graduation Requirements: Students must complete the required courses in the curriculum and achieve a 2.0 minimum grade point average to receive this academic award.

Related Program: Associate of Applied Science degree in Business Management with a Specialization in Administrative Support.

The required courses in this program are offered on a rotating basis during evening hours so employed persons can complete all degree requirements.

Business Management with Specialization in Administrative Support *Plan Code 212-01, CIP Code 52.0299*

Award: Associate of Applied Science

Program Head: Rachael Thompson

Length: Four Semesters (Two years of full-time study)

Purpose: With the constant development of business and industry in Virginia, there is a demand for qualified personnel to assist in this economic growth. The program leading to an Associate of Applied Science Degree in Business Management with a Specialization in Administrative Support is designed for persons who seek employment immediately upon completion of the program. Those individuals seeking a job in a business and those seeking promotion will benefit from the program. The required courses in this program are offered on a rotating basis during evening hours, providing flexibility for individuals unable to attend day classes.

Admission Information: In addition to the admission requirements established for the College, students whose placement test scores indicate the need to increase their level of proficiency in reading, writing and/or mathematics will be required to take appropriate developmental courses. Enrolling in developmental courses may increase the length of time necessary for completing the chosen course or program of study, but will enhance the student's preparation for college-level coursework and increase the chances for successful attainment of academic, occupational and personal goals.

	Course	Cr
SDV 100	College Success Skills	1
BUS 100	Introduction to Business	3
BUS 121	Business Mathematics I	3
AST 107	Editing and Proofreading	3
ITE 152	Introduction to Digital Literacy and Computer Apps.	3
AST 141	Word Processing I	3
AST 137	Records Management	3
ENG 111	College Composition I	3
HLT/PED	Elective *Guided Pathway Recommendation: HLT 100*	2
BUS 200 OR BUS 165	Principles of Management OR Small Business Management	3 3
HUM EEE	Humanities Elective *Guided Pathway Recommendation: PHI 220*	3
MTH 130	Fundamentals of Reasoning	3
ACC 211	Principles of Accounting I	3
BUS 201	Organizational Behavior	3
CST 110	Introduction to Speech Communication	3
ECO 201	Principles of Economics I (Macroeconomics)	3
MKT 100	Principles of Marketing	3
AST 243	Office Administration I	3
AST 253	Advanced Desktop Publishing	3
AST 290/297	Coordinated Internship (unpaid)/ Co-op Education (paid)	3
BUS 236	Communication in Management	3
ECO 202	Principles of Economics II	3

Minimum credit hours for degree: 63

Admission Requirements: Students enrolled in pre-requisite courses beyond the first semester should anticipate enrolling in summer session classes to complete the required courses by the end of the second school year. Normally, students enrolled in two or more developmental classes (English, reading and math) need three years to complete the degree requirements. Students wishing to transfer should contact the program advisor.

Graduation Requirements: Students must complete the required courses in the curriculum and achieve a 2.0 minimum grade point average to receive this academic award.

Related Program: Associate of Applied Science degree in Business Management

Business Management with Specialization in Culinary Arts Plan Code 212-02, CIP Code 52.0299

Award: Associate of Applied Science

Program Head: Rachael Thompson

Length: Four Semesters (Two years full-time)

Purpose: With the constant development of business and industry in Virginia, there is a demand for qualified personnel to assist in this economic growth. The program leading to an Associate of Applied Science Degree with a specialization in Culinary Arts provides an overview of the business environment and provides an understanding of the key aspects that comprise a successful business. The specialization provides a foundation in food production and introduces the types of skill sets needed in the culinary arts field. The program also covers the basics of food safety.

Admission Information: In addition to the general admission requirements established for the College, students whose placement test scores indicate the need to increase their level of proficiency in reading, writing and/or mathematics will be required to take appropriate developmental courses. Enrolling in developmental courses may increase the length of time necessary for completing the chosen course or program of study, but will enhance the student's preparation for college-level coursework and increase the chances for successful attainment of academic, occupational and personal goals.

	Course	Cr
BUS 100	Introduction to Business	3
BUS 121	Business Mathematics I	3
ENG 111	College Composition I	3
ITE 152	Introduction to Digital Literacy and Computer Apps.	3
MKT 100	Principles of Marketing	3
SDV 100	College Success Skills	1
HRI 158	Sanitation and Safety	3
BUS 165	Small Business Management	3
HRI 128	Principles of Baking	3
HLT/PED	Elective *Guided Pathway Recommendation: HLT 100*	2
HUM EEE	Humanities Elective *Guided Pathway Recommendation: PHI 220*	3
CST 110	Introduction to Speech Communication	3
ACC 211	Principles of Accounting I	3
BUS 201	Organizational Behavior	3
HRI 218	Fruit, Vegetables, and Starch Preparation	3
ECO 201	Principles of Economics I (Macroeconomics)	3
MTH 130	Fundamentals of Reasoning	3
HRI 219	Stock, Soup, and Sauce Preparation	3
BUS 236	Communication in Management	3
ECO 202	Principles of Economics II (Microeconomics)	3
HRI 106	Principles of Culinary Arts I	3
EEE***	Restrictive Elective(s) *Guided Pathway Recommendation: HRI 220*	3
Minimum credit hours for degree:		**63**

Admission Requirements: Students enrolled in prerequisite or corequisite courses beyond the first semester should anticipate enrolling in summer session classes to complete the required courses by the end of the second school year. Normally, students enrolled in two or more developmental classes need three years to complete the degree requirements. Students wishing to transfer should contact the program advisor and the academic advisor.

Graduation Requirements: Students must complete the required courses in the curriculum and achieve a 2.0 minimum grade point average to receive this academic award.

Related Program: Associate of Applied Science degree in Business Management with a Specialization in Administrative Support.

The required courses in this program are offered on a rotating basis during evening hours so employed persons can complete all degree requirements.

Electrical and Instrumentation Technology *Plan Code 938, CIP Code 47.0105*

Award: Associate of Applied Science

Program Head: Jay Hooper

Length: Four Semesters (Two years of full-time study)

Purpose: The Electrical and Instrumentation Technology (E&I) Associate of Applied Science (AAS) degree at Dabney S. Lancaster Community College (DSLCC) is designed to prepare students for entry into a broad range of electrical and industrial instrumentation careers. Many career opportunities exist for graduates to become electrical and instrumentation maintenance and/or repair technicians. Also, career opportunities exist for graduates to become electrical and controls designers, producing circuit schematics and layouts for various industrial products.

Industrial settings requiring trained electrical and instrumentation technicians include: product manufacturing, breweries, alternative energy companies, food production companies, HVAC equipment manufacturers, building automation facilities, paper mills, petroleum processing plants, automotive manufacturing, nuclear power plants, shipyards and other industrial areas**.**

	Course	Cr
ENG 111	College Composition I	3
ELE 150	A.C. and D.C. Circuit Fundamentals	3
INS 220	Introduction to Fluid Power	3
ITE 152	Introduction to Digital Literature and Apps	3
MTH EEE	Approved Mathematics Elective*** *Guided Pathway Recommendation: MTH 131*	3
SDV 100	College Success Skills	1
ELE 156	Electrical Control Systems	3
DRF 201	Computer Aided Drafting and Design I	3
ELE 149	Wiring Methods in Industry	3
ELE 239	Programmable Controllers	3
HUM EEE	Humanities Elective *Guided Pathway Recommendation: PHI 220*	3
E&I EEE	Approved Elective*	3
ELE 138	National Electrical Code Review I	3
ELE 175	Industrial Solid State Devices & Circuits	2
IND 243	Principles and Applications of Mechatronics	3
INS 110	Principles of Instrumentation	3
E&I EEE	Approved Elective*	3
INS 112	Instrumentation Fundamentals	3
ELE 240	Advanced Programmable Logic Controllers	3
GEN EEE	General Education Elective** *Guided Pathway Recommendation: CST 110*	3
SSC EEE	Social Science Elective *Guided Pathway Recommendation: PSY 200*	3
SAF 130	Industrial Safety- OSHA 10	1
ETR 141	Electronics I	3
	Minimum credit hours for degree:	**64**

*Approved Electives Include: BUS 201, ENG 115, IND 137, IND 235, IND 181, PHY 201, PHY 202
** General Education Electives- Any Humanities, Social Science, or Math/Science Course
*** Approved Mathematics EEE Electives: MTH 131, MTH 161, MTH 263

Occupational Objectives: Entry level or advancement opportunities as an E&I Technician, Instrumentation Technician, Electrical Technician, Manufacturing Technician, Industrial Technician, or Similar Trade Apprentice.

Admission Requirements: General admission requirements of the College apply to this program**.**

Admission Information: In addition to the general admission requirements to the College, students whose placement test scores indicate the need to increase their level of proficiency in reading, writing and/or mathematics will be required to take appropriate developmental courses. Enrolling in developmental courses may increase the length of time necessary for completing the chosen course or program of study but will enhance the student's preparation for college-level coursework and increase chances for successful attainment of academic, occupational and personal goals.

Graduation Requirements: Students must complete the required courses in curriculum and achieve a 2.0 minimum grade point average to receive this academic award.

Forest Management Technology *Plan Code 328, CIP Code 03.0101*

Award: Associate of Applied Science

Program Head: Richard (Scott) Reigel

Length: Five Semesters (Two years of full-time study)

Purpose: The Forest Management Technology program is designed for persons who seek employment in forestry occupations. The program is designed with the fundamental philosophy of delivering classroom instruction coupled with a hands-on experience. Students use industry-standard equipment and gain practical experience through summer internships regionally and across the country with organizations such as the U.S. Forest Service, Virginia Department of Forestry and private forestry employers.

The program supports forestry and forest-related industries that are vital to the economy of Virginia, where 60 percent of the total land area is forested. The use of these resources by forest industries and land management agencies requires forest technicians trained in forest management, protection, timber harvesting and utilization.

Graduates of the program will be qualified for positions in forestry, urban tree care and forest products.

Admission Requirements: Applicants must meet the admission requirements to the College to be eligible for enrollment into the program. Students are expected to be proficient in basic English, writing mathematics and reading. Appropriate developmental courses are available for those who need to improve proficiency in these areas.

In addition to the general admission requirements for the College, entry into the program requires:

- completion of one unit of high school algebra
- completion of one unit of high school geometry or its equivalent
- one unit of biology is helpful, but not required

Any student who needs prerequisite mathematics courses should anticipate a three-year program of study.

This program serves residents throughout the Commonwealth of Virginia and other states. Students may complete developmental and/or general education studies at another Virginia community college and transfer to DSLCC to complete the forestry courses needed for the Associate of Applied Science (A.A.S) Degree. Due to course sequencing, at least two years at DSLCC will be necessary to complete the program.

Transfer into the DSLCC Forest Management Technology program necessitates close coordination of required courses or their equivalent with the DSLCC academic/forestry advisors. To transfer from another College into the DSLCC Forest Management Technology program, application should be submitted one year in advance of the anticipated start date. Students who wish to transfer should contact their transfer advisor at the College and the DSLCC Student Services Department.

Program Requirements: The first year of the Forest Management Technology curriculum includes general education as well as basic forestry courses.

During the summer between the first and second years of study, students are required to complete a work-based field experience of approximately 225 clock hours. The work-based experiences may be paid or unpaid. The College will assist with placement; however, the student is ultimately responsible for locating and retaining the position as an unpaid worker or paid employee. For credit, the employment must be approved prior to beginning the assignment.

Forest Management Technology *(continued)*

Graduation Requirements: Students must achieve an overall 2.0 GPA ("C" average) in the required curriculum courses to be eligible for graduation. Upon successful completion of all program graduation requirements, the student will be awarded the Associate of Applied Science Degree in Forest Management Technology.

Related Program: Urban Forestry Career Studies Certificate

Accreditation: Society of American Foresters (SAF). The Council for Higher Education Accreditation recognizes SAF as the specialized accrediting body for forestry education in the United States.

Program Costs: In addition to the regular tuition and cost of textbooks, students in the program are required to buy specific types of personal protective gear.

	Course	Cr
ENG 111	College Composition I	3
FOR 105	Forest and Wildlife Ecology	4
FOR 115	Dendrology	4
MTH 131 –OR–	Technical Mathematics -OR-	3
MTH 161	Pre-Calculus I	3
SDV 100	College Success Skills	1
HLT 100	First Aid and CPR	2
FOR 201	Forest Mensuration I	4
BUS 165	Small Business Management	3
FOR 265	Urban Forestry	4
ITE 152	Introduction to Digital Literature and Apps	3
CST 110	Introduction to Speech Communication	3
FOR 190-OR-	Co-op. Internship (unpaid)-OR-	2
FOR 197	Co-op. Education (paid)	2
FOR 227	Timber Harvesting	4
FOR 102	Forest Protection	3
SSC EEE	Social Science Elective *Guided Pathway Recommendation: PSY 200*	3
FOR 202	Forest Mensuration II	4
FOR 215	Applied Silviculture	4
FOR 245	Forest Products	2
FOR 229	Sawmilling	4
FOR 213	Forest Management	3
HUM EEE	Humanities Elective *Guided Pathway Recommendation: PHI 220*	3
FOR 205	Forest Mapping	3
Minimum credit hours for degree:		**69**

Forest Management Technology with Specialization in Arboriculture and Community Forestry *Plan Code 328-01, CIP Code 03.0101*

Award: Associate of Applied Science

Program Head: Richard Scott Reigel

Length: Five Semesters (Two years of full-time study)

Purpose: The Forest Management Technology with Specialization in Arboriculture and Community Forestry of Applied Science (AAS) degree at Dabney S. Lancaster Community College (DSLCC) is designed to train individuals who are planning to enter forestry and forestry-related technical positions.

Admission Requirements: Students who meet the admission requirements to the College are eligible for enrollment into the program. Individuals are expected to ne proficient in Basic English, mathematics and reading. Appropriate developmental courses are available for those who need to update their skills.

Program Description: This program focuses on theory and practices involved in the establishment, composition, and growth of trees and shrubs in an ornamental or urban landscape. Laboratory will emphasize observation and application of various procedures in arboriculture and community forestry including plant, regeneration and intermediate treatments.

	Course	Cr
SDV 100	College Success Skills	1
FOR 105	Forest and Wildlife Ecology	4
FOR 115	Dendrology	4
ENG 111	College Composition I	3
MTH 131	Technical Math	3
HLT 100	First Aid and CPR	2
FOR 201	Forest Mensuration I	4
FOR 205	Forest Mapping	3
FOR 265	Urban Forestry	4
CST 110	Introduction to Speech Communication	3
HRT 205	Soils	3
FOR 190 OR FOR 197	Co-op Internship (unpaid) OR Co-op Education (paid)	2
FOR 102	Forest Protection	3
FOR 140 OR HRT 259	Climbing and Rigging OR Arboriculture	3
FOR 215	Applied Silviculture	4
FOR 227	Timber Harvesting	4
PSY 200	Principles of Psychology	3
FOR 213	Forest Management	3
FOR 195	Commercial Driver License Training	2
FOR 195	Traffic Control Specialist/Aerial Lift and Crane Ops.	3
BUS 165	Small Business Management	3
HUM EEE	Humanities Elective	3
	Credit Hours for Degree: 67	

Graduation Requirements: Students must achieve an overall 2.0 GPA ("C" average) in the required curriculum courses to be eligible for graduation. Upon successful completion of all program graduation requirements, the student will be awarded the Associate of Applied Science Degree in Forest Management Technology.

Program Costs: In addition to the regular tuition and cost of textbooks, students in the program are required to buy specific types of personal protective gear.

Information Systems Technology *Plan Code 299, CIP Code 11.0101*

Award: Associate of Applied Science

Program Head: Tamra Lipscomb

Length: Four Semesters (Two years of full-time study)

Purpose: The global shift toward Information Technologies has produced a critical shortage of technicians skilled in the computer and networking technologies. Data suggest that the IT industry will grow at an unprecedented rate during the next century thus further exacerbating the shortage of qualified Information Technology service technicians. The Information Systems Technology with concentration in Computer and Networking Technology Degree program will provide students the opportunity to develop computer and networking skills required for the following IT industry certifications: CompTIA A+, CompTIA Network+, Microsoft Certified Professional, Microsoft Certified Systems Administrator, CISCO Certified Network Associate.

Admission Information: In addition to the general admission requirements established for the College, students whose placement test scores indicate the need to increase their level of proficiency in reading, writing and/or mathematics will be required to take appropriate developmental courses. Enrolling in developmental courses may increase the length of time necessary for completing the chosen course or program of study, but will enhance the student's preparation for college-level coursework and increase the chances for successful attainment of academic, occupational and personal goals.

	Course	Cr
ENG 111	College Composition I	3
ITE 152	Introduction to Digital Literature and Apps	3
HLT/PED	Elective *Guided Pathway Recommendation: HLT 100*	1-2
ITE 221	PC Hardware and OS Architecture	4
ITN 154	Networking Fundamentals- CISCO	4
SDV 100	College Success Skills	1
ITN 101	Introduction to Network Concepts	3
SSC EEE	Social Science Elective *Guided Pathway Recommendation: PSY 200*	3
ITN 155	Introductory Routing – CISCO	4
MTH 130	Fundamentals of Reasoning	3
ITN 111	Server Administration	4
ITN 110	Client Operating System	4
ITN 156	Basic Switching and Routing- CISCO	4
HUM EEE	Humanities Elective *Guided Pathway Recommendation: PHI 220*	3
ITN/ITP/ ITE/ITD	Career Elective+ *Guided Pathway Recommendation: ITN 195*	3-4
ITN 112	Network Infrastructure	3
ITN/ITP/ ITE/ITD	Career Elective+ *Guided Pathway Recommendation: ITN 261*	3-4
ITN 157	WAN Technologies—CISCO	4
ITN 260	Network Security Basics	3
HUM/SSC	Humanities/Social Science Elective *Guided Pathway Recommendation: CST 110*	3
	Minimum credit hours for degree:	**63-66**

+ See Program advisor to select career elective classes

Admission Requirements: Students who meet the admission requirements to the College are eligible for enrollment into the IST–Computer and Networking Technology Program. Students are expected to be proficient in basic English and Mathematics.

Graduation Requirements: Students must complete the required courses in the curriculum and achieve a 2.0 minimum grade point average to receive this academic award.

Program Requirements: The curriculum consists of course content in general education, basic electronics and computer and networking technologies. Several of the courses will include online components. In these courses, students will access the curriculum and take assessments in the form of quizzes, tests, and exams via the Internet. Some courses may substitute an industry certification exam for the course final exam.

Credit by Exam: Students may receive credits for classes to be applied toward a degree or certificate program by passing the appropriate industry recognized certification exam. Credit by exam for IST courses must be approved by the IST Program Head.

Note: High school students interested in a career in the IT industry should check with their counselor for the availability of articulation and dual enrollment opportunities for these studies.

Nursing *Plan Code 156, CIP Code 51.3801*

Award: Associate of Applied Science

Program Head: Catherine Hiler

Length: Four Semesters (Two years of full-time study) plus prerequisites

Purpose: The ADN program at DSLCC consists of four semesters of full-time study. Students who successfully complete the program earn an Associate of Applied Science Nursing Degree. They are then eligible to apply to take the National Council Licensure Examination for registered nursing.

Admission Information: In addition to the general admission requirements established for the College, students whose placement test scores indicate the need to increase their level of proficiency in reading, writing and/or mathematics will be required to take appropriate developmental courses. Enrolling in developmental courses may increase the length of time necessary for completing the chosen course or program of study, but will enhance the student's preparation for college-level coursework and increase the chances for successful attainment of academic, occupational and personal goals.

Admission Requirements: The Associate of Applied Science degree in Nursing requires the completion of selected general education courses in addition to those that are program specific. Prior to entering the fall semester of the first year of the program, admitted students must complete a number of prerequisites courses or provide official transcripts of successful completion of the courses at another accredited college or university. It is common to take 5-6 semesters to complete the ADN program. Please see Admissions Counselor or Nursing Advisor for additional requirements.

Graduation Requirements: Students must complete the required courses in the curriculum and achieve a 2.0 minimum grade point average to receive this academic award.

Accreditation: The Associate Degree Nursing Program is approved by the Virginia State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing, Inc., 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326 which may be reached at (404) 975-5000.

Curriculum Common: The DSLCC Associate Degree Nursing Program uses the Virginia Community College System Associate Degree Nursing Concept-Based Common Curriculum.

Nursing (continued)

Students interested in admission will need to complete pre-requisite courses prior to acceptance and should make an appointment to meet with a Student Admission Counselor (540) 863-2820 or Nursing Advisor (540) 863-2802 as soon as possible.

	Course	Cr
	Prerequisites (Fall/Spring)	
SDV 100	College Success Skills	1
BIO 141	Anatomy & Physiology I	4
ENG 111	College Composition I	3
PSY 230	Developmental Psychology	3
ITE 152 -OR- ITE 119	Introduction to Digital Literature and Apps -OR- Information Literacy	3
	Fall Semester	
BIO 142	Anatomy & Physiology II	4
NSG 100	Intro to Nursing Concepts	4
NSG 106	Competencies for Nursing Practice	2
NSG 130	Professional Nursing Concepts	1
NSG 200	Health Promotion and Assessment	3
	Spring Semester	
BIO 150	Introductory Microbiology	4
NSG 152	Health Care Participant	3
NSG 170	Health/Illness Concepts	6
	Fall Semester	
ENG 112	College Composition II	3
NSG 210	Health Care Concepts I	5
NSG 211	Health Care Concepts II	5
	Spring Semester	
NSG 230	Advanced Professional Nursing Concepts	2
NSG 252	Complex Health Care Concepts	4
NSG 270	Nursing Capstone	4
HUM EEE	Humanities Elective	3

Minimum credit hours for degree: **67**

LPN to RN Transition Pathway

The LPN to RN Transition Pathway is designed to provide LPNs with a current unrestricted license in the Commonwealth of Virginia or multi-state license the opportunity to use credit for prior learning and earn the Associate of Applied Science degree in Nursing (Plan Code 156, CIP Code 51.3801, and eligibility to apply to take the National Council Licensure Examination (NCLEX-RN).

The Transition Pathway consists of pre-requisites and three nursing semesters. Eligible students are granted 12 credits for prior learning and LPN licensure to equal the required 67 credits.

The ADN Program is approved by the Virginia Board of Nursing and accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), which may be reached at (404) 975-5000 or 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326.

Course Number	Course Name	Cr
PRE-REQUISITES		
SDV 100	College Success Skills	1
BIO 141	Anatomy and Physiology, I	4
ENG 111	College Composition I	3
PSY 230	Developmental Psychology	3
ITE 152 OR ITE 119	Introduction to Digital Literature and Apps. -OR- Information Literacy	3
BIO 142	Anatomy and Physiology II (LPN Transition Students must complete BIO 142 as a pre-requisite due to its placement in first year)	4
First Semester	**–Spring**	
BIO 150	Introductory Microbiology	4
NSG 100	*Portfolio- Credit granted through current LPN licensure- Total hours for all advanced placement is 12 credit hours	*12
NSG 106	*Portfolio- Credit granted through current LPN Licensure	
NSG 130	*Portfolio- Credit granted through current LPN licensure	
NSG 200	Health Promotion and Assessment	3
NSG 115	Healthcare Concepts for Transition	4
NSG 152	*Portfolio- Credit granted through current LPN Licensure	
NSG 170	*Portfolio- Credit granted through current LPN Licensure	
Second Semester	**- Fall**	
ENG 112	College Composition II	3
NSG 210	Health Care Concepts I	5
NSG 211	Health Care Concepts Ii	5
Third Semester	**- Spring**	
NSG 230	Advanced Professional Nursing Concepts	2
NSG 252	Complex Health Care Concepts	4
NSG 270	Nursing Capstone	4
HUM EEE	Humanities Elective (PHI 220 recommended)	3
	TOTAL	**67**

Technical Studies _Plan Code 718, CIP Code 15.0612_

Award: Associate of Applied Science

Program Oversight: Ben Worth

Length: Four Semesters (Two years of full-time study) plus prerequisites

Purpose: The Technical Studies Associate in Applied Science Degree is designed to provide a broad foundation of general education and technological knowledge, along with a concentration in a technical field as identified by local industry needs, that will prepare the graduate to enter or advance in technical fields upon graduation.

Additional Information: The Technical Studies Degree will use one or more existing certificates or career studies certificates with additional courses to create a coherent plan of study for a total of 60 – 69 CR. Experiential credit, such as credit for prior learning, internship credit, directed study for credit, and/or apprenticeship credit may be used. The Technical Studies Degree will be approved by the Chief Academic Officer or designee to ensure a coherent plan of study.

GENERAL EDUCATION
(15 CR required; at least 3 CR from each discipline)
Communication	3 - 6 CR
Humanities	3 - 6 CR
Social/Behavioral Sciences	3 - 6 CR
Mathematics/Natural Science	3 - 6 CR

STUDENT DEVELOPMENT
SDV 100, College Success Skills	1 - 2 CR

CONTENT SKILLS AND KNOWLEDGE
One or more Certificate(s) or
Career Studies Certificate(s)	44 - 52 CR
TOTAL	60 - 69 CR

Certificate Programs

In addition to Associate of Applied Science Degree Programs, DSLCC offers Certificate Programs, which provide entry-level job skills based upon local employment needs. The Certificate Programs are also appropriate for employed individuals who wish to upgrade their present job skills or prepare for promotion. The College works with local employers to design programs, which will lead to employment in local businesses and industries.

Many Certificate Programs are related to an Associate of Applied Science Degree Program, while others are self-contained. When the program is part of an Associate of Applied Science Degree Program, credits will be applied toward the degree program requirements.

Administrative Support Technology *Plan Code 398, CIP Code 52.0499*

Award: Certificate

Program Head: Rachael Thompson

Length: Three Semesters (One-year full-time study)

Purpose: This program is designed to provide entry-level employment skills for occupations in clerical support areas.

Admission Information: Students whose placement test scores indicate the need to increase their level of proficiency in reading, writing and/or mathematics will be required to take appropriate developmental courses. Enrolling in developmental courses may increase the length of time necessary for completing the chosen course or program of study, but will enhance the student's preparation for college-level coursework and increase the chances for successful attainment of academic, occupational and personal goals.

Admission Requirements: In addition to the general admission requirements of the College, this program requires proficiency in mathematics, writing and reading. Students not proficient in these areas will be required to enroll in prerequisite skills courses. Students who have some training in keyboarding, computer use, or other clerical skill areas may be granted advanced placement or elective course credit.

Program Requirements: The curriculum requires the student to complete office skills courses, including communications and mathematics, needed to function in an office. Upon completion of the program and maintaining an overall GPA of at least 2.0 in all applicable classes, the student will be awarded the Administrative Support Technology Certificate.

Related Degree: AAS Business Management with Specialization in Administrative Support

	Course	Cr
AST 107	Editing/Proofreading Skills	3
BUS 121	Business Mathematics I	3
ENG 100 OR	Basic Occupational Communication OR	3
ENG 111	College Composition I	3
ITE 152	Introduction to Digital Literature and Apps.	3
AST 137	Records Management	3
AST 141	Word Processing I	3
AST 243	Office Administration I	3
CST 110	Introduction to Speech Communication	3
AST 253	Advanced Desktop Publishing I	3
AST 290/297	Coordinated Internship (unpaid)/ Co-op Education (paid)	3

Minimum credit hours for certificate: 30

Advanced Health Care *Plan Code 194, CIP Code 51.0999*

*Eligible for G3 Funding

Award: Certificate

Program Head: Catherine Hiler

Length: Two Semesters (One-year full-time study)

Purpose: The Certificate in Advanced Health Care includes courses which are valuable for those who plan to enter a health care career. These courses would also prove useful for those students who wish to pursue a Practical Nursing certificate or Emergency Medical Technician career studies certificate.

Admission Information: Students whose placement test scores indicate the need to increase their level of proficiency in reading, writing and/or mathematics will be required to take appropriate developmental courses. Enrolling in developmental courses may increase the length of time necessary for completing the chosen course or program of study, but will enhance the student's preparation for college-level coursework and increase the chances for successful attainment of academic, occupational and personal goals.

Admission Requirements: In addition to the general admission requirements of the College, entry into the health care curriculum is based on the following requirements: Graduation from high school or GED, GPA of 2.0 or higher, Satisfactory scores on placement tests.

Program Requirements: A student must achieve a grade of "C" or better in health, psychology, and biology, HCT, EMS, & PNE courses.

Related Certificate: Practical Nursing
Related Degree: AAS in Nursing (RN)
Related Career Studies Certificates: Massage Therapy and Emergency Medical Service

	Course	Cr
BIO 141	Anatomy and Physiology I	4
ENG 111	College Composition I	3
ITE 152	Introduction to Digital Literature and Apps	3
HLT 100	First Aid and CPR	2
MTH 154 -OR- MTH 155 –OR- MTH 245.	Quantitative Reasoning -OR- Statistical Reasoning –OR- Statistics I	3
SDV 100	College Success Skills	1
BIO 142	Human Anatomy and Physiology II	4
HLT 143	Medical Terminology I	3
PHI 220 –OR- HUM EEE	Ethics-OR- Humanities Elective-OR-	3
SDV 195 –OR- EEE	TEAS Test Prep –OR- EEE Elective	2-4
SSC EEE	Social Science Elective	3
	Total credit hours:	**33-35**

Advanced Manufacturing Technology *Plan Code 398, CIP Code 15.0699*

Award: Certificate

Program Head: Jay Hooper

Length: Two Semesters (One-year full-time study)

Purpose: The program is designed to prepare graduates for entry-level positions and/or advance in companies employing advanced manufacturing technologies. Job responsibilities may involve fabricating, installing, upgrading, operating, testing, maintaining, troubleshooting, repairing, or selling advanced manufacturing systems. Examples of job titles for graduates may include maintenance technician, automated machine technician, process technician, packaging systems operator, manufacturing control specialist, automation equipment installer and field service technician.

Admission Information: In addition to the general admission requirements to the College, students whose placement test scores indicate the need to increase their level of proficiency in reading, writing and/or mathematics will be required to take appropriate developmental courses. Enrolling in developmental courses may increase the length of time necessary for completing the chosen course or program of study, but will enhance the student's preparation for college-level coursework and increase the chances for successful attainment of academic, occupational and personal goals.

Admission Requirements: General admission requirements of the College apply to this program.

Program Requirements: Students must complete the required courses in the curriculum and achieve a 2.0 minimum grade point average to be awarded the Certificate in Advanced Manufacturing Technology.

Related Degree: AAS Electrical and Instrumentation Technology

	Course	Cr
MTH 131	Technical Mathematics	3
IND 106	Industrial Engineering Technology	3
ITE 152	Introduction to Digital Literature and Apps	3
ELE 150	AC and DC Circuit Fundamentals	3
ELE 156	Electrical Control Systems	3
ELE 239	Programmable Controllers	3
IND 113	Materials and Processes in Manufacturing I	2
INS 220	Introduction to Fluid Power	3
ENG 111	College Composition I	3
IND 243	Principles of Applications of Mechatronics	3
SDV 100	College Success Skills	1
	Minimum credit hours for certificate:	**30**

Culinary Arts *Plan Code 245, CIP Code 12.0500*

Award: Certificate

Program Head: Ed McArdle

Length: Two semesters (One year of full-time study)

Purpose: This curriculum is designed to enable graduates to gain employment in the culinary arts area and/or enter chef training programs in this expanding industry.

Admission Information: Students whose placement test scores indicate the need to increase their level of proficiency in reading, writing and/or mathematics will be required to take appropriate developmental courses. Enrolling in developmental courses may increase the length of time necessary for completing the chosen course or program of study, but will enhance the student's preparation for college-level coursework and increase the chances for successful attainment of academic, occupational and personal goals.

Admission Requirements: The general admission requirements for admission to the College apply to the program.

Program Requirements: The curriculum provides a concentration of technical courses in the culinary arts area and a general education requirement that includes courses in English and social sciences. Students must achieve an overall minimum GPA of 2.0 in all applicable courses to receive a Culinary Arts Certificate.

Program Cost: In addition to the regular college tuition and cost of books, students in the program are required to buy uniforms and accessories, as well as pay for any required course fees.

Related Degree: AAS in Culinary Arts and Management

	Course	**Cr**
HRI 119	Applied Nutrition for Food Service	3
HRI 128	Principles of Baking	3
HRI 106	Principals of Culinary Arts I	3
HRI 158	Sanitation and Safety	3
ENG EEE	English Elective *Guided Pathway Recommendation: ENG 111*	3
HRI 251	Food and Beverage Cost Control	3
HRI 218	Fruit, Vegetable and Starch Preparation	3
HRI 219	Stock, Soup and Sauce Preparation	3
MTH EEE	Math Elective *Guided Pathway Recommendation: MTH 130*	3
HRI 220	Meat, Seafood, and Poultry Preparation	3
SDV 100	College Success Skills	1
	Minimum credit hours for certificate:	**31**

General Education *Plan Code 695, CIP Code 24.0199*

Award: Certificate

Program Head: Stephen Nicholson

Length: Two semesters (One year of full-time study)

Purpose: The General Education Certificate is included eleven courses required for an Associate of Arts and Sciences degree. Students will have the opportunity to participate in a wide variety of courses in general computer application, English, and mathematics, as well as social sciences, humanities, and natural sciences.

Admission Information: Students whose placement test scores indicate the need to increase their level of proficiency in reading, writing and/or mathematics will be required to take appropriate developmental courses. Enrolling in developmental courses may increase the length of time necessary for completing the chosen course or program of study, but will enhance the student's preparation for college-level coursework and increase the chances for successful attainment of academic, occupational and personal goals.

Admission Requirements: The general admission requirements for admission to the College apply to the program.

	Course	**Cr**
BIO 101 OR CHM 111 OR PHY 201	General Biology I (w/lab) OR College Chemistry I (w/lab) OR General College Physics I (w/lab)	4
ENG 111	College Composition I	3
SSC EEE	Social Science Elective	3
MTH 154 OR MTH 161 OR MTH 245	Quantitative Reasoning OR Pre-Calculus OR Statistics I	3
HUM EEE	Humanities Elective *Guided Pathway Recommendation: ART 201*	3
SDV 100	College Success Skills	1
BIO 102 OR CHM 112 OR PHY 202	General Biology II (w/lab) OR College Chemistry II (w/lab) OR General College Physics II (w/lab)	4
ENG 112	College Composition II	3
SSC EEE	Social Science Elective	3
SSC EEE	Social Science Elective	3
HUM EEE	Humanities Elective *Guided Pathway Recommendation: CST 110*	3

Minimum credit hours for certificate: 33

Hospitality Services *Plan Code 271, CIP Code 2043*

Award: Certificate

Program Head: Ed McArdle

Length: Two semesters (One year full-time study)

Purpose: This program is designed to provide a foundation that prepares students for the hospitality field, as well as specific specialized areas.

Admission Information: Students whose placement test scores indicate the need to increase their level of proficiency in reading, writing and/or mathematics will be required to take appropriate developmental courses. Enrolling in developmental courses may increase the length of time necessary for completing the chosen course or program of study, but will enhance the student's preparation for college-level coursework and increase the chances for successful attainment of academic, occupational and personal goals.

Admission Requirements: The general admission requirements of the College apply to the program. For some specializations, students may be required to work outdoors in all seasons.

Curriculum Requirements: A certificate is awarded upon completion of the program with an overall 2.0 grade point average. Students may also elect to complete only four (4) specialized courses (12 credit hours) and receive a Career Studies Certificate.

Related: Career Studies Certificate in Hospitality Management

	Course	**Cr**
BUS 100	Introduction to Business	3
ENG 111	College Composition I	3
HRI 154	Principles of Hospitality Management	3
ITE 152	Introduction to Digital Literacy and Computer Apps.	3
HRI 235	Marketing of Hospitality Services	3
BUS 117	Human Relations/Leadership Development	3
HRI 140	Fundamentals of Quality for the Hospitality Industry	3
HRI 190	Internship in Lodging	3
SSC EEE	Social Science Elective	3
	Guided Pathway Recommendation: PSY 200	
	Summer Semester	
HRI 290	Internship in Guest Services	3

Minimum credit hours for certificate: 30

Industrial / Structural Welding (Level 2) *Plan Code 995, CIP Code 48.0508*

*Eligible for G3 Funding

Award: Certificate

Program Head: Michael Bryant

Length: Two semesters (One year full-time study)

Purpose: With the trend toward a global economy and the introduction of new exotic materials with welding processes and procedures to weld them, there is a demand for highly skilled, highly trained welders possessing decision making and hands-on skills. The program is designed to prepare welders for this exciting challenge and successful passing of certification tests.

Admission Information: Although there are no testing requirements before enrolling in a "hands on" welding lab course, students whose placement test scores indicate the need to increase their level of proficiency in reading, writing and/or mathematics will be required to take appropriate developmental courses before enrolling in related courses, such as blueprint reading. Enrolling in developmental courses may increase the length of time necessary for completing the chosen course or program of study, but will enhance the student's preparation for college-level coursework and increase the chances for successful attainment of academic, occupational and personal goals.

Admission Requirements: Students must meet the general admission requirements of the College. Successful completion of the curriculum requires proficiency in communications, an understanding of applied mathematics, a moderate level of dexterity and average mechanical aptitude. Persons who have completed a high school welding program or industrial courses in welding may receive credit and/or advanced placement upon demonstration of proficiency.

Graduation Requirements: Students must achieve an overall minimum 2.0 GPA in the curriculum's applicable courses to be awarded a Welding Certificate.

Related Certificate: Pipe Welding

ENG 100 OR ENG 111	Occupational English OR English Composition I	3
HLT 100	First Aid and CPR	2
MAC 111*-OR- MTH 131	Machine Trade Theory & Computation I-OR- Technical Mathematics	3 3
SAF 130-OR- SAF 131	Industrial Safety (OSHA 10) -OR- Construction Safety (OSHA 10)	1 1
WEL 120	Introduction to Welding	2
WEL 123	Shielded Metal Arc Welding (Basic)	3
WEL 164	Gas Tungsten Arc Welding	3
WEL 145	Welding Metallurgy	4
WEL 150	Welding Drawing and Interpretation	3
ENG 100	Basic Occupational Communications	3
WEL 124	Shielded Metal Arc Welding (Advanced)	3
WEL EEE**	Welding Elective	2-3
WEL 160	Gas Metal Arc Welding	3
WEL 161	Flux Cored Arc Welding	3

Minimum credit hours for degree: 34-36

Approved Electives Include:

WEL 125	SMAW (Advanced Part II) Capstone	1-2
WEL 166	Advanced Gas Tungsten Arc Welding (GTAW), Tungsten Inert Gas (TIG)	2

*MTH 103 may be substituted for MAC 111

**More than one course may be needed to reach 2-3 elective credits.

Law Enforcement *Plan Code 463, CIP Code 43.0103*

*Eligible for G3 Funding

Award: Certificate

Contact: John Bolling

Length: Two Semesters

Purpose: The Law Enforcement Certificate was developed for those who wish to gain or upgrade skills for an academic award, either to enhance credentials and/or complete a program before continuing further study for an associate degree.

Admission Information: Students whose placement test scores indicate the need to increase their level of proficiency in reading, writing and/or mathematics will be required to take appropriate developmental courses.

Enrolling in developmental courses may increase the length of time necessary for completing the chosen course or program of study, but will enhance the student's preparation for college-level coursework and increase the chances for successful attainment of academic, occupational and personal goals.

Admission Requirements: In addition to the general requirements for admission to the College, applicants are advised that virtually all law enforcement agencies set physical standards and investigate the moral character of all applicants.

Graduation Requirements: Students must achieve an overall minimum GPA of 2.0 in all applicable courses to receive the Law Enforcement Certificate.

Program Requirements: The Certificate in Law Enforcement include basic courses in writing skills, social sciences and first aid or emergency skills as well as specialized courses in administration of justice. At least fifty percent of the required courses must be DSLCC course credits.

Related Degrees: AA&S General Studies with a Specialization in Administrative Justice

Related Career Studies Certificate: Private Security Services

	Course	Cr
SDV 100	College Success Skills	1
HLT/PED	Elective *Guided Pathway Recommendation: HLT 105*	2
ITE 152	Introduction to Digital Literacy and Computer Apps.	3
MTH EEE*	Approved Mathematics Elective *Guided Pathway Recommendation: MTH 154*	3
ENG 111	College Composition I	3
ADJ 100	Survey of Criminal Justice	3
ENG 112	College Composition II	3
CST 110	Introduction to Speech Communication	3
MTH EEE*	Approved Mathematics Elective *Guided Pathway Recommendation: MTH 245*	3
ADJ EEE**	Approved Administration of Justice Elective *Guided Pathway Recommendation: ADJ 130*	3
ADJ EEE**	Approved mathematics Elective *Guided Pathway Recommendation: ADJ 140*	3
	Minimum credit hours for certificate:	**30**

*Approved Mathematics Electives: MTH 154/155, MTH 161/162, MTH 263/264 or MTH 245

** Approved Administrative of Justice Electives: ADJ 105, 110, 130, 140, 201, 225, 236, PLS 135, PSY 215 and SOC 268

Microcomputer Operations *Plan Code 207, CIP Code 11.0103*

Award: Certificate

Program Head: Tamra Lipscomb

Length: Four Semesters of full-time and part time study

Purpose: The Microcomputer Operations Certificate was developed for those who wish to master computer and networking skills required for IT industry certifications.

Admission Information: In addition to the general admission requirements to the College, students whose placement test scores indicate the need to increase their level of proficiency in reading, writing and/or mathematics will be required to take appropriate developmental courses. Enrolling in developmental courses may increase the length of time necessary for completing the chosen course or program of study but will enhance the student's preparation for college-level coursework and increase chances for successful attainment of academic, occupational and personal goals.

Admission Requirements: General admission requirements of the College apply to this program.

Graduation Requirements: Students must complete the required courses in curriculum and achieve a 2.0 minimum grade point average to receive this academic award.

Credit by Exam: Students may receive credits for classes to be applied toward a degree or certificate program by passing the appropriate industry recognized certification exam. Credit by exam for IST courses must be approved by the IST Program Head.

Related Degree: AAS in Information System Technology

	Course	Cr
ENG 111	College Composition I	3
ITN 107	Personal Computer Hardware	3
ITN 154	Networking Fundamentals—CISCO	4
ITE 115	Introduction To Computer Applications and Concepts	3
ITN 110	Client Operating Systems	4
ITN 101	Introduction to Network Concepts	3
SSC EEE	Social Science Elective *Guided Pathway Recommendation: PSY 200*	3
ITN 106	Microcomputer Operating Systems	3
ITN 155	Introductory Routing—CISCO	4
ITN 111	Server Administration	4
ITN 156	Basic Switching and Routing—CISCO	4
ITN 260	Networking Security Basics	3
ITN 157	WAN Technologies—CISCO	4

Minimum credit hours for certificate: 45

Pipe Welding *Plan Code 744, CIP Code 48.0508*

Award: Certificate

Program Head: Michael Bryant

Length: Two semesters (One year full-time study)

Purpose: To meet industry's demand for different types of welding training, the Welding program is creating two parallel certificates: one in Industrial/Structural Welding, the other in Pipe Welding. The Pipe Welding certificate meets a growing industry demand for pipe welders.

Admission Information: Although there are no testing requirements before enrolling in a welding course, students whose placement test scores indicate the need to increase their level of proficiency in reading, writing and/or mathematics will be required to take appropriate developmental courses before enrolling in related courses, such as blueprint reading. Enrolling in developmental courses may increase the length of time necessary for completing the chosen course or program of study, but will enhance the student's preparation for college-level coursework and increase the chances for successful attainment of academic, occupational and personal goals.

Admission Requirements: Students must meet the general admission requirements of the College. Successful completion of the curriculum requires proficiency in communications, an understanding of applied mathematics, a moderate level of dexterity and average mechanical aptitude. Persons who have completed a high school welding program or industrial courses in welding may receive credit and/or advanced placement upon demonstration of proficiency.

Graduation Requirements: Students must achieve an overall minimum 2.0 GPA in the curriculum's applicable courses.

Related Certificate: Industrial/Structural Welding

	Course	Cr
SAF 130 or SAF 131 or SAF 195	Industrial Safety (OSHA 10) Construction Safety (OSHA 10) Construction Safety (OSHA 10)	1
MAC 111-OR- MTH 131	Machine Trade Computations*-OR- Technical Mathematics	3 3
WEL 120	Introduction to Welding	2
WEL 123	SMAW (Basic)	3
WEL 145	Metallurgy	4
WEL 164	Gas Tungsten Arc Welding	3
WEL 126	Pipe Welding I	3
ENG 100 or ENG 111	Occupational English College Composition I	3
WEL 124	SMAW (Advanced)	3
WEL 127	Pipe Welding II	3
WEL 138	Pipe and Tube Welding	2
WEL 150	Welding Drawing and Interpretation	3
HLT 100	First Aid and CPR	2
WEL 160	Gas Metal Arc Welding	3
WEL 161	Flux Cored Arc Welding	3
WEL 166	Advanced Gas Tungsten Arc Welding (GTAW), Tungsten Inert Gas (TIG)	2

Minimum credit hours for degree: 43

Practical Nursing *Plan Code 157, CIP Code 51.3901*

Award: Certificate

Program Head: Catherine Hiler

Length: Three semester of study

Purpose: The Practical Nursing Certificate is a 44-credit hour certificate program designed to prepare individuals to function as entry level practical nurses. This program is offered in the Rockbridge area, but students who reside in any location may apply for admission. Upon successful completion of the program, graduates will be eligible to apply to take the National Council Licensure Examination leading to licensure as a practical nurse (NCLEX-PN exam). Licensed practical nurses (LPNs), under the direction of physicians or registered nurses, care for people who are sick, injured, convalescent, or disabled. LPNs care for patients in many ways. Often, they provide basic bedside care. Many LPNs measure and record patients' vital signs such as height, weight, temperature, blood pressure, pulse and respiration. They also prepare and give medications, injections, and treatments. To help keep patients comfortable, they assist with personal hygiene, moving in bed, standing, and walking. They might also feed patients who need help eating. Experienced LPNs may supervise nursing assistants and aides.

Admission Information: In addition to the general admission requirements of the College, students whose placement test scores indicate the need to increase their level of proficiency in reading, writing and/or mathematics will be required to take appropriate developmental courses. Enrolling in developmental courses may increase the length of time necessary for completing the chosen course or program of study, but will enhance the student's preparation for college-level coursework and increase the chances for successful attainment of academic, occupational and personal goals.

Program Objectives: Upon completion of the program, the graduate is prepared to:

•Function as a beginning practitioner under the supervision of a licensed medical practitioner, registered nurse, and/or other approved health professionals.

•Utilize the nursing process with guidance in delivering safe, therapeutic individualized nursing care to the patient and/or family throughout the life span.

•Maintain effective professional relationships with the patient, family, and other members of the health care team.

•Participate in patient/family education to promote, maintain, and restore individual, family and community health.

• Assist the patient and/or family in utilizing community resources to promote and maintain an optimal state of health.

• Assume responsibility for his/her own continued personal, professional, and educational growth as a practical nurse and private citizen.

• Function within the legal and ethical limits of the practical nurse role.

• Successfully complete the NCLEX-PN examination.

Occupational Objectives: Licensed Practical Nurses may find employment in hospitals, nursing homes, clinics, day care centers, Civil Service, primary care offices, rehabilitation facilities, industry, the military, schools, home health and private duty nursing.

Practical Nursing (Continued)

Program Admission Guidelines: In addition to general requirements, applicants must possess and demonstrate the traits and functional abilities that are essential for licensure and job performance of the practical nurse. Information on admission criteria, including pre-admission testing requirements, is provided in an Information Packet available online or by calling 540-863-2838.

Additional Admission Requirements:

- Complete DSLCC admission application and have official transcripts sent from high school or other colleges you have attended.
- Complete a Practical Nursing Program (PNP) application
- Demonstrate Math proficiency of MTE 1-4
- Take the Pre-entrance examination (non-refundable fee) which is administered at the main campus in Clifton Forge.

Applicants who receive a satisfactory score will be contacted for a personal interview with the Nursing Program Head.

After interviews are completed, the application materials will be reviewed, and CONTINGENT admission will be granted to qualified applicants

Final Admission Requirements for those granted contingent admission:
- Applicant must arrange for and pass the Health Assessment Screenings. If follow up medical treatment is needed, it is the applicant's responsibility and expense to contact their primary care physician.
- Applicants are expected to provide proof of current immunizations.
- Applicant must have a urine drug screening test (applicant expense). Failure to submit and/or pass the health screening and/or drug test will result in denial of admission to the Practical Nursing Program.
- Applicant must undergo a Criminal Background Check (applicant expense) which is a requirement of the Virginia State Board of Nursing in order for students to practice clinical nursing in a hospital or nursing home. Applicants, who have a criminal background check that would result in their not being eligible to be employed as a health care worker, will be denied admission into the Practical Nursing Program.

Tuition and fees must be paid by the deadlines set by DSLCC.

Completion of this program does NOT guarantee automatic admission to the DSLCC Associate Degree in Nursing (ADN) program.

Program Description: The Practical Nursing Certificate is a full-time program. The classroom and clinical schedule are seven-ten (7-10) hours daily and include extensive practical learning experiences associated with hospital procedures and routines. Clinical experiences in geriatrics, medical, surgical, obstetrics, pediatrics, and mental health are coordinated in various clinical agencies. The program is 12 months long (3 semesters) and begins with the summer semester.

Graduation Requirements: Students must complete the required courses in the curriculum and achieve a minimum grade of 80% in each nursing course, and a 2.0 in non-nursing courses to receive this academic award.

Related Programs: LPN to RN Transition Pathway to earn AAS in Nursing (RN).

Nursing classes must be taken in the semester they are listed. General education courses must be taken in the semester listed or before.

	Course	Cr.
	Summer Semester	
ENG 100*	Basic Occupational Communications	3
ITE 115	Introduction to Computer Apps. & Concepts	3
NUR 135	Drug Dosage & Calculations	1
HLT 130	Nutrition and Diet Therapy	1
PNE 145	Trends in Practical Nursing	1
PNE 158	Mental Health & Psychiatric Nursing	1
SDV 101	Orientation to Practical Nursing	1
	Fall Semester	
PNE 110	Practical Nursing Health & Disease I	5
PNE 141	Nursing Skills I	2
PNE 155	Body Structure & Function	3
PNE 181	Clinical Experience I	5
	Spring Semester	
PNE 111	Practical Nursing Health & Disease II	5
PNE 142	Nursing Skills II	2
PNE 136	Care of Maternal, Newborn and Pediatric Patients	4
PNE 182	Clinical Experience II	5
PNE 173	Pharmacology for Practical Nursing	2

Minimum credit hours for degree: 44

Course Substitutions: The following course substitutions are permitted in the Practical Nursing Program.

Current Course Requirement	Substitution
ENG 100	ENG 111 (with course grade of "C" or better)
HLT 130	HLT 230 (within 5 years and a course grade of "C" or better)
PNE 155	BIO 141 and BIO 142 (within 7 years and a course grade of "C" or better)
SDV 101	SDV 100

*Students planning to continue studies toward RN must take ENG 111- College Composition I.

Small Business Management *Plan Code 232, CIP Code 52.0299*

Award: Certificate
Program Head: Rachael Thompson
Length: Two semesters (One year full-time study)
Purpose: The Small Business Management program is designed to train individuals for entry-level office supervision positions. It is also designed to assist those already employed to increase job skills for promotional purposes.

Admission Information: Students whose placement test scores indicate the need to increase their level of proficiency in reading, writing and/or mathematics will be required to take appropriate developmental courses. Enrolling in developmental courses may increase the length of time necessary for completing the chosen course or program of study, but will enhance the student's preparation for college-level coursework and increase the chances for successful attainment of academic, occupational and personal goals.

Admission Requirements: In addition to the general entry requirements of the College, this program requires that the students have basic skills in mathematics, reading and writing. Students not proficient in these areas will be required to enroll in appropriate prerequisite skills courses.

Program Requirements: This program includes general education courses in addition to courses in accounting, computers, mathematics, and business. Students must receive an overall minimum grade point average of 2.0 in all applicable courses in order to receive the Small Business Management Certificate.

Graduation Requirements: Students must complete the required courses in the curriculum and achieve a 2.0 minimum grade point average to receive this academic award.

	Course	Cr
ACC 211	Principles of Accounting I	3
BUS 100	Introduction to Business	3
BUS 121	Business Math I	3
ENG 111	College Composition I	3
ITE 115	Introduction to Computer Applications and Concepts	3
ECO 201	Principles of Economics I (Macroeconomics)	3
BUS 122	Business Mathematics II	3
BUS 201	Organization Behavior	3
BUS 165	Small Business Management	3
ECO 202	Principles of Economics I (Microeconomics)	3
MKT 100	Principles of Marketing	3

Minimum credit hours for certificate: 33

Career Studies Certificates

Career studies certificates are developed in response to adults seeking preparation for employment or advancement in their current field. Most career studies certificates may be earned in a shorter time than it requires to complete other academic awards offered through the college.

Career studies certificates require 9-29 semester credit hours; some relate to certificate or associate degree programs or are self-contained. These programs are designed to provide students with specific skill sets for local employment.

Admission Information: Individuals must follow the admission process to enroll in career studies certificate programs. An academic advisor will review requirements to be certain that any requirements are met so the student will complete the program with success. Individuals may earn more than one option.

Program Requirements: The program requires completion of selected specialized courses. All electives must be approved prior to enrollment. A Career Studies Certificate is awarded upon program completion (overall minimum 2.0 GPA).

Career Studies Certificate Programs for 2021-2022 include the following:

CAREER STUDIES CERTIFICATE	PLAN CODE	CIP CODE
Advanced Manufacturing Fundamentals	221-990-48	15.0613
Business Fundamentals	221-212-24	52.0703
Cybersecurity and Networking (Level 1)	221-732-08	15.0303
Cybersecurity and Networking (Level 2)	221-732-18	15.0303
Early Childhood Development	221-636-04	19.0709
Electrical Wiring Fundamentals	221-706-01	46.0302
Electrical Troubleshooting (Level 2)	221-942-03	46.0302
Fundamentals of Welding (Level 1)	221-995-03	46.0302
Hospitality Management	221-775-01	52.0901
Instrumentation Technology Fundamentals	221-938-21	47.0105
Networking Technologies	221-732-07	11.0901
Non-Profit Management	221-455-01	52.0206
Office Skills	221-298-08	52.0407
PC Repair	221-731-24	14.0902
Practical Electrical Technician	221-942-01	46.0302
Renewable Energy Technology Fundamentals	221-706-40	15.0699
Science and Mathematics	221-695-01	24.0199
Unmanned Aerial Systems Maintenance and Operations	221-810-06	49.0101
Urban Forestry	221-328-03	03.0508
Web Page Design	221-352-02	11.1004
Welding	221-995-01	48.0508
Wilderness Emergency Management	221-146-20	51.0904

Advanced Manufacturing Fundamentals

	Course Name	CR.
ELE 150	AC and DC Fundametntals	3
IND 106	Industrial Engineering	3
ITE 152	Introduction to Digital Literacy and Computer Applications	3
MTH 131	Technical Mathematics	3
ELE 156	Electrical Control Systems	3
ELE 239	Programmable Controllers	3
IND 113	Materials and Processes in Manufacturing I	3
IND 243	Principles and Applications of Mechatronics	3
INS 220	Introduction to Fluid Power	3

Minimum Credit Hours: 26

Business Fundamentals

	Course Name	CR.
SDV 100	College Success Skills	1
MKT 100	Principles of Marketing	3
BUS 100	Introduction to Business	3
BUS 121	Business Mathematics I	3
ITE 152	Introduction to Digital Literacy and Computer Applications	3
ENG 111	College Composition I	3

Minimum Credit Hours: 16

Cloud Computing
(Pending Approval from SACSCOC)

	Course Name	CR.
ITE 221	PC Hardware and OS Architecture	4
ITN 101	Introduction to Network Concepts	3
ITN 260	Network Security Basics	3
ITN 170	Linux System Administration	3
ITP 100	Software Design	3
ITN 257	Cloud Computing: Infrastructure and Services	3

Minimum Credit Hours: 19

Cybersecurity and Networking Foundations (Level 1)

	Course Name	CR.
ITE 152	Introduction to Digital Literacy and Computer Applications	3
ITE 221	PC Hardware and OS Architecture	4
ITN 101	Introduction to Network Concepts	3
ITN 260	Network Security Basics	3
ITN 261	Network Attacks, Computer Crime and Hacking	4
ITP 100	Software Design	3

Minimum Credit Hours: 20

Cybersecurity and Networking Foundations Intermediate (Level 2)

	Course	Cr
ITN 154	Networking Fundamentals	4
ITN 111	Server Administration	4
ITN 110	Client Operating System	4
ITN 155	Introductory Routing- CISCO	4

Minimum Credit Hours: 16

Early Childhood Development

This program uses a VCCS Common Curriculum

	Course	Cr
SDV 100	College Success Skills	1
CHD 120	Introduction to Early Childhood Education	3
CHD 165	Observation & Participation in Early Childhood/ Primary Settings	3
CHD 145	Teaching Art, Music, and Movement to Children	3
EDU 235	Health, Safety, and Nutrition Education	3

Minimum Credit Hours: 16

Electrical Troubleshooting (Level 2)

	Course	Cr
ENG 111	College Composition I	3
INS 220	Introduction to Fluid Power	3
ELE 175	Industrial Solid State Devices	2
ETR 141	Electronics I	3
DRF 201	Computer Aided Drafting and Design I	3
ELE 239	Programmable Controllers	3
ELE 156	Electrical Control Systems	3
PHI 220	Ethics	3

Minimum Credit Hours: 23

Electrical Wiring Fundamentals

	Course	Cr
ELE 138	National Electrical Code Review I	3
ELE 150	.A.C. and D.C Circuit Fundamentals	3
ITE 115	Introduction to Computer Apps & Concepts	3
MTH 131	Technical Mathematics	3
ELE 149	Wiring Methods in Industry w/ Lab	3
ELE 156	Electrical Control Systems w/ Lab	3
ELE 175	Industrial Solid State Devices and Circuits	2
ELE 239	Programmable Controllers	3

Minimum Credit Hours: 23

	IT Technical Support **Pending approval from State Council of Higher Education for Virginia**			Fundamentals of Welding (Level 1) *Eligible for G3 Funding	

	Course	Cr		Course	Cr
ITE 152	Introduction to Digital Literacy and Computer Apps	3	WEL 120	Introduction of Welding	2
ITE 180	Help Desk Support Skills	3	SAF 130 or SAF 131	Industrial Safety (OSHA 10) Construction Safety (OSHA 10)	1
ITE 221	PC Hardware and OS Architecture	4	WEL 123	SMAW (Basic)	3
ITN 101	Introduction to Network Concepts	3	WEL 160	Gas Metal Arc Welding	3
ITN 260	Network Security Basics	3	WEL 164	Gas Tungsten Arc Welding	3
ITE 182	User Support/Help Desk Principles	3	WEL 150	Welding Drawing and Interpretation	3
			WEL 161	Flux Cored Arc Welding	3
Minimum Credit Hours:		**19**	**Minimum Credit Hours:**		**18**

Hospitality Management

	Course	Cr
HRI 154	Principals of Hospitality Management	3
HRI 235	Marketing of Hospitality Services	3
HRI 190	Internship in Lodging	3
HRI 290	Internship in Guest Services	3

Minimum Credit Hours: 12

Instrumentation Technology Fundamentals

	Course	Cr
ELE 150	AC and DC Fundamentals	3
INS 220	Introduction to Fluid Power	3
INS 110	Principles of Instrumentation	3
MTH 131	Technical Mathematics	3
ELE 175	Industrial Solid State Devices & Circuits	2
ELE 239	Programmable Controllers	3
INS 112	Instrumentation Fundamentals	3
ITE 152	Introduction to Digital Literature and Apps.	3
ELE 156	Electrical Control Systems	3

Minimum Credit Hours: 26

Networking Technologies

	Course	Cr
ITE 152	Introduction to Digital Literature and Apps.	3
ITN 154	Networking Fundamentals- Cisco	4
ITN 155	Introductory Routing- Cisco	4
ITN 156	Basic Switching and Routing- Cisco	4
ITN 157	WAN Technologies-Cisco	4

Minimum Credit Hours: 19

Non-Profit Management

	Course	Cr
BUS 195	Topics In: Leading & Managing a Non-Profit Organization	3
BUS 195	Topics In: Principles and Practice in Fundraising	3
BUS 195	Topics In: Event Planning and Marketing	3
BUS 190 OR BUS 195	Coordinated Internship OR Topics In: Grant Proposal Writing	3
BUS 195	Topics In: Financial Management in Non-Profit Organizations	3
BUS 195	Topics In: Volunteer Management	3

Minimum Credit Hours: 18

Office Skills

	Course	Cr
AST 141	Word Processing	3
AST 107	Editing and Proofreading	3
ITE 152	Introduction to Digital Literature and Apps	3
AST 137	Records Management	3
AST 243	Office Administration I	3
SDV 100	College Success Skills	1
AST 253	**Advanced Desktop Publishing I**	**3**

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PC Repair

	Course	Cr
ITE 152	Introduction to Digital Literature and Apps.	3
ITN 107	Personal Computer Hardware	3
ITN 106	Operating System Fundamentals	3
ITN 101	Intro to Networking Concepts	3

Minimum Credit Hours: 12

Practical Electrical Technician (Level 1)

	Course	Cr
ELE 150	A.C. and D.C. Fundamentals	3
ELE 138	National Electrical Code Review I	3
SDV 100	College Success Skills	1
MTH 131	Technical Math	3
ITE 152	Introduction to Digital Literature and Apps.	**3**
ELE 149	Wiring Methods in Industry	3
SAF 130	Industrial Safety- OSHA 10	1
Minimum Credit Hours:		**17**

Renewable Energy Technology Fundamentals

	Course	Cr
ELE 150	AC and DC Fundamentals	3
ELE 176	Introduction to Alternative Energy Including Hybrid Systems	2
ELE 156	Electrical Control Systems	3
MTH 131	Technical Mathematics	3
AIR 281	Energy Management I	3
ELE 239	Programmable Controllers	3
INS 220	Introduction to Fluid Powers	3
ENE 120	Solar Power- Photovoltaic and Thermal	4

Minimum Credit Hours: 24

Science and Mathematics

Required: 8 Credits, Natural Science Electives
9 Credits, Mathematics Electives

Natural Science Electives

	Course	Cr
BIO 101	General Biology I	4
BIO 102	General Biology II	4
BIO 141	Human Anatomy and Physiology I	4
BIO 142	Human Anatomy and Physiology II	4
CHM 111	College Chemistry I	**4**
CHM 112	College Chemistry II	4
PHY 201	General College Physics I	4
PHY 202	General College Physics II	4
PHY 241	University Physics I	4
PHY 242	University Physics II	4

Mathematics Electives

	Course	Cr
MTH 154	Quantitative Reasoning	3
MTH 155	Statistical Reasoning	3
MTH 161	Pre-Calculus I	3
MTH 162	Pre-Calculus II	3
MTH 167	Pre-Calculus with Trigonometry	5
MTH 245	Statics I	3
MTH 263	Calculus I	4
MTH 264	Calculus II	4
MTH 265	Calculus III	4
MTH 291	Differential Equations	3

Unmanned Aerial Systems Maintenance and Operations

	Course	Cr
UMS 107	Small Unmanned Systems- Remote Pilot Ground School	3
UMS 111	Small Unmanned Aircraft Systems I	3
UMS 112	Small Unmanned Aircraft Systems II and Flight Management Data	3
UMS 177	Small Unmanned Systems- Components and Maintenance	3
UMS 211	Small Unmanned Aircraft Systems II	3
EEE	Career Elective	2

Minimum Credit Hours: 17

Urban Forestry

	Course	Cr
FOR 115	Dendrology	4
SDV 100	College Success Skills	1
BUS 111*	Principles of Supervision	3
FOR 201	Mensuration I	4
FOR 265	Urban Forestry	4
FOR 102	Forest Protection	3
FOR 227	Timber Harvesting	4

Minimum Credit Hours: 23

*BUS 165 may be substituted for BUS 111

Welding

	Course	Cr
SAF 130*	Industrial Safety (Osha 10)	1
WEL 116	Welding I (Oxyacetylene)	2
WEL 123 OR WEL 124	SMAW (Basic) OR SMAW (Advanced)	3
WEL 130	Inert Gas Welding I (GTAW)	3
WEL 145	Metallurgy	4
WEL 175	Semi-automatic Processes	3-4
DRF 166	Blueprint Reading	2

Minimum Credit Hours: 18-19

***SAF 130 is required in the first semester
of enrollment**

Web Page Design

	Course	Cr
AST 101	Keyboarding I	3
ITE 152	Introduction to Digital Literature and Apps/	3
ITD 110	Web Page Design I	3
AST 253	Desktop Publishing I	3
ITD 212 OR ITN 260	Interactive Web Design OR Network Security Basics	3
ITD 210	Web Page Design II	3

Minimum Credit Hours: 18

Wilderness Emergency Management

	Course	Cr
FOR 105	Forest and Wildlife Ecology	4
FOR 115	Dendrology	4
FOR 102	Forest Protection	3
FOR 227	Timber Harvesting	4
FOR 205	Forest Mapping	3
RPK 160	Wilderness First Aid	2
EMS 100	CPR for Healthcare Providers	1
EMS 112	Emergency Medical Technician Basic I	4
EMS 113	Emergency Medical Technician Basic II	3
EMS 120	Emergency Medical Technician Clinical	1

Minimum Credit Hours: 29

Special Training

Commercial Driver's License (CDL) Program

Class A Commercial Driver's License (CDL) training is available on the Clifton Forge campus. Instruction includes classroom lecture and behind-the-wheel time. DSLCC will work with every individual to determine the amount and type of training that they need to earn the credential(s) they desire. The instructor will advise each student on their level of readiness to take the examinations. Contact Brooke Shehan, FastForward Career Coach, at (540) 863-2848 or bshehan@dslcc.edu to learn more.

Allied Health Sciences

The Workforce Solutions and Community Education division of the College offers a variety of training courses and programs in allied healthcare. Examples of currently offered courses include Medical Assistant, Emergency Medical Technician, Certified Nursing Assistant, Phlebotomy Technician, and Pharmacy Technician training. Contact Brooke Shehan, FastForward Career Coach, at (540) 863-2848 or bshehan@dslcc.edu to learn more.

Massage Therapy Program

Massage therapy is a rapidly growing aspect of the Healthcare Support industry that employs physical manipulation of muscles and soft tissues of the body for therapeutic effect. Rising demand by healthcare providers is creating many new career opportunities in this high-growth profession. An increasing number of states are adopting licensing requirements and standards for therapists, and the practice of massage is becoming more universally respected and accepted as a way to treat pain and to improve overall wellness. The Massage Therapy program at DSLCC prepares students for the national certification examination, the Massage and Bodywork Licensing Examination (MBLEx). After successful passage of this exam, the graduate will be eligible for licensure in Virginia as a Massage Therapist by the Virginia State Board of Health Professions.

Course Descriptions

Course Availability: The following is a listing of courses which may be offered during any calendar year. The courses may be offered daytime or evening, on-campus or at off-campus locations, or through any number of independent study and/or distance learning formats.

Course Numbers: ENG Courses numbered 01-09 are in the developmental program. The credits earned in these courses are not applicable toward certificate programs or an associate degree. Students may retake these courses two (2) semesters until the course objectives are completed. Permission of the Vice President of Academic Affairs is required to re-enroll beyond the two-semester limit.

- Courses numbered 10-99 are basic occupational courses for certificate programs and not applicable toward an associate degree.
- Courses numbered 100-199 are freshman level courses applicable toward an associate degree or certificate program.
- Courses numbered 200-299 are sophomore level courses applicable toward an associate degree program.

Course Credits: The credit for each course is indicated after the title in the course description. One credit is equivalent to one collegiate semester hour.

Course Hours: The number of lecture hours in class each week (including lecture, seminar, and discussion hours) and/or the number of laboratory hours in class each week (including laboratory, shop, supervised practice, and cooperative work experience) are indicated for each course in the course description. The number of lecture and laboratory hours in class each week is also called "contact hours" because the time is spent under the direct supervision of a faculty member. In addition to the lecture and laboratory hours in class each week as listed in the course description, each student also must spend some time on out-of-class assignments under his or her own direction. Usually a student may expect to spend two to three hours on out-of-class work each week for each hour spent in class.

Prerequisites: If any prerequisites are required to enroll in a course, they will usually be identified in the course description. Courses in special sequences (usually identified by the numerals I-II) usually require that prior courses or their equivalent be completed before enrolling in the advanced courses in the sequence.

When co-requisites are required, this means that the co-requisite courses identified in the description must be taken at the same time.

All independent study/online classes have the additional pre-requisite of 9 credit hours and GPA of 2.25 or instructor approval.

Direct Enrollment Prerequisites: Some courses in the DSLCC Catalog carry the prerequisite, "Readiness to Enroll in ENG 111" or "Readiness to Enroll in MTH 154." Students who place into ENG 111 + EDE 11 meet the ENG 111 prerequisite. Students who place into MTH 154 + MTH 54 meet the MTH 154 prerequisite.

Passport: The Passport is a set of transferable courses that satisfy a lower division general education requirement at any public institution of higher learning, except as approved by the State Council of Higher Education for Virginia. These courses may satisfy a general education requirement without having a specific course equivalent at the receiving institution.

Accounting

ACC 211 - Principles of Accounting I (3 - 4 cr)
Presents accounting principles/applications to various businesses. Covers the accounting cycle, income determination and financial reporting. A laboratory co-requisite (ACC 213) may be required as identified by the college. Prerequisite: Readiness to enroll in MTH 154. Lecture 3-4 hours per week.

ACC 212 - Principles of Accounting II (3-4 cr)
Emphasizes partnerships, corporations, and the study of financial analysis. Includes and introduces cost/ managerial accounting concepts. Co-requisite (ACC 214) may be required. Prerequisite: ACC 211. Lecture 3-4 hours per week.

Administration of Justice

ADJ 100 - Survey of Criminal Justice (3 cr)
Presents an overview of the United States criminal justice system; introduces the major system components—law enforcement, judiciary, and corrections. Lecture 3 hours per week.

ADJ   105 - The Juvenile Justice System (3 cr)
Presents the evolution, philosophy, structures, and processes of the American juvenile delinquency system; surveys the rights of juveniles, dispositional alternatives, retention methods and current trends. Prerequisites: Readiness to enroll in ENG 111. Lecture 3 hours per week.

ADJ 130 - Introduction to Criminal Law (3 cr)
Surveys the general principles of American criminal law, the elements of major crimes, and the basic steps of prosecution procedure. Lecture 3 hours per week.

ADJ 140 - Introduction to Corrections (3 cr)
Focuses on societal responses to the offender. Traces the evolution of practices based on philosophies of retribution, deterrence, and rehabilitation. Reviews contemporary correctional activities and their relationships to other aspects of the criminal justice system. Lecture 3 hours per week.

ADJ 201 - Criminology (3 cr)
Studies current and historical data pertaining to criminal and other deviant behavior. Examines theories that explain crime and criminal behavior in human society. Prerequisites: Readiness to Enroll in ENG 111. Lecture 3 hours per week.

ADJ 225 - Courts and the Administration of Justice (3 cr)
Studies court systems with emphasis on the technical procedures required, from incident occurrence to final disposition of the case, noting the applicable principles of civil and criminal law; focuses on Virginia courts, laws, and procedures. Prerequisite ADJ 130 or divisional approval. Lecture 3 hours per week.

ADJ 236 - Principles of Criminal Investigation (3 cr)
Surveys the fundamentals of criminal investigation procedures and techniques. Examines crime scene search, collecting, handling and preserving of evidence. Prerequisites: Readiness to Enroll in ENG 111. Lecture 3 hours per week.

Air Conditioning & Refrigeration

AIR 281 - Energy Management I (2-3 cr)

Introduces methodology for residential audits covering heat flow analysis, construction methods and materials. Discusses effects of life-styles on energy consumption, conservation and practices, renewable energy sources, calculating cost and savings, interviewing and education techniques. Introduces commercial and industrial energy audits, methodology for the performance of audits covering heat flow analysis, construction methods and materials. Part I of II. Lecture 1-2 hours. Laboratory 2-4 hours. Total 3-6 hours per week.

Administrative Support Technology

AST 101 - Keyboarding I (2-4 cr)

Teaches the alpha/numeric keyboard with emphasis on correct techniques, speed, and accuracy. Teaches formatting of basic personal and business correspondence, reports, and tabulation. A laboratory co-requisite (AST 103) may be required. Lecture 2-4 hours per week.

AST 107 - Editing/Proofreading Skills (3 cr)

Develops skills essential to creating and editing business documents. Covers grammar, spelling, diction, punctuation, capitalization, and other usage problems. Prerequisite: Readiness to Enroll in ENG 111. Lecture 3 hours per week.

AST 137 - Records Management (3 cr)

Teaches filing and records management procedures for hard copy, electronic and micrographic systems. Identifies equipment, supplies, and solutions to records management problems. Prerequisite: ITE 152. Lecture 3 hours per week.

AST 141 - Word Processing (Microsoft) - (3 cr)

Teaches creating and editing documents, including line and page layouts, columns, fonts, search/replace, cut/ paste, spell/thesaurus, and advanced editing and formatting features of word processing software. Prerequisite: AST 101 or prior keyboarding skills required. May require instructor approval. Lecture 3 hours per week.

AST 206 - Professional Development (3 cr)

Develops professional awareness in handling business and social situations. Emphasizes goal setting, critical thinking, decision making, and employment skills. Lecture 3 hours per week.

AST 232 - Microcomputer Office Applications (2 -4 cr)

Teaches production of business documents using word processing, databases, and spreadsheets. Emphasizes document production to meet business and industry standards. Prerequisite: AST 101 Lecture 2-4 credits

AST 233 - Microcomputer Office Applications Laboratory (1 cr)

Provides supplemental instruction in AST 232. Should be taken concurrently with AST 232, in appropriate curricula, as identified by the college. Laboratory 2 hours per week. 1 credit

AST 243 - Office Administration I (3 cr)

Develops an understanding of the administrative support role and the skills necessary to provide oral and technical support in a contemporary office setting. Emphasizes the development of critical-thinking, problem solving, and job performance skills in a business office environment. Prerequisite: AST 101. Lecture 3 hours per week.

AST 253 - Advanced Desktop Publishing (Microsoft) (3 cr)

Introduces specific desktop publishing software. Teaches document layout and design, fonts, type styles, style sheets, and graphics. Prerequisite: AST 101 or experience in using a word processing package. Lecture 3 hours per week.

AST 290 - Coordinated Internship in AST (variable 1-3 cr)

Supervised on-the-job training without pay in selected business, industry, or service organizations coordinated by the College. Permission of the instructor is required. Prerequisite: AST 107, AST 137, ITE 152. 180 hours total for the term.

AST 297 - Cooperative Education in AST (variable 1-3 cr)

Supervised on-the-job training with pay in selected business, industry or service organizations. coordinated by the College. Permission of the instructor is required. Prerequisite: AST 107, AST 137, ITE 152. 225 hours total for the term.

Art

ART 101 – History of Art: Prehistoric to Gothic (3 cr)

Surveys the history and interpretation of architecture, painting and sculpture from the prehistoric era through the Gothic. This is a Passport Transfer course. Lecture 3 hours per week.

ART 102 – History of Art: Renaissance to Modern (3 cr)

Surveys the history and interpretation of architecture, painting and sculpture from the Renaissance through the modern era. This is a Passport Transfer course. Lecture 3 hours per week.

Biology

BIO 101 - General Biology I (4 cr)

Focuses on biological processes with a chemical foundation, including macromolecules, cellular structure, metabolism, and genetics in an evolutionary context. Explores the core concepts of evolution; structure and function; information flow, storage and exchange; pathways and transformations of energy and matter; and systems biology. Emphasizes the process of science, interdisciplinary approach, and relevance of biology to society. Part I of a two-course sequence. Assignments require college-level reading fluency, coherent written communication, and basic mathematical skills. This is a Passport Transfer course. Prerequisites: Readiness to enroll in ENG 111 and Readiness to enroll in MTH 154. Lecture 3 hours per week; recitation and laboratory 3 hours per week.

BIO 102 - General Biology II (4 cr)

Focuses on biological processes with a chemical foundation, including macromolecules, cellular structure, metabolism, and genetics in an evolutionary context. Explores the core concepts of evolution; structure and function; information flow, storage and exchange; pathways and transformations of energy and matter; and systems biology. Emphasizes the process of science, interdisciplinary approach, and relevance of biology to society. Part II of a two-course sequence. Prerequisites: BIO 101 or Department Permission. Lecture 3 hours per week; recitation and laboratory 3 hours per week.

BIO 141 - Human Anatomy and Physiology I (4 cr)
Integrates anatomy and physiology of cells, tissues organs and systems of the human body. Integrates concepts of chemistry, physics, and pathology. Prerequisites: Readiness to enroll in ENG 111 and Readiness to enroll in MTH 154. Lecture 3 hours per week; laboratory 2-3 hours per week.

BIO 142 - Human Anatomy and Physiology II (4 cr)
Integrates anatomy and physiology of cells, tissues organs and systems of the human body. Integrates concepts of chemistry, physics, and pathology. Prerequisite: BIO 141. Lecture 3 hours per week; laboratory 2-3 hours per week.

BIO 150 - Introductory Microbiology (4 cr)
Studies the general characteristics of microorganisms. Emphasizes their relationships to individual and community health. Prerequisites: Readiness to enroll in MTH 154 and ENG 111. Lecture 3 hours per week; recitation and laboratory 3 hours per week.

Business

BUS 100 - Introduction to Business (3 cr)
Presents a broad introduction to the functioning of business enterprise within the U.S. economic framework. Introduces economic systems, essential elements of business organization, production, human resource management, marketing, finance, and risk management. Develops business vocabulary. Lecture 3 hours per week.

BUS 111 - Principles of Supervision I (3-4 cr)
Teaches the fundamentals of supervision, including the primary responsibilities of the supervisor. Introduces factors relating to the work of supervisor and subordinates. Covers aspects of leadership, job management, work improvement, training and orientation, performance evaluation, and effective employee/supervisor relationships. Lecture 3-4 hours per week.

BUS 116 - Entrepreneurship (3 cr)
Presents the various steps considered necessary when going into business. Includes areas such as product-service analysis, market research evaluation, setting up books, ways to finance startup operations of the business, development of business plans, buyouts versus starting from scratch, and franchising. Uses problems and cases to demonstrate implementation of these techniques. Lecture 3 hours per week.

BUS 117 - Leadership Development (3 cr)

Covers interpersonal relations in hierarchical structures. Examines the dynamics of teamwork, motivation, handling change and conflict, and how to achieve positive results through others. Lecture 3 hours per week.

BUS 121 - Business Mathematics I (3 cr)

Applies mathematical operations to business and problems. Reviews operations, equations, percents, sales and property taxes, insurance, checkbook and cash records, wage and payroll computations, depreciation, overhead, inventory turnover and valuation, financial statements, ratio analysis, commercial discounts, markup and markdown. Prerequisites: Readiness to enroll in MTH 154. Lecture 3 hours per week.

BUS 122 - Business Mathematics II (3 cr)

Applies mathematical operations to business processes and problems. Reviews basic statistics, distribution of profit and loss in partnerships, distribution of corporate dividends, simple interest, present value, bank discount notes, multiple payment plans, compound interest, annuities, sinking funds, and amortization. Prerequisite: BUS 121. Lecture 3 hours per week.

BUS 165 - Small Business Management (3 cr)

Identifies management concerns unique to small businesses. Introduces the requirements necessary to initiate a small business, and identifies the elements comprising a business plan. Presents information establishing financial and administrative controls, developing a marketing strategy, managing business operations, and the legal and government relationships specific to small businesses. Lecture 3 hours per week.

BUS 190 - Coordinated Internship in Non-Profit Management (3 cr)

Supervised training and experience in a non-profit organization. Pre-requisite: BUS 195 Topics in Leading & Managing a Non-Profit Organization or Program Head approval.

BUS 195 - Topics in Event Planning and Marketing (3 cr)

The course offers an overview of the field of event management, which is a hybrid of marketing, promotion, entertainment, and the creative arts. Students will be introduced to the strategies, skills, and challenges involved in planning, promoting, and managing events, receptions, meetings, and other related activities.

BUS 195 - Topics in Financial Management in Non-Profit Organizations (3 cr)

This course presents principles of developing a budget, as well as reading and interpreting financial statements, such as income statements, cash flow statements and balance sheets. Students will discuss and apply ways of developing and sustaining fiscal responsibility throughout an organization, including the understanding of roles and responsibilities of the board of directors, and management and staff.

BUS 195- Topics in Leading & Managing a Non-Profit Organization (3 cr)

This course introduces the major issues and challenges leaders and managers face in increasing nonprofit organizational effectiveness. Topics include mission statements, ethics and leadership, managerial and financial controls, building organizational capacity, fundraising and revenue generation, marketing and the external environment, volunteer management, governance and boards of directors, evaluation of operations and programs, and sustainability.

BUS 195 – Topics in Grant Proposal Writing (3 cr)

This project-based course covers the complete process of grant proposal development: identification of an achievable and fundable project, research and assessment of viable funding sources, funder relations, proposal writing, budget development, preparation of a full proposal package for submission, and post-award or refection follow-up with funders. The course emphasizes grants to private, community, and corporate foundations. Students gain an understanding of the nonprofit philanthropic environment and become familiar with tools and resources available to assist them as they seek funds for their projects, institutions, or causes. Pre-requisite: Bus 195 Topics in Leading & Managing a Non-Profit Organization or program head approval.

BUS 195 - Topics in Principles & Practices of Fundraising (3 cr)

Explores raising funds and development for nonprofit arts organizations including the cultivation of donors, researching prospects for future contact, conducting campaigns, and holding special events.

BUS 195 - Topics in Volunteer Management (3 cr)

Presents the fundamentals of managing volunteers in an organization, including the philosophy of volunteerism and recruiting, orienting, training, engaging and recognizing the individuals who volunteer.

BUS 200 - Principles of Management (3 cr)

Teaches management and the management functions of planning organizing, leading, and controlling. Focuses on application of management principles to realistic situations managers encounter as they attempt to achieve organizational objectives. Lecture 3 hours per week.

BUS 201 - Organizational Behavior (3 cr)

Presents a behaviorally oriented course combining the functions of management with the psychology of leading and managing people. Focuses on the effective use of human resources through understanding human motivation and behavioral patterns, conflict management and resolution, group functioning and process, the psychology of decision making and the importance of recognizing and managing change. Prerequisites: Readiness to Enroll in ENG 111 or equivalent Lecture 3 hours per week.

BUS 209 - Continuous Quality Improvement (3 cr)

Presents the different philosophies in quality control. Introduces students to process improvement, team development, consensus building and problem-solving strategies. Identifies methods for process improvement in manufacturing and service organizations, which includes statistical process control when used in the quality control function of business and industry. Lecture 3 hours per week.

BUS 221 - Business Statistics I (3 cr)

Focuses on statistical methodology in the collection organization, presentation, and analysis of data; concentrates on measures of central tendency, dispersion, probability concepts and distribution, sampling, statistical estimation, normal and T distribution, and hypotheses for means and proportions. Prerequisite: MTH 163: Pre-Calculus I or equivalent, or Instructor approval (Credit will not be awarded for more than one of MTH 157, MTH 240 or BUS 221.) Lecture 3 hours per week.

BUS 222 - Business Statistics II (3 cr)

Continues study of inferential statistics and application of statistical techniques and methodology in business. Includes analysis of variance, regression, and correlation measurement of business and economic activity through the use of index numbers, trend, cyclical and seasonal effects and the Chi-Square distribution and other non-parametric techniques. Prerequisite: BUS 221 or Instructor approval. Lecture 3 hours per week.

BUS 236 - Communication in Management 3 cr)

Introduces the functions of communication in management with emphasis on gathering organizing and transmitting facts and ideas. Teaches the basic techniques of effective oral and written communication. Lecture 3 hours per week. Prerequisites: Readiness to enroll in ENG 111.

BUS 241 - Business Law I (3 cr)

Develops a basic understanding of the US business legal environment. Introduces property and contract law, agency and partnership liability, and government regulatory law. Students will be able to apply these legal principles to landlord/tenant disputes, consumer rights issues, employment relationships, and other business transactions. Lecture 3 hours per week.

Childhood Development

CHD 120 - Introduction to Early Childhood Education (3cr)

Introduces early childhood development through activities and experiences in early childhood, pre-kindergarten, kindergarten, and primary programs. Investigates classroom organization and procedures, and use of classroom time and materials, approaches to education for young children, professionalism, and curricular procedures. Lecture 3 hours per week.

CHD 145 - Teaching Art, Music, and Movement to Children (3 cr)

Focuses on children's exploration, play, and creative expression in the areas of art, music, and movement. Emphasis will be on developing strategies for using various open-ended media representing a range of approaches in creative thinking. Addresses strategies for intervention and support for exceptional children and English Language Learners. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

CHD 165 - Observation and Participation in Early Childhood/Primary Settings (3cr)

Focuses on observation as the primary method for gathering information about children in early childhood settings. Emphasizes development of skills in the implementation of a range of observation techniques. Includes 40 hours of field placement in early learning setting. Seminar 2 hours. Field placement 2 hours. Total 4 hours per week.

CHD 205 - Guiding the Behavior of Children (3 cr)

Explores the role of the early childhood educator in supporting emotional and social development of children, and in fostering a sense of community. Presents practical strategies for encouraging prosocial behavior, conflict resolution, and problem solving. Emphasizes basic skills and techniques in child guidance. Lecture 3 hours per week.

Chemistry

CHM 101-102 - General Chemistry I-II (4 cr) (4 cr)

Emphasizes experimental and theoretical aspects of inorganic, organic, and biological chemistry. Discusses general chemistry concepts as they apply to issues within our society and environment. Designed for the non-science major. CHM 101 is a Passport Transfer course. Lecture 3 hours per week; laboratory 3 hours per week.

CHM 111 - College Chemistry I (4 cr)

Explores the fundamental laws, theories, and mathematical concepts of chemistry. Designed primarily for science and engineering majors. This is a Passport Transfer course. Prerequisites: Readiness to enroll in ENG 111. MDE 64. Lecture 3 hours per week; laboratory 3 hours per week.

CHM 112 - College Chemistry II (4 cr)

Explores the fundamental laws, theories, and mathematical concepts of chemistry. Designed primarily for science and engineering majors. Prerequisites: CHM 111. Lecture 3 hours per week; laboratory 3 hours per week.

CHM 241-242 - Organic Chemistry I-II (3 cr) (3 cr)

Introduces fundamental chemistry of carbon compounds, including structure, physical properties, syntheses, and typical reactions. Emphasizes reaction mechanisms. Prerequisite: CHM 112 or Instructor approval. Co-requisites: CHM 243-244. Lecture 3 hours per week.

CHM 243-244 - Organic Chemistry Laboratory I-II (1 cr) (1 cr)

Is taken concurrently with CHM 241 and CHM 242. Prerequisites: CHM 112 or Instructor approval. Laboratory 3 hours per week.

Communication Studies and Theatre

CST 110 - Introduction to Speech Communication (3 cr)

Examines the elements affecting speech communication at the individual, small group, and public communication levels with emphasis on practice of communication at each level. Lecture 3 hours per week.

CST 151-152 - Film Appreciation I-II (3 cr) (3 cr)

Aims to increase the student's knowledge and enjoyment of film and film criticism through discussion and viewing movies. Lecture 3 hours per week.

CST 250 - Art of the Film (3 cr)

Introduces the art of the film through a survey of film history, viewing, discussion, and analysis of selected films. Studies film techniques such as composition, shot sequence, lighting, visual symbolism, sound effects, and editing. Lecture 3 hours per week.

Drafting

DRF 166 - Welding Blueprint Reading (2 cr)

Teaches welding procedures and applications. Stresses structural steel, design, and layout. Explains industrial symbols. Prerequisite: Readiness to enroll in MTH 154. Lecture 1 hour per week; laboratory 3 hours per week.

DRF 201 - Computer Aided Drafting and Design I (3-4 cr)
Teaches computer-aided drafting concepts and equipment designed to develop a general understanding of components of a typical CAD system and its operation. Lecture 2-3 hours. Laboratory 2-3 hours.

DRF 202- Computer Aided Drafting and Design II (3-4 cr)
Teaches production drawings and advanced operations in computer aided drafting. Lecture 2-3 hours. Laboratory 2-3 hours.

Economics

ECO 201 - Principles of Economics I: Macroeconomics (3 cr)
Introduces macroeconomics including the study of Keynesian, classical, monetarist principles and theories, the study of national economic growth, inflation, recession, unemployment, financial markets, money and banking, the role of government spending and taxation, along with international trade, and instruments. This is a Passport Transfer course. Prerequisites: Readiness to enroll in MTH 154. Lecture 3 hours per week.

ECO 202 - Principles of Economics II: Microeconomics (3 cr)
Introduces the basic concepts of microeconomics. Explores the free market concepts with coverage of economic models and graphs, scarcity and choices, supply and demand, elasticities, marginal benefits and costs, profits and production, and distribution. Prerequisites: Readiness to enroll in MTH 154. Lecture 3 hours per week.

Education

EDU 200 - Introduction to Teaching as a Profession (3 cr)
Provides an orientation to the teaching profession in Virginia, including historical perspectives, current issues, and future trends in education on the national and state levels. Emphasizes information about teacher licensure examinations, steps to certification, teacher preparation and induction programs, and attention to critical shortage areas in Virginia. Includes supervised field placement (recommended: 40 clock hours) in a K-12 school. Prerequisites: Successful completion of 24 credits of transfer courses, College Composition I, and SDV 101, or Instructor approval. Lecture 2 hours per week; laboratory 2 hours per week.

EDU 235 - Health, Safety, and Nutrition Education (3 cr)
Focuses on the health and developmental needs of children and the methods by which these needs are met. Emphasizes positive health, hygiene, nutrition and feeding routines, childhood diseases, and safety issues. Emphasizes supporting the mental and physical well-being of children, as well as procedures for reporting child abuse. Lecture 3 hours. Total 3 hours per week.

Electrical Technology

ELE 138 - National Electrical Code Review I (2-3 cr)

Covers purpose and interpretation of the National Electrical Code as well as various charts, code rulings and wiring methods. Prepares the student to take the journeyman-level exam. Lecture 2-3 hours per week.

ELE 149 - Wiring Methods in Industry (3-4 cr)

Studies the fundamentals of industrial power distribution, circuits, switches, enclosures, panels, fuses, circuit breakers, transformers, and wiring methods, using various charts and tables of the National Electrical Code. Lecture 2-3 hours. Laboratory 2-3 hours. Total 4-6 hours per week.

ELE 150 - A.C. and D.C. Circuit Fundamentals (3 cr)

Provides an intensive study of the fundamentals of direct and alternating current, resistance, magnetism, inductance and capacitance, with emphasis on practical applications. Focuses on electrical/machines applications. Lecture 2-3 hours. Laboratory 2 hours. Total 4-5 hours per week.

ELE 156 - Electrical Control Systems (3 cr)

Includes troubleshooting and servicing electrical controls, electric motors, motor controls, motor starters, relays, overloads, instruments and control circuits. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

ELE 175 - Industrial Solid-State Devices and Circuits (2-3 cr)

Covers theory, symbols, properties, and applications of solid-state devices in industry. Prerequisite: ELE 150. Lecture 1-2 hour. Laboratory 3 hours. Total 4-5 hours per week.

ELE 176 - Introduction to Alternative Energy Including Hybrid Systems (2-3 cr)

Introduces Alternative Energy with an emphasis on solar photovoltaic systems, small wind turbines technology, the theory of PV technology, PV applications, solar energy terminology, system components, site analysis, PV system integration and PV system connections, and small wind turbine technology site analysis. Lecture 2-3 hours. Laboratory 2-3 hours. Total 4-6 hours per week.

ELE 239 - Programmable Controllers (2-3 cr)

Deals with installation, programming, interfacing, and concepts of troubleshooting programmable controllers. Lecture 1-2 hours per week; laboratory 2 hours per week. Total 3-4 hours per week.

ELE 240 - Advanced Programmable Logic Controllers (3-4 cr)

Advances further study of Programmable Logic Controllers that was initiated in ELE 239. Students will learn to use more advanced program instructions, including data manipulation, sequences and program control, and advanced PLC features, including timers, counters. Covers connectivity and use of a variety of real world I/O devices. Prerequisite: ELE 239. Lecture 2-3 hours. Laboratory 1-3 hours. Total 3-6 hours per week.

Electronics Technology

ETR 141 – Electronics I (3 cr)

Introduces electronic devices as applied to basic electronic circuits. Part I of II. Lecture 3 hours per week.

Emergency Medical Services

EMS 100 - CPR for Healthcare Providers (1cr)

Provides instruction in Cardiopulmonary Resuscitation that meets current Emergency Cardiac Care (ECC) guidelines for Cardiopulmonary Resuscitation education for Healthcare Providers. Equivalent to HLT 105. Lecture 1 hours per week.

EMS 112 - Emergency Medical Technician-Basic I (3 cr)

Prepares student for certification as a Virginia and/or National Registry EMT-Basic. Includes all aspects of pre-hospital basic life support as defined by the Virginia office of Emergency Medical Services curriculum for Emergency Medicine Technician Basic. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

EMS 113 - Emergency Medical Technician-Basic II (3 cr)

Continues preparation of student for certification as a Virginia and/or National Registry EMT-Basic. Includes all aspects of pre-hospital basic life support as defined by the Virginia Office of Emergency Medical Services curriculum for Emergency Medicine Technician Basic. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

EMS 120 - Emergency Medical Technician - Basic Clinical (1 cr)

Observes in a program approved clinical/field setting. Includes topics for both EMS 111 and EMS 113, dependent upon the program in which the student is participating and is a co-requisite to both EMS 111 and EMS 113. Lecture 1 hour per week.

EMS 151 - Introduction to Advanced Life Support (4 cr)

Prepares the student for Virginia Enhanced certification eligibility and begins the sequence for National Registry Intermediate and/or Paramedic certification. Includes the theory and application of the following: foundations, human systems, pharmacology, overview of shock, venous access, airway management, patient assessment, respiratory emergencies, allergic reaction, and assessment-based management. Conforms at a minimum to the Virginia Office of Emergency Medical Services curriculum. Co-requisite: EMS 170. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

EMS 153 - Basic ECG Recognition (2 cr)

Focuses on the interpretation of basic electrocardiograms (ECG) and their significance. Includes an overview of anatomy and physiology of the cardiovascular system including structure, function and electrical conduction in the heart. Covers advanced concepts that build on the knowledge and skills of basic dysrhythmia determination and introduction of 12 lead ECG. Lecture 2 hours per week.

EMS 155 - ALS - Medical Care (4 cr)

Continues the Virginia Office of Emergency Medical Services Intermediate and/or Paramedic curricula. Includes ALS pharmacology, drug and fluid administration with emphasis on patient assessment, differential diagnosis and management of multiple medical complaints. Includes, but are not limited to conditions relating to cardiac, diabetic, neurological, non-traumatic abdominal pain, environmental, behavioral, gynecology, and toxicological disease conditions. Prerequisites: Current EMT-B certification, EMS 151 and EMS 153. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

EMS 157 - ALS - Trauma Care (3 cr)

Continues the Virginia Office of Emergency Medical Services Intermediate and/or Paramedic curricula. Utilizes techniques which will allow the student to utilize the assessment findings to formulate a field impression and implement the treatment plan for the trauma patient. Prerequisites: Current EMT-B certification and EMS 151. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

EMS 159 - ALS - Special Populations (2 cr)

Continues the Virginia Office of Emergency Medical Services Intermediate and/or Paramedic curricula. Focuses on the assessment and management of specialty patients including obstetrical, neonates, pediatric, and geriatrics. Prerequisites: EMS 151 and EMS 153. Pre or co-requisite: EMS 155. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

EMS 163- Prehospital Trauma Life Support (PHTLS) (1 cr)

Prepares for certification as a Prehospital Trauma Life Support provider as defined by the American College of Surgeons. Prerequisites: EMS 111 or equivalent. Lecture 1 hour per week.

EMS 164- Advanced Medical Life Support (AMLS) (1 cr)

Covers current topics of care for adult patients suffering extensive medical conditions and emergencies and offers certification as an Advanced Medical Life Support (AMLS) as defined by the National Association of Emergency Medical Technicians (NAEMT). Lecture 1 hour per week.

EMS 165- Advanced Cardiac Life Support (ACLS) (1 cr)

Prepares for certification as an Advanced Cardiac Life provider. Follows course as defined by the American Heart Association. Prerequisites: EMS 100, 153 or equivalent. Lecture 1 hour per week.

EMS 167 Emergency Pediatrics Course (EPC) (1 cr)

Provides a unique approach to pediatric medical care, offering assessment techniques that can help EMS practitioners rapidly and accurately assess pediatric patients to determine which situations may be life threatening and require immediate intervention. Offers certification as defined by the National Association of Emergency Medical Technicians (NAEMT). Lecture 1 hour per week.

EMS 169- Pediatric Advanced Life Support (PALS) (1 cr)

Prepares the student for certification as a pediatric advanced life support provider as defined by the American Heart Association. Covers primary assessment and emergency care of infants and children. Lecture 1 hour per week.

EMS 170 - ALS Internship I (1 - 2 cr)

Begins the first in a series of clinical experiences providing supervised direct patient contact in appropriate patient care facilities in and out of hospitals. Includes but not limited to patient care units such as the Emergency Department, Critical Care units, Pediatric, Labor and Delivery, Operating Room, Trauma centers and various advanced life support units. Laboratory 3-6 hours per week.

EMS 172 - ALS Clinical Internship II (1-2 cr)

Continues with the second in a series of clinical experiences providing supervised direct patient contact in appropriate patient care facilities in and out of hospitals. Includes, but not limited to, patient care units such as the Emergency Department, Critical Care units, Pediatric, Labor and Delivery, Operating Room and Trauma Centers. Co-requisite: EMS 151. Laboratory 3-6 hours per week.

EMS 173 - ALS Field Internship II (1 cr)

Continues with the second in a series of field experiences providing supervised direct patient care in out-of-hospital advanced life support units. Prerequisite: Current EMT-E certification; Co-requisite: EMS 155. Laboratory 3 hours per week.

English

EDE 10 – English Composition Preparation (3 cr)

Provides academic skills and support for introductory composition. Students will identify and apply academic skills including critical reading, writing, thinking, and research. Upon successful completion of EDE 10, instructors recommend enrollment in EDE 11/ENG 111 or ENG 111 or ENG 115/ENG 131.

Lecture 3 hours. Total 3 hours per week.

3 credits

EDE 11 - English Composition Readiness

Provides academic support for successful completion of ENG 111. Students will identify and apply academic skills including critical reading, writing, thinking, and introductory research.

Lecture 3 hours. Total 3 hours per week.

Corequisite: ENG 111

3 credits

ENG 50 - Reading & Writing for Teacher Entrance Exams (1-2 cr)

Provides students with review and practice for the reading and writing portions of the licensure examination required of all beginning teachers in Virginia. Emphasizes critical thinking, reading for comprehension, the writing process, and test-taking. Lecture 1-2 hours per week.

ENG 100 - Basic Occupational Communication (3 cr)

Develops ability to communicate in occupational situations. Involves writing, reading, speaking, and listening. Builds practical skills such as handling customer complaints, writing various types of letters, and preparing for a job interview. (Intended for certificate and diploma students.) Lecture 3 hours per week.

ENG 111 - College Composition I (3 cr)

Introduces and prepares students to the critical processes and fundamentals of writing in academic and professional contexts. Teaches the use of print and digital technologies to promote inquiry. Requires the production of a variety of academic texts, totaling at least 4500 words (15 pages typed) of polished writing. This course requires proficiency in using word processing and learning management software. Prerequisite: EDE 10 or equivalent or corequisite: EDE 11, English Composition Readiness, as determined by DSLCC Direct Enrollment Policy. Lecture 3 hours per week.

ENG 112 - College Composition II (3 cr)

Further develops students' ability to write for academic and professional contexts with increased emphasis on argumentation and research. Requires students to evaluate, integrate, and document print

and digital sources to produce a range of academic and multimodal texts, culminating in a fully documented research paper. This course requires proficiency in using word processing and learning management software. Prerequisite: ENG 111. Lecture 3 hours per week.

ENG 115 - Technical Writing (3 cr)
Develops ability in technical writing through extensive practice in composing technical reports and other documents. Guides students in achieving voice, tone, style, and content in formatting, editing and graphics. Introduces students to technical discourse through selected reading. Prerequisites: ENG 111. Lecture 3 hours per week.

ENG 211-212 - Creative Writing I-II (3 cr) (3 cr)
Introduces the student to the fundamentals of writing imaginatively. Students write in forms to be selected from poetry, fiction, drama, and essays. Prerequisite: ENG 112 or Instructor approval. Lecture 3 hours per week.

ENG 241-242 - Survey of American Literature I-II (3 cr) (3 cr)
Examines American literary works from colonial times to the present, emphasizing the ideas and characters of our national literature. Involves critical reading and writing. Prerequisite: ENG 112. Lecture 3 hours per week.

ENG 243-244 - Survey of English Literature I-II (3 cr) (3 cr)
Studies major English works from the Anglo-Saxon period to the present, emphasizing ideas and characters of the British literary tradition. Involves critical reading and writing. Prerequisite: ENG 112 or Instructor approval. Lecture 3 hours per week.

ENG 250 - Children's Literature (3 cr)
Examines the history and development of children's literature of diverse genres, time periods, and authors. Focuses on analysis of texts for literary qualities and audience. Develops critical thinking and interpretive skills through close reading, discussion, and analysis of literary texts.
Lecture 3 hours. Total 3 hours per week. Prerequisite: ENG 112 or Instructor approval. Lecture 3 hours per week.

ENG 275 - Women in Literature (3 cr)
Examines literary texts by women writers from diverse time periods, genres, and authors. Develops skills of close reading and literary analysis through analysis of texts within their historical, cultural, social, and/or literary contexts. Explores how women's experiences have shaped their literary contributions, the cultural forces affecting their lives, and how they have used writing to shape their cultures. Lecture 3 hours. Total 3 hours per week.

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Finance

FIN 107 - Personal Finance (3 cr)

Presents a framework of personal money management concepts, including establishing values and goals, determining sources of income, managing income, preparing a budget, developing consumer buying ability, using credit, understanding savings and insurance, providing for adequate retirement, and estate planning. Lecture 3 hours per week.

FIN 215 - Financial Management (3 cr)

Introduces basic financial management topics including statement analysis, working capital, capital budget-ng and long-term financing. Focuses on Net Present Value and Internal Rate of Return techniques, lease vs. buy analysis and Cost of Capital computations. Uses problems and cases to enhance skills in financial planning decision making. Prerequisite: BUS 122 or instructor approval. Lecture 3 hours per week.

Forestry

FOR 102 - Forest Protection (3 cr)

Emphasizes fire control, smoke management, timber theft, major forest pests and diseases, exotic and invasive species, and other threats to forest health. Includes optional test for red or green card certification and a non-commercial pesticide applicator's license. Lecture 1 hour per week; laboratory 4 hours per week. Total 5 hours per week.

FOR 105 - Forest and Wildlife Ecology (4 cr)

Studies the interrelationships of organisms and the natural and cultural environments with emphasis on human influences, ecological structures, and survey of populations, communities and ecosystems. Lecture 3 hours per week; laboratory 3 hours per week.

FOR 115 - Dendrology (4 cr)

Studies classification, identification and silvical characteristics of trees and shrubs botanically and commercially important to the forests of eastern United States. Emphasizes field characteristics of trees and common shrubs of the eastern United States. Co-requisite FOR 105. Lecture 2 hours per week; laboratory 4 hours per week.

FOR 135 - Wildlife and Fisheries Management (4 cr)

Introduces the principles of wildlife and fisheries management. Emphasizes practices in the eastern United States. Lecture 3 hours per week; laboratory 3 hours per week.

FOR 190 - Coordinated Internship in Forest Management (2 cr)

Supervises on-the-job training in selected business, industry or service firms coordinated by the College. Credit/practice ration not to exceed 1:5 hours. May be repeated for credit. Prerequisites: FOR 115 and 201.Variable hours per week.

FOR 197 - Cooperative Internship (1-5 cr)

Supervises on-the-job in selected business, industrial or service firms coordinated by the college. Credit/ practice ratio not to exceed 1:5 hours. May be repeated for credit. Prerequisites: FOR 115 and 201. Variable hours.

FOR 201 - Forest Mensuration I (4 cr)

Teaches principles of forest measurements including basic elements of property boundary, location, forest mapping, techniques of tree measurement and saw log and pulp wood scaling. Prerequisites: Readiness to Enroll in ENG 111, FOR 115 and MTH 115 or equivalent. Lecture 2 hours per week; laboratory 4 hours per week.

FOR 202 - Forest Mensuration II (4 cr)

Teaches principles of timber cruising, including both fixed and variable size plot techniques. Utilizes aerial photographs and global positioning system (GPS) to locate land features, cruise tracts, timber types and plot sample locations. Prerequisite: FOR 201. Lecture 2 hours per week; laboratory 4 hours per week.

FOR 205 - Forest Mapping (3 cr)

Introduces GPS and GIS applications for forest management, remote sensing, acquisition and processing of the primary data derived from various sensors; identification and interpretation; area determination; scale; height measurement; type mapping; road location; bearings and distance. Lecture 2 hour; Laboratory 2 hours. Total 4 hours per week.

FOR 213 - Studies in Forest Management (3 cr)

Emphasizes multiple use of forest lands, public conflict and participation in planning processes, timber appraisal, contracts, forest management principles, principles of ecosystems (landscape) based management, regional forest management regulations, sustainable forest management concepts/certification, record keeping and basic accounting. Practice development of forest management plans for a landowner meeting specific multiple use objectives. Prerequisite: FOR 102, FOR 202, and FOR 215. Lecture 1 hour; Laboratory 4 hours. Total 5 hours per week.

FOR 215 - Applied Silviculture (4 cr)

Focuses on theory and practices involved in controlling the forest establishment, composition and growth. Laboratory emphasizes observation and application of various silviculture procedures, including site preparation, regeneration and intermediate treatments. Prerequisites: FOR 201, FOR 115. Lecture 3 hours per week; laboratory 3 hours per week.

FOR 227 - Timber Harvesting (4 cr)

Teaches harvesting methods, including physical layout, economics, contracts, water management, protection consideration, equipment operation and maintenance and woods safety. Lecture 2 hours per week; laboratory 6 hours per week.

FOR 229 - Sawmilling (4 cr)

Studies arrangement, installation and safe operation of a sawmill. Introduces the basic principles of hardwood lumber and log grades. Prerequisite: FOR 227. Lecture 2 hours per week; laboratory 4 hours per week.

FOR 245 - Forest Products I (2 cr)

Introduces forest products. Teaches tree growth, structure and composition of wood for use in wood products. Emphasizes the relationship between wood and water. Prerequisite: FOR 202 and FOR 227. Lecture 2 hours per week.

FOR 265 - Urban Forestry (4 cr)

Examines the care, maintenance, establishment and management of trees and related plants in an urban environment. Emphasizes non-commodity values of trees in an urban environment. Lecture 3 hours per week; laboratory 3 hours per week. Total 6 hours per week.

FOR 290 - Coordinated Internship in Forestry (3 cr)

Supervised on-the-job training without pay in selected business, industry or service organizations coordinated by the College. Permission of the instructor is required. Prerequisite: FOR 201, FOR 125. Laboratory 40 hours per week. 180 hours total for the term.

FOR 297 - Cooperative Education in Forestry (3 cr)

Supervised on-the-job training with pay in selected business, industry or service organizations coordinated by the College. Permission of the instructor is required. Prerequisite: FOR 201, FOR 125. Laboratory 40 hours per week. 225 hours total for the term.

French

FRE 101 Beginning French I (4 cr)

Introduces understanding, speaking, reading, and writing skills and emphasizes basic French sentence structure. Prerequisites: ENG 01, ENG 04. Co-requisites: ENG 05. Lecture 4 hours per week. May include one additional hour of oral practice per week.

FRE 102 Beginning French II (4 cr)

Introduces understanding, speaking, reading, and writing skills and emphasizes basic French sentence structure. Prerequisites: FRE 101. Co-requisites: ENG 05. Lecture 4 hours per week. May include one additional hour of oral practice per week.

FRE 201-202 Intermediate French I-II (4 cr)(4 cr)

Continues to develop understanding, speaking, reading, and writing skills. French is used in the classroom. Prerequisite: French 102 or equivalent. Lecture 4 hours per week. May include one additional hour of oral practice per week.

Geographic Information System

GIS 101 - Introduction to Geospatial Technology I (3 cr)

Provides an introduction to the concepts of Geographic Information Systems (GIS), Global Positioning Systems, (GPS) and remote sensing components of Geospatial Technology. Teaches the introductory concepts of geographic location and problem solving by using GIS and GPS units in demonstrating solutions to cross-curricular applications of the technology. Part I of II. Prerequisite: ITE 152. Lecture 3 hours per week.

GIS 200 - Geographical Information Systems I (4 cr)

Provides hand-on introduction to a dynamic desktop GIS (Geographic Information System). Introduces the components of a desktop GIS and their functionality. Emphasizes manipulation of data for the purpose of analysis, presentation, and decision-making. Prerequisite: ITE 152 or instructor approval. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

Health

HLT 100 - First Aid and Cardiopulmonary Resuscitation (2 cr)
Focuses on the principles and techniques of safety, first aid, and cardiopulmonary resuscitation. Lecture 2 hours per week.

HLT 105 - Cardiopulmonary Resuscitation (CPR) (1 cr)
Provides training in coordinated mouth-to-mouth artificial ventilation and chest compression, choking, life-threatening emergencies, and sudden illness. Equivalent to EMS 100. Lecture 1 hour per week.

HLT 110 - Concepts of Personal and Community Health (3 cr)
Studies the concepts related to the maintenance of health, safety, and the prevention of illness at the personal and community level. Lecture 2 hours per week.

HLT 116 - Introduction to Personal Wellness Concepts (2-3 cr)
Introduces students to the dimensions of wellness including the physical, emotional, environmental, spiritual, occupational, and social components. Lecture 2-3 hours per week.

HLT 121 - Drug Use and Abuse (3 cr)
Explores the use and abuse of drugs in contemporary society with emphasis upon sociological, physiological, and psychological effects of drugs. Lecture 3 hours per week.

HLT 141 - Introduction to Medical Terminology (2 cr)
Focuses on medical terminology for students preparing for careers in the health professions. Lecture 1-2 hours per week.

HLT 143-144 - Medical Terminology I-II (3 cr) (3 cr)
Provides an understanding of medical abbreviations and terms. Includes the study of prefixes, suffixes, word stems and technical terms with emphasis on proper spelling, pronunciation, and usage. Emphasizes more complex skills and techniques in understanding medical terminology. Prerequisite: Readiness to enroll in ENG 111. Lecture 3 hours per week.

HLT 230 - Principles of Nutrition and Human Development (3 cr)
Teaches the relationship between nutrition and human development. Emphasizes nutrients, balanced diet, weight control and the nutritional needs of an individual. Lecture 3 hours per week.

Health Care Technology

HCT 100 - Introduction to Health Care Occupations (2-3 cr) (Dual Enrollment)
Explores various career opportunities in the health care field and the relationships between various health-related occupations. Encourages career planning and decision making. Lecture 2-3 hours per week.

HCT 101 - Health Care Technician I (3 cr)
Teaches basic care skills with emphasis on physical, social, emotional, and spiritual needs of patients.

Covers procedures, communications and interpersonal relations; observation, charting and reporting; care planning, safety and infection control; anatomy and physiology, nutrition and patient feeding; ethics, death and dying. Prepares multi-skilled health care workers to care for patients of various ages with special emphasis on geriatric nursing, home health, long and short-term care facilities. Lecture 3 hours per week. Co-requisite: HCT 102.

HCT 102 - Health Care Technician II (3 cr)

Applies theory through laboratory experience for health care technicians to work in home health, long and short-term facilities. Lecture 1 hour. Laboratory 6 hours. Prerequisite: Background Check. All students are required to submit to a background check through Certified Background, Inc. prior to attending the clinical sessions associated with HCT 102.

The cost of this screening is the responsibility of the student. Additional information is available in the Nursing Office or by calling 540-863-2838. Co-requisite: HCT 101

HCT 110 - Therapeutic Communication in the Health Care Setting (3 cr)

Develops therapeutic relationship, communication and culture, problem solving electronic communication, techniques in therapeutic communication and blocks to therapeutic communication. Addresses assertiveness, anger, and managing team conflict. Lecture 3 hours per week.

History

HIS 101 - History of Western Civilization Pre-1600 CE (3 cr)

Examines the development of western civilization from ancient times to 1600 CE. Lecture 3 hours. Total 3 hours per week.

HIS 102 - Western Civilization-Post 1600 CE (3 cr)

Examines the development of western civilization from 1600 CE to the present. Lecture 3 hours. Total 3 hours per week.

HIS 111 - World Civilization Pre-1500 CE (3 cr)

Surveys the history of Asia, Africa, the Americas, and Europe from antiquity to approximately 1500. This is a Passport Transfer course. Lecture 3 hours. Total 3 hours per week.

HIS 112 - World Civilizations Post-1500 CE (3 cr)

Surveys the history of Asia, Africa, Europe, and the Americas from approximately 1500 CE through the present. This is a Passport Transfer course. Lecture 3 hours. Total 3 hours per week.

HIS 121 - United States History to 1877 (3 cr)

Introduces the history of the United States from its origins to 1877. Includes the European exploration, development of the American colonies and their institutions, the Revolution, major political, social and economic developments, geographical expansion, the Civil War, and Reconstruction. This is a Passport Transfer course. Lecture 3 hours. Total 3 hours per week.

HIS 122 - United States History Since 1865 (3 cr)

Introduces the history of the United States from 1865 to present. Includes major political, social and economic developments since 1865, overseas expansion, the two world wars, the Cold War and the post-Cold War era. This is a Passport Transfer course. Lecture 3 hours. Total 3 hours per week.

Horticulture

HRT 22 - Turfgrass Management I (3 cr) (Dual Enrollment)

Applies scientific principles for the establishment and maintenance of intensely managed turfgrass. Topics covered include cultivar selection, seeding, sprigging and sodding techniques, fertilization, watering, weed identification and control, insect identification and control, fungus identification and control, soil structure, drainage, topdressing, and mowing frequency and height. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

HRT 100 - Introduction to Horticulture (3 cr)

Introduces commercial horticulture industry with emphasis on career opportunities. Examines equipment, facilities, and physical arrangements of production, wholesale and retail establishments. Surveys individual areas within horticulture industry. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

HRT 121 - Greenhouse Crop Production I (3 cr)

Covers commercial practices related to production of floriculture crops. Considers production requirements, environmental control and management, and cultural techniques. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

HRT 122 - Greenhouse Crop Production II (3 cr)

Continues commercial practices related to production of floriculture crops. Considers production requirements, environmental control and management, and cultural techniques. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

HRT 126 - Home Landscaping (3 cr)

Studies current approaches to improving home landscapes. Emphasizes planning, proper implementation, and landscape maintenance. Lecture 3 hours per week.

HRT 195 - Topics in High-Value Agriculture (3 cr)

Provides an opportunity to explore topical areas of interest to or needed by students. May be used also for special honors courses. May be repeated for credit.

HRT 195 - Topics in Agricultural Technology and Machinery (3 cr)

Provides an opportunity for students to gain an overview of basic technology and machinery used in agriculture. Includes the basics of mechanics, electricity, carpentry, pumps, plumbing, small engines, and sources of renewable energy.

HRT 195 - Topic in Food Production and Safety (3 cr)

Provides an opportunity to cover areas of interest needed by students such as those related to the safe production of food. Reviews Good Agricultural Practices (GAP) set by the U. S. Department of Agriculture (USDA) and requirements to earn GAP certification. Overview of appropriate application of pesticides and industry certification requirements.

HRT 205 - Soils (3 cr)

Teaches theoretical and practical aspects of soils and other growing media. Examines media components, chemical and physical properties, and soil organisms. Discusses management and conservation. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

HRT 245 – Woody Plants (3 cr)

Studies identification, culture, and uses of woody plants in landscaping. Includes deciduous and evergreen, native and cultivated shrubs, trees and vines. Teaches scientific and common names of plants. Lecture 1-2 hours. Laboratory 2 hours. Total 3-4 hours per week.

HRT 259 –Arboriculture (3 cr)

Studies the techniques of tree care. Covers surgery, pruning, insect and disease recognition and control, fertilization, cabling, and lightning rod installation. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

Hotel-Restaurant-Institutional Management

HRI 106 - Principles of Culinary Arts I (3 cr)

Introduces the fundamental principles of food preparation and basic culinary procedures. Stresses the use of proper culinary procedures combined with food science, proper sanitation, standards of quality for food items that are made, and proper use and care of kitchen equipment. Co-requisite HRI 158. Part I of II. Lecture 2-3 hours. Laboratory 1-3 hours. Total 3-5 hours per week.

HRI 119 - Applied Nutrition for Food Service (3 cr)

Studies food composition, nutrition science, and application of nutrition principles by the food service professional. Provides the student with a basic understanding of human nutrition and application of nutrition in the service of commercially prepared meals. Lecture 3 hours per week.

HRI 128 - Principles of Baking (3 cr)

Instructs the student in the preparation of breads, pastries, baked desserts, candies, frozen confections, and sugar work. Applies scientific principles and techniques of baking. Promotes the knowledge/skills required to prepare baked items, pastries and confections. Co-requisite: HRI 158. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

HRI 140 - Fundamentals of Quality for the Hospitality Industry (3 cr)

Teaches quality in the hospitality industry, including material on the total quality management movement. Emphasizes quality from the customer's perspective. Lecture 3 hours per week.

HRI 145 - Garde Manger (3 cr)

Studies garde manger, the art of decorative cold food preparation and presentation. Provides a detailed practical study of cold food preparation and artistic combination and display of cold foods. Prerequisites: HRI 158. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

HRI 154 - Principles of Hospitality Management (3 cr)

Presents basic understanding of the hospitality industry by tracing the industry's growth and development, reviewing the organization and management of lodging, food, and beverage operations, and focusing on industry opportunities and future trends. Lecture 3 hours per week.

HRI 158 - Sanitation and Safety (3 cr)

Covers the moral and legal responsibilities of management to insure a sanitary and safe environment in a food service operation. Emphasizes the causes and prevention of foodborne illnesses in conformity with federal, state and local guidelines. Focuses on OSHA standards in assuring safe working conditions. Lecture 3 hours per week.

HRI 190 - Coordinated Internship (1-5 cr)

Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

HRI 206 - International Cuisine (3 cr)

Introduces the concepts of cultural differences and similarities and the preparation of the food specialties of the major geographical areas of the world. Focuses on emerging cuisines as they become popular. Prerequisite: HRI 158. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

HRI 207 - American Regional Cuisine (3 cr)

Studies the distinct regional cooking styles of America and its neighbors. Emphasizes the indigenous ingredients as well as the cultural aspect of each region's cooking style. Includes the preparation of the various regional foods. Prerequisites: HRI 158. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

HRI 215 - Food Purchasing (3 cr)

Presents the method and procedures for purchasing food for hotels, restaurants and institutions. Deals with markets, federal and trade grades, governmental regulations, packaging, comparative versions price buying, yields and quality control. Lecture 3 hours per week.

HRI 218 - Fruit, Vegetable, and Starch Preparation (3 cr)

Instructs the student in the preparation of fruits, vegetables, grains, cereals, legumes and farinaceous products. Promotes the knowledge/skills necessary to prepare menu items from fruits, vegetables, and their byproducts, and to select appropriate uses as meal components. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

HRI 219 - Stock, Soup, and Sauce Preparation (3 cr)

Instructs the student in the preparation of stocks, soups, and sauces. Promotes the knowledge/skills to prepare stocks, soups, and sauces, and to select appropriate uses as meal components. Co-requisite: HRI 158. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

HRI 220 - Meat, Seafood and Poultry Preparation (3 cr)

Provides the study and preparation of meat, poultry, shellfish, fish, and game. Promotes the knowledge/ skills required to select appropriate use of these foods as meal components. Prerequisites: HRI 158. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

HRI 225 - Menu Planning and Dining Room Service (3 cr)
Covers fundamentals of menu writing, types of menus, layout, design and food merchandising, and interpreting a profit and loss statement as it relates to menu pricing. Analyzes menus for effectiveness. Instructs on proper dining room service, customer seating, and dining room management. Emphasizes use of computer in management of food service operations. Lecture 3 hours per week.

HRI 228 - Food Production Operations (3 cr)
Teaches management principles as applied to a food production setting. Integrates skills areas including planning, organizing, coordinating, checking, insuring, training, establishing standards, assisting and controlling. Promotes the knowledge/ skills required to manage food production operations in a commercial and/or institutional kitchen. Lecture 3 hours per week.

HRI 235 - Marketing of Hospitality Services (3 cr)
Studies principles and practices of marketing the services of the hotel and restaurant industry. Emphasizes the marketing concept with applications leading to customer satisfaction. Reviews methods of external and internal stimulation of sales. May include a practical sales/marketing exercise and computer applications. Lecture 3 hours per week.

HRI 237 – Current Issues & Environmental Responsibilities in the Hospitality Industry (2-3 cr)
Studies novel aspects of the evolving hospitality industry, including the collective impact of environmental stewardship and sustainability, local sourcing of products and ingredients, greening of hospitality businesses, cost-benefit analyses of sustainability decisions, and ethical questions related to these topics. Lecture 2-3 hours per week.

HRI 251 - Food and Beverage Cost Control I (3 cr)
Presents methods of pre-cost and pre-control as applied to the menu, purchasing, receiving, storing, issuing, production, sales and service which result in achievement of an operation's profit potential. Emphasizes both manual and computerized approaches. Part I of II. Lecture 3 hours per week.

HRI 280 - Principles of Advanced Baking and Pastry (3 cr)
Reviews foundation principles of classical and modern baking/pastry methods. Prerequisite: HRI 128 or equivalent, Co-requisite: HRI 158. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

HRI 281 - Artisan Breads (3 cr)
Provides an integrated study of both classical and modern baking methods. Focuses on craft baking using simple ingredients to create superior products. Co-requisites: HRI 158. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

HRI 282 - European Tortes and Cakes (3 cr)
Provides an integrated study of European tortes and cakes. Prerequisites: HRI 280, HRI 158. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

HRI 283 - Custards and Cremes (3 cr)

Provides an integrated study of classical and contemporary custards and cremes as menu items and recipe ingredients. Prerequisite: HRI 280, HRI 158. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

HRI 284 - Specialty, Spa and Plated Desserts (3 cr)

Provides an integrated study of specialty, spa and plated desserts, which possess enhanced value through artistic presentation. Prerequisites: HRI 280, HRI 158. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

HRI 290 - Coordinated Internship (1-5cr)

Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours. Requires division approval.

Industrial Engineering Technology

IND 137 - Team Concepts & Problem Solving (3 cr)

Studies team concepts and problem-solving techniques to assist project teams in improving quality and productivity. Provides knowledge of how to work as a team, plan and conduct good meetings, manage logistics and details, gather useful data, communicate the results and implement changes. Lecture 3 hours per week.

IND 235 - Statistical Quality Control (3 cr)

Gives overview of the quality control function within industry. May include the organization, cost, and techniques of quality control. Emphasizes essentials and applications of statistics in the quality control function. Lecture 2-3 hours. Laboratory 1-2 hours. Total 3-4 hours per week.

IND 243 - Principles and Applications of Mechatronics (3 cr)

Introduces terminology and principles related to Mechatronic system design and application. Integrates concepts of electrical/electronic, mechanical and computer technologies in the development, setup, operation and troubleshooting of automated products and systems. Covers breakdown of various automated manufacturing operations with emphasis on system planning, development and troubleshooting processes. Prerequisite: Divisional Approval. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

Information Technology Design and Database

ITD 110 - Web Page Design I (3-4 cr)

Stresses a working knowledge of web site designs, construction, and management using HTML or XHTML. Course content includes headings, lists, links, images, image maps, tables, forms and frames. Co-requisite: ITE 152. Lecture 3-4 hours per week.

ITD 210 - Web Page Design II (3-4 cr)

Incorporates advanced techniques in web site planning, design, usability, accessibility, advanced site management, and maintenance utilizing web editor software. Prerequisite: ITD 110. Lecture 3-4 hours per week.

ITD 212 - Interactive Web Design (3-4 cr)

Provides techniques in interactive design concepts to create cross-platform, low-bandwidth animations utilizing a vector-based application. This course emphasizes the importance of usability, accessibility, optimization and performance. Prerequisite: ITD 110. Lecture 3-4 hours per week.

Information Technology Essentials

ITE 119 Information Literacy (3 cr)

Presents the information literacy core competencies focusing on the use of information technology skills. Skills and knowledge will be developed in database searching, computer applications, information security and privacy, and intellectual property issues. Lecture 3 hours per week.

ITE 127 - Microcomputer Software: Beginning Windows (1-2 cr)

Imparts first-time users with sufficient information to make practical use of the Windows software package. This course also presents the basics of the features and applications included in the Windows operating system package. Lecture 1-2 hours per week.

ITE 152 – Introduction to Digital Literacy and Computer Applications (3 cr)

Develops understand of digital and information literacy. Introduces basic computer concepts in hardware, software, cyber, cloud, database, and operating systems. Includes hands-on experience developing word processing, spreadsheet and presentation documents. Evaluates the reliability of sources. Covers creating a simple web page. Examines topics such as social, legal, and ethical issues. Lecture 3-4 hours per week.

Information Technology Networking

ITN 101 - Introduction to Network Concepts (3-4 cr)

Provides instruction in networking media, physical and logical topologies, common networking standards and popular networking protocols. Course content emphasizes the TCP/IP protocol suite and related IP addressing schemes, including CIDR. Course content also includes selected topics in network implementation, support and LAN/WAN connectivity. Lecture 3 hours per week.

ITN 106 - Microcomputer Operating Systems (3-4 cr)

Teaches use of operating system utilities and multiple-level directory structures, creation of batch files, and configuration of microcomputer environments. May include a study of graphical user interfaces. Maps to A+ Software. Lecture 3-4 hours per week.

ITN 107 - Personal Computer Hardware and Troubleshooting (3-4 cr)

Includes specially designed instruction to give a student a basic knowledge of hardware and software configurations. Includes the installation of various peripheral devices as well as basic system hardware components. Maps to A+ Hardware Certification. Lecture 3-4 hours per week.

ITN 110 - Client Operating System (3-4 cr)

Introduces an overview of instruction in installation, configuration, administration, and troubleshooting of Client Operating System (version to be specified) in a networked data communications environment. Lecture 3-4 hours per week.

ITN 111 - Server Administration (3-4 cr)

Covers basic instruction in various network protocols, name resolution services, remote access, security, and print installation, configuration, administration, monitoring, and troubleshooting of Server Administration software (version to be specified) in an Active Directory domain environment. Prerequisite: ITE 115 and ITN 101. Lecture 3-4 hours per week.

ITN 112 - Network Infrastructure (3-4 cr)

Provides extensive instruction for the technical knowledge required for installation, configuration, administration, monitoring, and troubleshooting of Network Infrastructure services (version to be specified) such as NDS, DHCP, WINS, RRAS, NAT, and Certificate Authority to support the network infrastructure. Prerequisite: ITN 111 Lecture 3-4 hours per week.

ITN 120 - Wireless - Network Administration (WNA) (3-4 cr)

Provides instruction in fundamentals of wireless information systems. Course content includes terms, standards, components, and operating requirements in the design and implementation of wireless networks. Prerequisites: ITE 115, ITN 101. Lecture 3-4 hours per week.

ITN 154 - Networking Fundamentals-Cisco (3-4 cr)

Provides introduction to networking using the OSI reference model. Course content includes data encapsulation, TCP/IP suite, routing, IP addressing, and structured cabling design and implementation. Lecture 3-4 hours per week.

ITN 155 - Intro to Routing-Cisco (3-4 cr)

Features an introduction to basic router configuration using Cisco IOS software. Course content includes system components, interface configuration, ip network design, troubleshooting techniques, configuration and verification of IP addresses, and router protocols. CISCO Semester 2 and maps to CCNA. Prerequisite: ITN 154. Lecture 3-4 hours per week.

ITN 156 - Basic Switching and Routing (3-4 cr)

Centers instruction in LAN segmentation using bridges, routers, and switches. Includes fast Ethernet, access lists, routing protocols, spanning tree protocol, virtual LANS and network management. Prerequisite: ITN 155. Lecture 3-4 hours per week.

ITN 157 - WAN Technologies-Cisco (3-4 cr)

Concentrates on an introduction to Wide Area Networking (WANs). Course content includes WAN design, LAPB, Frame Relay, ISDN, HDLC, and PPP. CISCO Semester 4 and maps to CCNA. Prerequisite: ITN 156. Lecture 3-4 hours per week.

ITN 170 – Linux System Administration (4 cr)

Focuses instruction on the installation, configuration and administration of the Linux operating system and emphasizes the use of Linux as a network client and workstation.   Lecture 4 hours per week.

ITN 195 Topics in Cybersecurity (3cr)

Provides an overview of cybersecurity and the growing importance of ensuring secure systems for all users, including those in government, education, business and industry. Covers types of attacks and some measures used to strengthen security. Lecture 3 hours per week.

ITN 208 - Protocols and Communications TCP/IP (3 cr)

Centers on providing an understanding of the TCP/ IP suite and the details of its implementation. The details of implementation are treated by discussion, IP addressing, the structure of frames & protocol headers that enable communication between two computers. Discusses IP routing, tunneling, SNMP, and security. Lecture 3-4 hours per week.

ITN 257 - Cloud Computing: Infrastructure and Services (4 cr)

Focuses on cloud infrastructure, deployment, security models, and the key consideration in migrating to cloud computing. Covers the technologies and processes required to build traditional, virtualized, and cloud data center environments, including computation, storage, networking, desktop and application virtualization, business continuity, security, and management. Lecture 4 hours per week

ITN 260 - Network Security Basics (3- 4 cr)

Provides instruction in the basics of network security in depth. Includes security objectives, security architecture, security models and security layers, risk management, network security policy, and security training. Includes the give security keys, confidentiality integrity, availability, accountability and auditability. Lecture 3-4 hours per week.

ITN 261 - Network Attacks, Computer Crime and Hacking (3-4 cr)

Encompasses in-depth exploration of various methods for attacking and defending a network. Explores network security concepts from the viewpoint of hackers and their attack methodologies. Includes topics about hackers, attacks, Intrusion Detector Systems (IDS) malicious code, computer crime and industrial espionage. Lecture 3-4 hours per week.

Offers opportunities for career orientation and training without pay in selected businesses and industry. Supervised and coordinated by the College. Prerequisites: ITE 115, ITN 101, ITN 110, ITN 111. Credit/ work ratio not to exceed 1:5 hours. Variable hours per week.

ITN 262- Network Communication, Security and Authentication (4 cr)

Covers an in-depth exploration of various communication protocols with a concentration on TCP/IP. Explores communication protocols from the point of view of the hacker in order to highlight protocol weaknesses. Includes Internet architecture, routing, addressing, topology, fragmentation and protocol analysis, and the use of various utilities to explore TCP/IP. Lecture 4 hours per week.

ITN 297 - Co-Op Education in Information Technology (Variable cr)

Provides on-the-job training for pay in approved business, industrial and service firms. Applies to all occupational-technical curricula at the discretion of the College. Prerequisites: ITE 115, ITN 101, ITN 110, ITN 111. Credit/work ratio not to exceed 1:5 hours. Variable hours per week.

Information Technology Programming

ITP 100 - Software Design (3-4 cr)

Introduces principles and practices of software development. Includes instruction in critical thinking, problem solving skills, and essential programming logic in structured and object-oriented design using contemporary tools. Lecture 3-4 hours per week.

ITP 120 - Java Programming I (3-4 cr)

Entails instruction in fundamentals of object-oriented programming using Java. Emphasizes program construction, algorithm development, coding, debugging, and documentation of console and graphical user interface applications. Lecture 3-4 hours per week.

ITP 220 - Java Programming II (3-4 cr)

Imparts instruction in application of advanced object-oriented techniques to application development using Java. Emphasizes database connectivity, inner classes, collection classes, networking, and threads. Lecture 3-4 hours per week.

Instrumentation

INS 110 - Principles of Instrumentation (3 cr)

Introduces various types of instruments and gauges used in the manufacturing processes. Examines basic principles of pneumatic, hydraulic, electronic and mechanically operated devices. Requires a report as an out-of-class activity. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

INS 112 - Instrumentation Fundamentals (3 cr)

Presents the preparatory fundamentals of instrumentation including hydraulics, pneumatics, instrumentation loops, and temperature. Examines the basic principles of hydraulics, pneumatics, transducers, thermometers, gauges, and calibration. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week.

INS 220 - Introduction to Fluid Power (3 cr)

Introduces analysis and design of hydraulic and pneumatic control systems. Presents interpretation and application of fluid power systems, schematic diagrams, and symbols. Lecture 3 hours. Laboratory 2-3 hours. Total 4-5 hours per week.

Machine Technology

MAC 111-112 - Machine Trade Theory and Computation (3 cr) (3 cr)

Covers shop theory and mathematics dealing with fractional and precision measuring tools. Includes layout, band saws, drill presses, the twist drill, thread cutting, taper turning, vertical and horizontal milling machines, lathe tool bit geometry, the engine lathe and other lathe operations. Lecture 3 hours per week.

Marketing

MKT 100 - Principles of Marketing (3 cr)

Presents principles, methods and problems involved in the marketing to consumers and organizational buyers. Discusses problems and policies connected with distribution and sale of products, pricing, promotion and buyer motivation. Examines variations of the marketing research, legal, social, ethical e-commerce, and international considerations in marketing. Lecture 3 hours per week.

Mathematics

MCR 2 - Learning Support for Fundamentals of Reasoning (1-2 cr)

Provides mathematical instruction for students who require minimum preparation for college-level but still need further preparation to succeed. Students in this course will be co-enrolled in college-level Fundamentals of Reasoning. Credits not applicable toward graduation and do not replace MTE courses waived. Successful completion of Fundamentals of Reasoning results in the prerequisite MTE modules being satisfied. Prerequisite(s): Completion of any one of the MTE 1-3 modules. Corequisite: MTH 130. Lecture 1-2 hours. Total 1-2 hours per week.

MCR 3 - Learning Support for Technical Mathematics (1-2 cr)

Provides mathematical instruction for students who require minimum preparation for college-level but still need further preparation to succeed. Students in this course will be co-enrolled in college-level Technical Mathematics. Credits not applicable toward graduation and do not replace MTE courses waived. Successful completion of Technical Mathematics results in the prerequisite MTE modules being satisfied. Prerequisites: Completion of any four of the MTE units 1-6. Corequisite: MTH 131. Lecture 1-2 hours. Total 1-2 hours per week.

MTH 21 - Survey of Technical Mathematics I (2-5 cr)

Provides a foundation in mathematics with emphasis in arithmetic, algebra, geometry, and trigonometry. Presents applications directed to specialty options. Prerequisite: a placement recommendation for MTH 21. Lecture 2-5 hours per week.

MTH 50 - Mathematics for Teacher Entrance Exams (2 cr)

Provides participants with review and practice for the mathematics portion of the licensure examination required of all beginning teachers in Virginia. Test-taking strategies are emphasized throughout. Prerequisite: Competency in Math Essentials Readiness to enroll in MTH 154as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent, Readiness to enroll in ENG 111. Lecture 1-2 hours per week.

MTH 103 Applied Technical Mathematics I (3 cr)

Presents a view of arithmetic, elements of algebra, geometry and trigonometry. Directs applications to specialty areas. Prerequisites: Competency in Readiness to enroll in MTH 154 as demonstrated through the placement and diagnostic tests. Part I of II. Lecture 3 hours per week.

MTH 130 - Fundamentals of Reasoning (3 cr)

Presents elementary concepts of algebra, linear graphing, financial literacy, descriptive statistics, and measurement & geometry. Based on college programs being supported by this course, colleges may opt

to add additional topics such as logic or trigonometry. This course is intended for occupational/technical programs. Lecture 3 hours. Prerequisite(s): Readiness to enroll in MTH 154.

MTH 131 - Technical Mathematics (3 cr)
Presents algebra through unit conversion, trigonometry, vectors, geometry, and complex numbers. This course is intended for CTE programs. Lecture 3 hours. Prerequisite(s): Readiness to enroll in MTH 154.

MTH 150 - Topics in Geometry (3 cr)
Presents the fundamentals of plane and solid geometry and introduces non-Euclidean geometries and current topics. Prerequisites: Readiness to enroll in MTH 154. Lecture 3 hours per week. 3 credits.

MTH 154 – Quantitative Reasoning (3 cr)
Presents topics in proportional reasoning, modeling, financial literacy and validity studies (logic and set theory). Focuses on the process of taking a real-world situation, identifying the mathematical foundation needed to address the problem, solving the problem and applying what is learned to the original situation. This is a Passport Transfer course. Prerequisite: MDE 10 or equivalent or corequisite: MDE 54: Learning Support for Quantitative Reasoning as determined by DSLCC Direct Enrollment Policy. Lecture: 3 hours per week.

MTH 155 – Statistical Reasoning (3 cr)
Presents elementary statistical methods and concepts including visual data presentation, descriptive statistics, probability, estimation, hypothesis testing, correlation, and linear regression. Emphasis is placed on the development of statistical thinking, simulation, and the use of statistical software. This is a Passport Transfer course. Readiness to enroll in MTH 154. Lecture: 3 hours per week.

MTH 158 - College Algebra (3 cr)
Covers the structure of complex number systems, polynomials, rational expressions, graphing, systems of equations and inequalities and functions, quadratic and rational equations and inequalities. Lecture 3 hours per week.

MTH 161-PreCalculus I (3 cr)
Presents topics in power, polynomial, rational, exponential, and logarithmic functions, and systems of equations and inequalities. Credit will not be awarded for both MTH 161: Precalculus I and MTH 167: Precalculus with Trigonometry or equivalent. This is a Passport Transfer course. Prerequisite(s): MDE 60 or equivalent or corequisite: MDE 61, Learning Support for Pre-Calculus, as determined by DSLCC Direct Enrollment Policy.

MTH 162- PreCalculus II (3 cr)
Presents trigonometry, trigonometric applications including Law of Sines and Cosines and an introduction to conics. Credit will not be awarded for both MTH 162: Precalculus II and MTH 167: Precalculus with Trigonometry or equivalent. This is a Passport Transfer course. Prerequisite(s): Placement or completion of MTH 161: Precalculus I or equivalent with a grade of C or better. Lecture 3 hours per

MTH 167 - PreCalculus with Trigonometry (5 cr)

Presents topics in power, polynomial, rational, exponential, and logarithmic functions, systems of equations, trigonometry, and trigonometric applications, including Law of Sines and Cosines, and an introduction to conics. Credit will not be awarded for both MTH 167: Precalculus with Trigonometry and MTH 161/MTH 162: Precalculus I and II or equivalent. MDE 60 or equivalent or corequisite: MDE 61, Learning Support for Pre-Calculus, as determined by DSLCC Direct Enrollment Policy. Lecture 5 hours.

MTH 245- Statistics I (3 cr)

Presents an overview of statistics, including descriptive statistics, elementary probability, probability distributions, estimation, hypothesis testing, correlation, and linear regression. Credit will not be awarded for both MTH 155: Statistical Reasoning and MTH 245: Statistics I or equivalent. This is a Passport Transfer course. Prerequisite: Completion of MTH 154 or MTH 161 or equivalent with a grade of C or better. Lecture 3 hours per week.

MTH 263- Calculus I (4 cr)

Presents concepts of limits, derivatives, differentiation of various types of functions and use of differentiation rules, application of differentiation, antiderivatives, integrals and applications of integration. This is a Passport Transfer course. Prerequisite: Completion of MTH 167 or MTH 161/162 or equivalent with a grade of C or better. Lecture 4 hours.

MTH 264- Calculus II (4 cr)

Continues the study of calculus of algebraic and transcendental functions including rectangular, polar, and parametric graphing, indefinite and definite integrals, methods of integration, and power series along with applications. Features instruction for mathematical, physical and engineering science programs. This is a Passport Transfer course. Prerequisite: Completion of MTH 263 or equivalent with a grade of C or better. Lecture 4 hours.

MTH 265 - Calculus III (4 cr)

Focuses on extending the concepts of function, limit, continuity, derivative, integral and vector from the plane to the three dimensional space. Covers topics including vector functions, multivariate functions, partial derivatives, multiple integrals and an introduction to vector calculus. Features instruction for mathematical, physical and engineering science programs. Prerequisite: Completion of MTH 264: Calculus II or equivalent with a grade of C or better. Lecture 4 hours.

MTH 291 - Differential Equations (3 cr)

Introduces first order differential equations, linear differential equations, numerical methods, and applications. Designed for mathematical, physical, and engineering science programs. Prerequisite: MTH 174 or equivalent. Lecture 3 hours per week.

Mechanical Engineering

MEC 161 - Basic Fluid Mechanics Hydraulics/Pneumatics (3-4 cr)

Introduces theory, operation and maintenance of hydraulic/ pneumatics devices and systems. Emphasizes the properties of fluids, fluid flow, fluid statics, and the application of Bernoulli's equation. Lecture 2-3 hours per week; laboratory 2-3 hours per week.

Natural Science

NAS 171-172 - Human Anatomy and Physiology I and II (4 cr)
Presents the human organ systems and their functions as they relate to allied health science. Lecture 3 hours per week. Recitation and laboratory 3 hours per week. Total 6 hours per week.

Nursing

NSG 100 - Introduction to Nursing Concepts (4 cr)
Introduces concepts of nursing practice and conceptual learning. Focuses on basic nursing concepts with an emphasis on safe nursing practice and the development of the nursing process. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments. Prerequisite(s): BIO 141 or BIO 231 or NAS 161. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

NSG 106 - Competencies for Nursing Practice (2 cr)
Focuses on the application of concepts through clinical skill development. Emphasizes the use of clinical judgment in skill acquisition. Includes principles of safety, evidence-based practice, informatics and math computational skills. Prepares students to demonstrate competency in specific skills and drug dosage calculation including the integration of skills in the care of clients in simulated settings. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments. Prerequisite(s): Readiness to enroll in MTH 154.   and BIO 141 (or BIO 231 or NAS 161) Lecture 0-1 hour. Laboratory 3-6 hours. Total 4-6 hours per week.

NSG 115 - Healthcare Concepts for Transition (4-5 cr)
Focuses on role transition from Licensed Practical Nurse to Registered professional nurse. Incorporates concepts of nursing practice and conceptual learning to promote health and wellness across the lifespan. Uses the nursing process to explore care delivery for selected diverse populations with common and predictable illness. Emphasizes the use of clinical judgement in skill acquisition. Lecture 3 hours. Laboratory 3-6 hours. Total 6-9 hours per week. Prerequisite(s): BIO 141, BIO 142, ENG 111, PSY 230, SDV 100; Acceptance to the Transition Program. Corequisite(s): NSG 200

NSG 130 - Professional Nursing Concepts (1 cr)
Introduces the role of the professional nurse and fundamental concepts in professional development. Focuses on professional identity, legal/ethical issues and contemporary trends in professional nursing. Prerequisite(s): BIO 141 or BIO 231 or NAS 161. Lecture 1 hour. Total 1 hour per week.

NSG 152 - Health Care Participant (3 cr)
Focuses on the health and wellness of diverse individuals, families, and the community throughout the lifespan. Covers concepts that focus on client attributes and preferences regarding healthcare. Emphasizes population-focused care. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or cooperating agencies, and/or simulated environments. Prerequisite(s): BIO 142 (or BIO 232 or NAS 162), NSG 100, NSG 106, NSG 130 and NSG 200. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

NSG 170 - Health/Illness Concepts (6 cr)

Focuses on the nursing care of individuals and/or families throughout the lifespan with an emphasis on health and illness concepts. Includes concepts of nursing care for the antepartum client and clients with common and predictable illnesses. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments. Prerequisite(s): BIO 142 (or BIO 232 or NAS 162), NSG 100, NSG 106, NSG 130 and NSG 200. Lecture 4 hours, Laboratory 6 hours. Total 10 hours per week.

NSG 200 - Health Promotion and Assessment (3 cr)

Introduces assessment and health promotion for the individual and family. Includes assessment of infants, children, adults, geriatric clients and pregnant females. Emphasizes health history and the acquisition of physical assessment skills with underlying concepts of development, communication, and health promotion. Prepares students to demonstrate competency in the assessment of clients across the lifespan. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments. Prerequisite(s): BIO 141 (or BIO 231 or NAS 161). Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

NSG 210 - Health Care Concepts I (5 cr)

Focuses on care of clients across the lifespan in multiple settings including concepts related to physiological health alterations and reproduction. Emphasizes the nursing process in the development of clinical judgment for clients with multiple needs. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments. Part I of II. Prerequisite(s): BIO 150 (or BIO 205), NSG 152 and NSG 170. Lecture 3 hours, Laboratory 6 hours. Total 9 hours per week.

NSG 211 - Health Care Concepts II (5 cr)

Focuses on care of clients across the lifespan in multiple settings including concepts related to psychological and physiological health alterations. Emphasizes the nursing process in the development of clinical judgment for clients with multiple needs. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments. Part II of II. Prerequisite(s): BIO 150 (or BIO 205), NSG 152 and NSG 170. Lecture 3 hours. Laboratory 6 hours. Total 9 hours per week.

NSG 230 - Advanced Professional Nursing Concepts (2 cr)

Develops the role of the professional nurse in the healthcare environment in preparation for practice as a registered nurse. Introduces leadership and management concepts and focuses on the integration of professional behaviors in a variety of healthcare settings. Prerequisite(s): NSG 210 and NSG 211 Lecture 2 hours. Total 2 hours per week.

NSG 252 - Complex Health Care Concepts (4 cr)

Focuses on nursing care of diverse individuals and families integrating complex health concepts. Emphasizes clinical judgment, patient-centered care and collaboration. Prerequisite(s): NSG 210 and NSG 211. Lecture 4 hours. Total 4 hours per week.

NSG 270 - Nursing Capstone (4 cr)

Provides students with the opportunity to comprehensively apply and integrate learned concepts from previous nursing courses into a capstone experience. Emphasizes the mastery of patient- centered care, safety, nursing judgment, professional behaviors, informatics, quality improvement, and collaboration

in the achievement of optimal outcomes of care. Provides supervised learning experiences in faculty and/or preceptor-guided college nursing laboratories, clinical/community settings, and/or simulated environments. Prerequisite(s): NSG 210 and NSG 211. Laboratory 12 hours. Total 12 hours per week.

NUR 135 - Drug Dosage Calculations (1-2)

Focuses on apothecary, metric, household conversion in medication dosage calculation for adult and pediatric clients. Provides a practical approach to learning to calculate and prepare medications and solutions. Includes calculating intravenous flow rates. Lecture 1-2 hours per week.

Philosophy

PHI 101 - Introduction to Philosophy I (3 cr)

Introduces a broad spectrum of philosophical problems and perspectives with an emphasis on the systematic questioning of basic assumptions about meaning, knowledge, reality and values. Lecture 3 hours per week.

PHI 220 - Ethics (3 cr)

Provides a systematic study of representative ethical systems. Lecture 3 hours per week.

Physical Education

PED 111 - Weight Training I (1 cr)

Focuses on muscular strength and endurance training through individualized workout programs. Teaches appropriate use of weight training equipment. Variable hours per week.

PED 116 - Lifetime Wellness and Fitness (1-2 cr)

Provides a study of fitness and wellness and their relationship to a healthy lifestyle. Defines fitness and wellness, evaluates the student's level of fitness and wellness, and motivates the student to incorporate physical fitness and wellness into daily living. A personal fitness/wellness plan is required for the 2-credit course. Lecture 1-2 hours per week; laboratory 0-2 hours per week.

PED 129 - Self-Defense (1-2 cr)

Examines history, techniques and movements associated with self-defense. Introduces the skills and methods of self-defense emphasizing mental and physical discipline. Lecture 1-2 hours per week; lab 0-2 hours per week.

PED 135 - Bowling I (1 cr)

Teaches basic bowling skills and techniques, scoring, rules, etiquette and terminology. Variable hours per week.

PED 141-142 - Swimming I-II (1 cr)

Introduces the skills and methods of swimming strokes. Focuses on safety and physical conditioning. Lecture 1-2 hours. Laboratory 0-2 hours. Total 1-3 hours per week.

Physics

PHY 201 - General College Physics I (4 cr)
Teaches fundamental principles of physics. Covers mechanics, thermodynamics, wave phenomena, electricity and magnetism and selected topics in modern physics. Prerequisites: MTH 163 or Divisional Approval, Readiness to enroll in ENG 111.

PHY 202 - General College Physics II (4 cr)
Teaches fundamental principles of physics. Covers mechanics, thermodynamics, wave phenomena, electricity and magnetism and selected topics in modern physics. Prerequisite: PHY 201. Lecture 3 hours per week; laboratory 3 hours per week.

PHY 241-242 - University Physics I-II (4 cr)
Teaches principles of classical and modern physics. Includes mechanics, wave phenomena, heat, electricity, magnetism, relativity and nuclear physics. Prerequisite for PHY 241: MTH 173 or MTH 273 or Instructor approval. Prerequisite for PHY 242: MTH 174 or MTH 274 or Instructor approval. Lecture 3 hours per week; laboratory 3 hours per week.

Political Science

PLS 135 - American National Politics (3 cr)
Teaches political institutions and processes of the national government of the United States. Focuses on Congress, the Presidency and the Courts and on their interrelationships. Gives attention to public opinion, suffrage, elections, policy, political parties, interest groups, civil rights, domestic policy and foreign relations. This is a Passport Transfer course. Prerequisite: Readiness to enroll in ENG 111. Lecture 3 hours per week.

PLS 136 - State and Local Politics (3 cr)
Teaches structure, power and functions of state and local government in the United States. Prerequisite: Readiness to enroll in ENG 111. Lecture 3 hours per week.

PLS 211 - U.S. Government I (3 cr)
Teaches structure, operation, and process of national, state, and local governments. Includes in-depth study of the three branches of the government and of public policy. This is a Passport Transfer course. Part I of II. Lecture 3 hours per week.

PLS 212 - U.S. Government II (3 cr)
Teaches structure, operation, and process of national, state, and local governments. Includes in-depth study of the three branches of the government and of public policy. Part II of II. Lecture 3 hours per week.

Practical Nursing

PNE 110 - Practical Nursing Health and Disease I (5 cr)

Studies the pathophysiology, signs and systems, prescribed medical and surgical treatments, and appropriate nursing care for the patient with selected disorders. Part I of II Lecture 5 hours; Laboratory 0 hours; Total 5 hours per week.

PNE 111 - Practical Nursing Health and Disease II (5 cr)

Studies the pathophysiology, signs and systems, prescribed medical and surgical treatments, and appropriate nursing care for the patient with selected disorders. Part II of II Lecture 5 hours; Laboratory 0 hours; Total 5 hours per week.

PNE 136 - Care of Maternal, Newborn, and Pediatric Patients (4cr)

Uses a family-centered approach, studies normal and common complications in pregnancy, childbirth, post-partum, the neonate, and children through adolescence. Covers milestones in all aspects of growth and development and common childhood disorders at various ages. Lecture 4 hours per week.

PNE 141 - Nursing Skills I (2 cr)

Studies principles and procedures essential to the basic nursing care of patients. Part I of II Lecture 1 hour; Laboratory 3 hours; Total 4 hours per week.

PNE 142 - Nursing Skills II (2 cr)

Studies principles and procedures essential to the basic nursing care of patients. Part II of II Lecture 1 hour; Laboratory 3 hours; Total 4 hours per week.

PNE 145 - Trends in Practical Nursing (1 cr)

Studies the role of the LPN. Covers legal aspects, organizations, and opportunities in practical nursing. Assists students in preparation for employment. Lecture 1 hour; Laboratory 0 hours; Total 1 hour per week.

PNE 155 - Body Structure and Function (3 cr)

Studies the structure and function of the body. Lecture 3 hours; Laboratory 0 hours; Total 3 hours per week.

PNE 158 - Mental Health and Psychiatric Nursing (1 cr)

Recognizes emotional needs of patients. Provides knowledge of the role that emotions play. Enables students to understand their own behavior as well as patient behavior. Lecture 1 hours; Laboratory 0 hours; Total 1 hour per week.

PNE 173 - Pharmacology for Practical Nurses (2 Cr)

Studies history, classification, sources, effects, uses and legalities of drugs. Teaches problem solving skills used in medication administrations. Emphasizes major drug classes and specific agents within each class. Lecture 1-2 hours per week.

PNE 181 - Clinical Experience I (5 cr)

Provides guided nursing experience in the hospital setting. Practices skills and applies principles of nursing in basic areas. Includes supervision in administration of medicines. Encourages students to develop basic skills in analyzing patient needs and making nursing decisions. Part I of II. Lecture 0 hours; Laboratory 15 hours; Total 5 hours per week.

PNE 182 - Clinical Experience II (5 cr)

Provides guided nursing experience in the hospital setting. Practices skills and applies principles of nursing in basic areas. Includes supervision in administration of medicines. Encourages students to develop basic skills in analyzing patient needs and making nursing decisions. Part II of II. Lecture 0 hours; Laboratory 15 hours; Total 5 hours per week.

Psychology

PSY 116 - Psychology of Death and Dying (3 cr)

Focuses on psychological aspects of death and dying. Teaches the meaning of death and ways of handling its personal and social implications. Includes psychological, sociological, cultural, and religious views of death. Prerequisite: Readiness to enroll in ENG 111. Lecture 3 hours per week.

PSY 200 - Principles of Psychology (3 cr)

. Surveys the basic concepts of psychology. Covers the scientific study of behavior and mental processes, research methods, biological bases of behavior, sensation and perception, developmental psychology, learning, memory, thinking, intelligence, personality, social psychology, and psychological disorders and treatment. The assignments in the course require college-level reading fluency and coherent communication through written reports. This is a Passport Transfer course. Prerequisite: Readiness to enroll in ENG 111. Lecture 3 hours per week.

PSY 215 - Abnormal Psychology (3 cr)

Explores historical views and current perspectives on abnormal behavior. Emphasizes major diagnostic categories and criteria, individual and social factors of maladaptive behavior and types of therapy. Includes methods of clinical assessment and research strategies. Prerequisites: PSY 200. Lecture 3 hours per week.

PSY 230 - Developmental Psychology (3 cr)

Studies the development of the individual from conception to death. Follows a life-span perspective on the developmental tasks of the person's physical, cognitive and psychosocial growth. Prerequisite: readiness to enroll in ENG 111. Lecture 3 hours per week.

PSY 235 - Child Psychology (3 cr)

Studies development of the child from conception to adolescence. Investigates physical, intellectual, social and emotional factors involved in the child's growth. Prerequisite: readiness to enroll in ENG 111. Lecture 3 hours per week.

Recreation and Parks

RPK 160 - Wilderness First Aid (2 cr)

Examines the role of outdoor professionals in wilderness medicine and the response, care and rescue of outdoor participants in non-urban environments. Provides intensive, in-depth training in the areas of cardio-pulmonary resuscitation, patient assessment system, body systems, environmental injuries/

conditions, anaphylaxis, lifting/moving/extrication, patient carries, and backcountry medicine. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

Religion

REL 200 - Survey of the Old Testament (3 cr)
Surveys books of the Old Testament with emphasis on prophetic historical books. Examines the historical and geographical setting and place of the Israelites in the ancient Middle East as background to the writings. Lecture 3 hours per week.

REL 210 - Survey of the New Testament (3 cr)
Surveys books of the New Testament with special attention upon placing the writing within their historical and geographical setting. Lecture 3 hours per week.

REL 230 - Religions of the World (3 cr)
Introduces the religions of the world with attention to origin, history, and doctrine. Lecture 3 hours per week.

Safety

SAF 127 - Industrial Safety (2 cr)
Provides basic understanding of safety and health in an industrial situation. Includes hazardous materials, substances, conditions, activities and habits as well as the prescribed methods and equipment needed for the apprentice to protect himself/herself and others. Lecture 2 hours per week.

SAF 130 - Industrial Safety – OSHA-10 (1 cr)
Presents an introduction to occupational health and safety and its application in the workplace. Emphasizes safety standards and the Occupational Safety and Health Act (OSHA), its rules and regulations (OSHA 10). Lecture 1 hour per week.

SAF 131- Contruction Safety OSHA 10 (1 cr)
Presents an introduction to occupational health and safety and its application on the construction site. Introduces the safety standards and the Occupational Safety and Health Act (OSHA), its rules and regulations with emphasis on recognizing job-site hazards (OSHA 10) and welding safety. Lecture 1 hour

SAF 195 - Construction Safety - OSHA 10 (1 cr)
Presents an introduction to occupational health and safety and its application on the construction site. Introduces the safety standards and the Occupational Safety and Health Act (OSHA), its rules and regulations with emphasis on recognizing job-site hazards (OSHA 10) and welding safety. Lecture 1 hour.

Sociology

SOC 200 - Principles of Sociology (3 cr)

Introduces the fundamental concepts and principles of sociology with attention to sociological theory, research methods, and the impact of social inequality. Examines a variety of topics such as culture, race, social class, gender, major social institutions and their role in contemporary society, and the processes of social change.. Lecture 3 hours per week.

SOC 268 - Social Problems (3 cr)

Introduces the fundamental concepts underlying social problems construction with attention to how these problems are defined, understood and arbitrated. Examines a variety of topics such as researching social problems and policymaking.. Prerequisite: Readiness to enroll in ENG 111. Lecture 3 hours per week.

Spanish

SPA 101-102 - Beginning Spanish (3 - 4 cr)

Introduces understanding, speaking, reading, and writing skills and emphasizes basic Spanish sentence structure. May include an additional hour of oral drill and practice per week.

SPA 201-202 - Intermediate Spanish (3 - 4 cr)

Continues to develop understanding, speaking, reading, and writing skills. Prerequisite SPA 102 or equivalent. May include an additional hour of oral drill and practice per week.

Student Development

SDV 100 - College Success Skills (1 cr)

Assists students in transition to colleges. Provides overviews of college policies, procedures, curricular offerings. Encourages contacts with other students and staff. Assists students toward college success through information regarding effective study habits, career and academic planning and other college resources available to students. May include English and placement testing. Strongly recommended for beginning students. Required for graduation. Lecture 1 hour per week.

SDV 101 - Orientation to Education/Teaching (1 cr)

Introduces students to skills which are necessary to achieve their academic goals, to services offered at the college and to the discipline in which they are enrolled. Covers topics such as services at the college including the learning resources center (library); counseling, and advising; listening, test taking, and study skills; and topical areas which are applicable to their particular discipline. Lecture 1 hour per week. Readiness to enroll in ENG 111.

SDV 101 - Orientation to the Arts (2 cr)

Introduces students to skills necessary to achieve academic goals; become aware of services offered at the College; and to be successful in arts-related employment. Covers college services; Library and learning resources center; counseling and advising; listening, test taking, and study skills; and topical areas which are applicable to their particular discipline. Includes observation and overview of the arts and includes an introduction to related venues/organizations based on a variety of performing and visual arts. May include guest lecturers and/or field trips. Lecture 2 hours per week.

SDV 101 - Orientation to Practical Nursing (1 cr)

Focuses on assisting the student in self-discovery and developing practical skills to enhance academic success in college. Topics covered in this course include, but are not limited to time management, critical thinking skills, communication skills, test-taking and study skills, orientation to the practical nursing program, review of the nursing program handbook policies and procedures, and employment opportunities available as a practical nurse.

Unmanned Systems

UMS 107 - Small Unmanned Aircraft Systems- Remote Pilot Ground School (2-3 cr)

Presents the aeronautical knowledge required for FAA approved commercial operations as a Remote Pilot with small Unmanned Aircraft Systems (sUAS) rating. Covers the regulations applicable to small UAS operations, loading and performance, emergency procedures, crew resource management, determining the performance of the small, unmanned aircraft, and maintenance/inspection procedures. Prepares students for the FAA written examination required to obtain the Remote Pilot certificate. Lecture 2-3 hours. Total 2-3 hours per week.

UMS 111 - Small Unmanned Aircraft Systems (3 cr)

Introduces students to the history of small Unmanned Aerial Systems (sUAS), surveys current platforms, applications, components, and sensors. Covers the theory of flight, operations, manual flight, maintenance, and required record keeping. Introduces mission planning, crew management, and autonomous control. Emphasizes the ethical, legal, and safe use of sUAS. Lecture 3 hours. Total 3 hours per week.

UMS 177 - Small Unmanned Aircraft Systems- Components and Maintenance- (3 cr)

Provides an introduction to the basic equipment and techniques used in maintaining, repairing, and upgrading sUAS to assure airworthiness and proper operation of the other components. Emphasizes safe practices in repair and handling of components and develops fundamental skills in troubleshooting/repair of the circuits, subsystems and components typically found in the complete sUAS. Covers payload sensor mounting, power management and security threat management.

Lecture 2 hours. Laboratory 2-3 hours. Total hours per week 4-5.

UMS 211 - Small Unmanned Aircraft Systems II (3 cr)

Focuses on advanced Unmanned Aircraft System (UAS) mission planning and operation of small Unmanned Aerial Systems (sUAS). Covers mission planning, operations, communications, autonomous flights, ground control station operations, crew management, emergency procedures, safety/air vehicle pilot checklist procedures, sensor selection, data collection and analysis. Examines advanced coverage of maintenance, operations support, and introduces geospatial product workflow. Emphasizes the ethical, legal, and safe use of sUAS. Prerequisite: UMS 111. Lecture 2 hours. Laboratory 2-3 hours. Total 4-5 hours per week.

Welding

WEL 120- Introduction to Welding (Oxyacetylene) (2cr)

Introduces history of welding processes. Covers types of equipment and assembly of units. Stresses welding procedures such as fusion, non-fusion, and cutting oxyacetylene. Introduces arc welding and

plasma arc cutting. Emphasizes procedures in the use of tools and equipment. Lecture 1-2 hours. Laboratory 2-3 hours. Total 3-5 hours per week.

WEL 123 - Shielded Metal Arc Welding (Basic) (3 cr)

Teaches operation of AC and DC power sources, welding polarities, heats and electrodes for use in joining various metal alloys by the arc welding process. Deals with running beads, butt, and fillet welds in all positions. Emphasizes safety procedures. Co-requisite SAF 130 or SAF 195. Lecture 2 hours per week; laboratory 3 hours per week.

WEL 124 - Shielded Metal Arc Welding (Advanced) (3 cr)

Continues instruction on operation of AC and DC power sources, welding polarities, heats and electrodes for use in joining various metal alloys by the arc welding process. Deals with running beads, butt, and fillet welds in all positions. Emphasizes safety procedures.
Prerequisite: WEL 123 or instructor approval. Lecture 2 hours per week; laboratory 6 hours per week. Total 8 hours per week.

WEL 125 - Shielded Metal Arc Welding Capstone (1-2 cr)

Continuation of Shielded Metal Arc Welding (SMAW) instruction with emphasis on taking the American Welding Society's all position SMAW qualification test and continued instruction in carbon arc gouging. Lecture 0-1 hour. Laboratory 3 hours. Total 3-4 hours per week. Prerequisite: WEL 123, Corequisite: WEL 124

WEL 126 - Pipe Welding I (3 cr)

Teaches metal arc welding processes, including the welding of pressure piping in the horizontal, vertical and horizontal-fixed positions in accordance with Section IX of the ASME Code. Co-requisite: WEL 124. Lecture 2 hours per week; laboratory 3 hours per week.

WEL 127 - Pipe Welding II (3 cr)

Provides practice in the welding of pressure piping in the horizontal, vertical and fixed positions. Prerequisite: WEL 126. Laboratory 9 hours per week. Independent Study Only: (for Business Interests as requested)

WEL 138 - Pipe and Tube Welding (2 cr)

Develops entry level skills for the inert gas tungsten welding process (TIG) with emphasis upon thin and thick wall carbon and stainless piping and tubing. Prerequisite: Instructor Permission. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

WEL 141-142 - Welder Qualification Tests I-II (3 cr) (3 cr)

Studies techniques and practices of testing welded joints through destructive and nondestructive tests, guiding, discoloration heat test, porous examinations, tensile, hammer and free bend tests. Also studies visual, magnetic and fluorescent tests. Lecture 2 hours per week; laboratory 3 hours per week. Independent Study Only: (for Independent Study at Student Request or for Business Interests as requested)

WEL 145 - Welding Metallurgy (3-4 cr)

Studies steel classifications, heat treatment procedures, properties of ferrous and nonferrous metals. Discusses techniques and practices of testing welded joints and destructive/nondestructive, visual magnetic and fluorescent testing. Lecture 2-3 hours per week. Laboratory 1-2 hours. Total 3-5 hours per week.

WEL 150 - Welding Drawing and Interpretation (3 cr)
Teaches fundamentals required for successful drafting as applied to the welding industry. Includes blueprint reading, geometric principles of drafting and freehand sketching, basic principles of orthographic projection, preparation of drawings and interpretation of symbols. Lecture 2-3 hours per week.

WEL 160 –Gas Metal Arc Welding (3 cr)
Introduces semi-automatic welding processes with emphasis on practical application. Includes the study of filler wires, fluxes, and gases. Lecture 2 hours. Laboratory 3-6 hours. Total 5-8 hours per week.

WEL 161- Flux Cored Arc Welding (FCAQ) (3 cr)
Introduces flux cored semi-automatic welding processes with emphasis on practical application. Includes the study of filler wires, fluxes and gases. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

WEL 164- Gas Tungsten Arc Welding (GTAW), Tungsten Inert Gas (TIG) (3 cr)
Introduces practical operations in the use of tungsten arc welding and equipment. Studies equipment operation setup, safety, and practice of Gas Tungsten Arc Welding (GTAW), Tungsten Inert Gas (TIG) Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

WEL 166-Advanced Gas Tungsten Arc Welding (GTAW), Tungsten Inert Gas (TIG) (3 cr)
Continues practical operations in the use of tungsten arc welding and equipment. Studies equipment operation setup, safety, and practice of Gas Tungsten Arc Welding (GTAW), Tungsten Inert Gas (TIG) Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

WEL 190 - Co-ordinated Internship (1-5 cr)
Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours. 1-5 credits.

WEL 195-Topics in GTAW II-Pipe (1-3 cr)
Continued practical operations in the uses of gas tungsten arc welding (TIG). Discusses equipment, safety operations, welding practice in the various positions, process applications and material types. Emphasizes, open root joints in all position on plate and pipe. Includes welding on carbon and stainless steel. Lecture 0-1, Laboratory 2-4 hours. Co-requisite WEL 130 or instructor permission.

WEL 195-Topics in GTAW II-Industrial (1-3 cr)
Continued practical operations in the uses of gas tungsten arc welding (TIG). Discusses equipment, safety operations, welding practice in the various positions, process applications, material types and thicknesses. Includes welding on carbon steel, stainless steel, and aluminum.
Lecture 0-1, Laboratory 2-4 hours. Prerequisite WEL 130 or instructor permission.

WEL 250 - Welding Quality Control & Inspection (3 cr)

Teaches techniques and practices of inspection, and interpretation of tests and measurements. Includes weld chemistry, destructive testing and nondestructive examination. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. (for Business Interests as requested)

WEL 290 - Coordinated Internship (1-5 cr)

Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

WEL 297 - Cooperative Education in Welding (3 cr)

Supervises in on-the-job training for pay in approved business, industrial and service firms, coordinated by the college's cooperative education office. Is applicable to all occupational-technical curricula at the discretion of the college. Credit/work ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

(Insert Appropriate Prefix) 90,190, 290 - (1-5 cr)
Coordinated Practice or Internship in (Insert Appropriate Discipline)

Includes supervised practice or on-the-job training in selected curriculums coordinated by the College. Credit/practice ratio maximum 1:5 hours. May be repeated for credit. Variable hours. (Insert Appropriate Prefix) 95, 195, 295 (1-5 cr) Topics in (Insert Appropriate Topic) Specializes in career orientation and training program without pay in selected businesses and industry, supervised and coordinated by the College. Credit/ work ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

(Insert Appropriate Prefix) 97, 197, 297 (1-5 cr)
Cooperative Education in (Insert Appropriate Discipline)

Supervises an on-the-job training for pay in approved business, industrial or service firm coordinated by the College's Cooperative Education office. Is applicable to all occupational-technical curricula at the discretion of the College. Credit/work ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

(Insert Appropriate Prefix) 98, 198, 298 (1-5 cr)
Seminar and Project in (Insert Appropriate Discipline)

Requires completion of a project or research report related to the student's occupational objective and a study of approaches to the selection and pursuit of career opportunities in the field. May be repeated for credit. Variable hours.

(Insert Appropriate Prefix) 99, 199, 299 (1-5 cr)
Supervised Study in (Insert Appropriate Discipline)

Assigns problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit. Variable hours.

Student Policies and Procedures

Code for Student Rights, and Conduct

Preamble: The faculty, staff, and administrators of Dabney S. Lancaster Community College are devoted to offering the highest quality education for all citizens of the service region and to developing the scholarly and human potential of each student. We also believe that the students at DSLCC are devoted to these principles and wish to pursue learning in an atmosphere which encourages serious study and human growth.

In attempting to foster this scholarly atmosphere, DSLCC adheres to the standards of the Virginia Community College System. This code for student rights, responsibilities, and conduct is intended to clarify within the VCCS framework the standards of the College and the procedures guaranteeing students' rights.

Obligations of a Student: The attendance of a student at DSLCC is a voluntary entrance into the academic community. By such voluntary entrance, the student assumes obligations of performance and behavior reasonably imposed by the College relevant to its lawful missions, processes, and functions. These obligations are appropriate for scholars; the College is obligated to provide an atmosphere conducive to learning for all students and will act to discipline those persons whose behavior interferes with this obligation.

This code is established to assure that all students are familiar with the conduct and responsibilities expected of them as members of this community. In addition, students should be cognizant of college disciplinary procedures and their rights as DSLCC students.

Student Bill of Rights

1. The faculty, staff, and administration of DSLCC respect the students who enroll in the College. The following rights are guaranteed to students as part of membership in this learning community:

   a. Free inquiry, expression and assembly, except as noted in section on Campus Expression as noted below.

   b. The free pursuit of educational goals.

   c. The right of students to be secure in their persons, papers and effects against unreasonable searches and seizures.

   d. The right of appropriate disciplinary procedures when necessary. No disciplinary sanctions may be imposed upon any student without notice to the accused of the nature and cause of the charges and a fair hearing, which shall include confrontation of witnesses against him/her and the assistance of a person of his or her own choosing a student, pending a hearing, may be suspended by the President or the President's designee and barred from the campus if the student's presence is deemed a danger to others or is likely to be disruptive to the normal educational activities of the College.

      Before a student may be suspended, the student will be informed of the reasons for the suspension and will be provided an informal opportunity to make an oral response, except in exigent circumstances, in which case the student will be given said opportunity as soon as is practicable.

   e. The right of a hearing before a judicial body when a student is accused of violating institutional regulations. The judicial body shall be composed of five voting members and one nonvoting member. The voting members shall be three members of the faculty and two students. The faculty members shall be appointed by the Vice President of Academic Affairs and the student

members shall be appointed by the President of Student Government. The nonvoting member shall be an ad-hoc member and provide administrative and organizational support.

Nothing in procedures D and E above should be construed to prevent the President from taking such official steps as deemed necessary. However, final action should be in accordance with the above procedures.

Definitions of Terms Used in this Code:

2. When used in this code,

   a. The term "creed" means personal beliefs.

   b. The term "group" means a number of persons who have not yet complied with the formal requirements for becoming an organization.

   c. The term "institution" means Dabney S. Lancaster Community College (DSLCC) and, collectively, those responsible for its control and operation.

   d. The term "instructor" means any person hired by DSLCC to conduct classroom activities. In certain situations a person may be both "student" and "instructor." Determination of his/her status in a particular situation shall be determined by the facts of the situation.

   e. The term "legal compulsion" means a judicial or legislative order which requires some action by the person to whom it is directed.

   f. The term "may" is used in the permissive sense.

   g. The term "organization" means a number of persons who have complied with the formal requirements of institution recognition as provided in Section 10.

   h. The term "shall" is used in the imperative sense.

   i. The term "student" includes all persons taking courses at DSLCC both full-time and part-time.

   j. The term "student press" means either a formally recognized organization whose primary purpose is to publish and distribute any publication on campus or a regular publication of an organization.

Access to Higher Education:

3. Within the limits of its facilities, DSLCC shall be open to all applicants who are qualified according to its admission requirements.

   a. The institution shall make clear the characteristics and expectations of students which it considers relevant to its program.

   b. Under no circumstances may an applicant be denied admission because of race, creed, gender, national origin, disability, or any other non-merit factor. Specific program admittance may be limited due to space, academic history, and factors relevant to career job performance.

Classroom Expression:

4. Discussion and expression of all views relevant to the subject matter are permitted in the classroom, subject only to the responsibility of the instructor to maintain order.

   a. Students are responsible for learning the content of any course for which they are enrolled.

   b. Requirements may include participation in classroom discussion and submission of written exercises.

5. Academic evaluation of student performances shall be neither prejudicial nor capricious.

6. Information about student views, beliefs and political associations acquired by persons in the course of their work as instructors and counselors is confidential and is not to be disclosed except with the student's permission or under legal compulsion. Questions relating to intellectual or skills capacity are not subject to this section except that notice of disclosure must be made to the student.

Campus Expression:

7. Discussion and expression of all views are permitted within DSLCC subject only to reasonable restrictions to ensure that the mission of DSLCC is not disrupted and to maintain order.

8. Students, groups, and campus organizations may invite and hear any persons of their own choosing subject only to the requirements for use of institutional facilities. (See sections 7 and 13.)

9. Organizations and groups may be established within DSLCC for any legitimate and legal purpose. Affiliation with an extramural organization shall not, in itself, disqualify the institution branch or chapter from institution privileges.

10. The following regulations apply to organizations on campus

    a. A group shall become an organization when formally recognized by DSLCC. All groups that meet the following requirements shall be recognized.

        i. A group shall submit a list of officers, including an advisor selected from the faculty or staff and copies of the constitution and bylaws to the appropriate institution official or body. All changes and amendments shall be submitted within one week after they become effective.

        ii. Where there is affiliation with an extramural organization, that organization's constitution and bylaws shall be filed with the appropriate institution official or body. All amendments shall be submitted within a reasonable time after they become effective.

        iii. All sources of outside funds shall be disclosed.

    b. Upon recognition of the organization, the institution shall make clear that said recognition infers neither approval nor disapproval of the aims, objectives and policies of the organization.

    c. Organizations of a continuing nature must annually institute proceedings for formal recognition if they are to continue receiving the benefits of Sections 14, 15, 16 and 17.

    d. Any organization may conduct on or off campus activities subject to the approval of the Student Government Association and the appropriate college administrators.

    e. Any organization which engages in illegal activities, on or off campus, may have sanctions imposed against it, including withdrawal of institution recognition for a period not exceeding one year.

11. Membership in all institution-related organizations, within the limits of their facilities, shall be open to any member of the institution community who is willing to subscribe to the stated aims and meet the stated obligations of the organizations.

12. Membership lists are primarily for the use of the organization. Names and addresses of officers and members may be required as a condition of access to institution funds.

13. Institution facilities may be assigned depending on availability to organizations, groups and individuals within the institution community for regular business meetings, for social programs and for programs open to the public.

    a. Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of the space assigned, to regulate time and use and to insure proper

maintenance.

b. Preference shall be given to programs designed for audiences consisting primarily of members of the institutional community.

c. Allocation of space shall be made based on priority of requests and the demonstrated needs of the organization, group or individual.

d. The institution may delegate the assignment function to an administrative official.

e. Charges may be imposed for any unusual costs for use of facilities.

f. Physical abuse of assigned facilities shall result in reasonable limitations on future allocation of space to offending parties and restitution for damages.

g. The individual, group or organization requesting space must inform DSLCC of the general purpose of any meeting open to persons other than members and must provide the names of outside speakers.

h. Solicitation of funds on or off the college campus will be permitted only with prior approval.

14. The authority to allocate student activity funds or institutional student fees for use by recognized organizations shall be delegated to a body in which student participation in the decisional process is assured.

a. Approval of requests for funds is conditioned upon submission of budgets to and approval by this body.

b. Financial accountability is required for all allocated funds, including statement of income and expenses on a regular basis. Failure of an organization to submit an accurate financial statement may result in withdrawal of future funding. Otherwise, organizations shall have independent control over the expenditure of allocated funds.

15. No individual, group, or organization may use the institution's name without the express authorization of the institution except to identify the institutional affiliation. Institution approval or disapproval of any policy may not be stated or implied by an individual, group, or organization.

Publications:

16. A student, group, or organization may distribute written material on campus without prior approval providing such distribution does not disrupt the operations of DSLCC.

17. The student press is to be free of censorship. The editors and managers shall not be subject to disciplinary action because of student, faculty, administration, alumni or community disapproval of editorial policy or content. Similar freedom is assured oral statements of views on an institution controlled and student operated radio or television station. This editorial freedom entails a corollary obligation under the canons of responsible journalism, the First Amendment and applicable regulations of the Federal Communications Commission.

18. All student communications shall explicitly state on the editorial page or in broadcast that the opinions expressed are not necessarily those of the institution or its student body.

19. All constituents of the institutional community are free, individually and collectively, to express their views on issues of institutional policy and on matters of interest to the student body. Clearly defined means shall be provided for student expression on all institutional policies affecting academic and student affairs.

Student Participation and Demonstration:

20. The role of student government and its responsibilities shall be made explicit. There should be no

review of student government actions except where review procedures are agreed upon in advance or those that are required by state or college policy.

21. On questions of educational policy, students are entitled to a participatory function.

    a. Faculty-student committees shall be created to consider questions of policy affecting student life.

    b. Students shall be designated as members of standing and special committees concerned with institutional policy affecting academic and student affairs, including those concerned with curriculum, discipline, admissions, and allocation of student funds.

22. The right of peaceful protest is granted. DSLCC retains the right to assure the safety of individuals, the protection of property and the continuity of the educational process.

23. Orderly picketing and other forms of peaceful protests are permitted on institution premises with the following qualifications

    a. Such activities must not interfere with entrance or exit from facilities, movement within institution facilities or interrupt classes or damage property.

    b. The institution may choose to impose its own disciplinary sanctions without involving local enforcement bodies.

24. Orderly picketing and orderly demonstrations are permitted in public areas subject to the requirements of noninterference.

25. Every student has the right to be interviewed on campus by any organization that has been approved to recruit at DSLCC.

    Any student, group or organization may protest against any such organization provided that protest does not interfere with any other student's right to have such an interview.

Violation of Law and Institutional Discipline:

26. If a student is charged with or convicted of an off-campus violation of law, the matter is of no disciplinary concern to DSLCC unless the student is incarcerated and unable to comply with academic requirements or the student represents a clear threat to any member of the college community. The institution may impose sanctions for grave misconduct off campus demonstrating flagrant disregard for the rights of others. In such cases expulsion is not permitted until the student has been adjudged guilty in a court of a law.

27. The institution may institute its own proceedings against a student who violates a law on campus which is also a violation of a published institution regulation. (Note: Institutional rules and regulations differ from civil and criminal laws.)

Sexual Harassment and Sexual Assault (Title IX):

28. Dabney S. Lancaster Community College does not discriminate on the basis of sex in education programs or activities, as required by the United States Department of Education, Office for Civil Rights. The College informs students and employees of definitions of sexual harassment and sexual violence, the procedures of filing complaints, process for resolution and their rights before, during and after proceedings.

Sexual Harassment:

29. Dabney S. Lancaster Community College prohibits the harassment of any male or female, full- or part- time students by any and all DSLCC employees or students. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and/or other verbal or physical conduct or written communications of an intimidating, hostile or offensive sexual nature, regardless of where

such conduct might occur. Sexual harassment also shall be construed as repeated verbal, physical or written acts that may create a sexually uncomfortable atmosphere.

30. Complaints of unwelcome sexual advances or repeated sexual expressions creating a hostile environment, threats of penalties in order to gain sexual favors or promises seeking to induce sexual favors may be raised through the following procedures:

    a. A report of the incident should be made to the Director of Student Services if the accused is a student. DSLCC's policy is that the Director of Student Services will then contact the police. It is the victim's decision to file charges. If the accused is an employee, the report should be made to the employee's divisional supervisor. The director/supervisor will inform the accuser of the options for resolution that are available. The options may include mediation, invoking procedures as set forth in the DSLCC Code of Conduct, the involvement of law enforcement officials and advising the accuser to seek the advice of an attorney. The anonymity of both the victim and the accuser will be protected whenever possible

    b. The director/supervisor will meet with the accused to review the incident and, based on the director's/supervisor's findings and options selected by the accuser, take appropriate action. Action taken may include documentation, referring the case to the College's disciplinary process and/or involving law enforcement officials.

    c. If either the accuser or the accused is not satisfied with the decision of the director/supervisor, then an appeal may be made to that person's supervisor, up to and including the President of the College or designee.

Threat Assessment:

31. Dabney S. Lancaster Community College is concerned about the safety, health and well-being of students, faculty, and staff. There are tools in place meant to address issues regarding potential threats and activities disruptive to the mission of the College.

    The College has a Threat Assessment Team (TAT) that meets to address referrals on individuals who may be acting in ways that signal the potential for harm to themselves or to others. The TAT is charged with addressing all reported behavioral or mental health incidents which occur on campus, the Rockbridge Regional Center, classes/training at an off-site location or on an electronic site, including e-mail, blogs, and Blackboard postings.

    Anyone may make a referral and a process is in place for handling each case in a proper, prompt and professional manner, respecting the rights and privacy of all parties involved. Questions regarding the TAT may be addressed to the Director of Student Services at (540) 863-2866.

Bullying:

32. Dabney S. Lancaster Community College is committed to maintaining a safe and comfortable environment that facilitates learning and other productive activities. As such, no acts of bullying will be tolerated. Encouraging fighting, using profanity, exhibiting obscene gestures or taking any actions to create a climate of imminent danger or instill in others fear of bodily harm are not considered appropriate and will not be allowed. Immediate action will be taken by the administration.

Sexual Assault:

33. Sexual assault is defined as sexual intercourse without consent, including rape (whether by acquaintance or stranger), sodomy or other forms of sexual penetration. To constitute lack of consent, the acts must be committed by force, threat of force, intimidation or through the use of the victim's mental helplessness of which the accused was aware or should have been aware. Mental helplessness includes incapacitation by alcohol or other drugs. Sexual assault also includes

intentionally touching either directly or through clothing, of the victim's genitals, breasts, thighs or buttocks without the victim's consent, as well as touching or fondling of the accused by the victim when the victim is forced to do so against his or her will.

34. Sexual assault is a crime and as such carries severe penalties as prescribed by law. Due to the criminal nature of the sexual assault, both the accuser and the accused should seek legal advice. It should be noted, however, that the College's disciplinary proceeding is not a court of law; and as a result, legal representation is not permitted.

35. The reporting and disciplinary procedures for sexual assault are similar to those for sexual harassment with the following notable exceptions:

    a. The accused may be suspended from the College prior to the start of disciplinary procedures. If the accused is an employee, the suspension will be with pay until such time that guilt is adjudged. If the accused is a student and adjudged not guilty, then the student will incur no financial loss resulting from lost tuition.

    b. The College may close the disciplinary procedure to the College community.

    c. The College may involve law enforcement officials immediately upon notification that an incident has occurred.

    d. The College's disciplinary procedure may be suspended pending the outcome of criminal proceedings.

    e. An individual convicted in a court of law of a sexual assault that occurred at the College or at a College supported activity may be expelled regardless of whether charges are brought through the College's disciplinary procedures.

Accident & Health Insurance:

36. Certain courses at the College include field/laboratory experiences which require safe and prudent behavior on behalf of students and instructors during travel to and from activities, as well as at on-site activities.

    DSLCC does not provide accident or health insurance for individual students in these activities. The College assumes no financial responsibility for medical care or emergency services required due to accident or illness of enrolled students.

    Students are encouraged and may be required to obtain accident or health insurance or to provide certified proof of such coverage before participating in certain classes and activities.

Animals:

37. Animals are not permitted in classrooms or other indoor spaces. An exception is made for service animals that accompany persons with disabilities; however, the animal must be under control at all times and the College does not assume responsibility for the care and supervision of the animal.

Children:

38. Children are not permitted to accompany their parents to classes and are not to be left unattended on campus. Arrangements should be made for off-campus child care.

Contagious Diseases:

39. DSLCC is committed to the safety, health and well-being of students, especially during the winter season when illnesses are most prevalent. Students should protect themselves and be respectful of others, both at college facilities and throughout the community. Students who are ill should take care of themselves.

Students should not attend classes or other large gatherings if they are ill, and should visit a doctor if it appears that a serious condition may be developing. If college officials observe a student exhibiting symptoms of an illness that may be contagious to others, they may ask that the student leave and return when their symptoms subside.

Dress Code:

40. As the U.S. Department of Education's Manual on School Uniforms notes, "Dress Codes and/or Uniforms by themselves cannot solve all of the problems of school discipline, but they can be one positive contributing factor to discipline and safety." This statement is synonymous with DSLCC's goal of maintaining a school climate that effectively fosters learning, provides a setting preparing students for expectations in the adult workplace, and strives for safety, a sense of community, and respect for others. Therefore, sexually provocative or distracting clothing will not be allowed, and for the purposes of hygiene, DSLCC requires the body and feet to be appropriately attired.

In order to assist in stopping the spread of COVID-19, face masks must be worn by all students, faculty, and staff while inside a College facility. Students, faculty and staff who are unable to wear a facemask due to medical conditions will be supplied with a face shield. Exemptions to this policy include: 1) Any person seeking to communicate with a hearing-impaired person, for which the mouth needs to be visible, 2) Anyone with a health condition that keeps them from wearing a face covering, provided they wear a face shield, 3) Any person who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the face coverings without assistance, or 4) A person in need of medical services may temporarily remove the face covering.

NOTE: However dressed, instructors have the prerogative to ask students to leave their classroom setting if the student's appearance is distracting to the instructor's learning environment.

HIV/AIDS Policy:

41. Discrimination against persons who are HIV positive or who may have AIDS is incompatible with the goals of DSLCC and will not be tolerated. Students, staff, and faculty who are HIV positive or who have AIDS will be able to remain in the College as long as they are physically and mentally able to perform their role. Persons in the college community who need assistance in dealing with issues of HIV/AIDS are encouraged to seek the confidential services of an advisor in Student Services, who will refer the person to an appropriate community agency. Information concerning an individual's HIV status will not be provided to anyone without the expressed written permission of the individual.

Inclement Weather/Emergency Closing Policy:

42. Decisions concerning the closing or late opening of DSLCC due to inclement weather will be made by a college administrator in consultation with personnel who live in various parts of the region. The decision is generally made before 5:30 a.m. for day classes and 3:00 p.m. for night classes. Students may access this information through local radio and TV stations, the college website, the college switchboard, or an email to official VCCS student email addresses. Students registered with the college's emergency alert system, DSLCC Alert, will be notified of closing or emergencies by text messages, email, and phone (specified by student when registering for DSLCC Alert).
Late Openings- During a late opening, DSLCC classes will begin meeting as scheduled starting at the late opening start time. For example, if the announcement says that DSLCC opens at 10:00 a.m., 8:30 a.m. - 9:45 a.m. classes will not meet. 10:00 a.m. and later starting classes will met as scheduled.
Students should always check with their instructors for proper guidelines for their particular courses, especially if the course meets for a longer period of time than what is shown in the example.

Radio Stations
   WKEY-AM- 103.5 Big Country (simulcast on 1340AM)
   WJVR-FM- 101.9 The River (simulcast on 1230AM)
   WSLC 610 AM/WSLQ 99 FM-Roanoke
   WSLW AM 1310 (SportsTalk 1310) -White Sulphur Springs, WV
   WXLK 92 FM-Roanoke
   WRON FM 103.1, The Bear- Ronceverte, WV
   WRON –AM 1400(Newstalk 1400)- Ronceverte, WV
   WVTF (RadioIQ/NPR) 89.1 FM-Roanoke
Television Stations
   WDBJ 7-Roanoke
   WSLS 10-Roanoke

   Students are urged to listen for information concerning school closing or delayed opening. Each student must ultimately decide whether it is possible or safe to come to class when the College is open. Every attempt will be made to work with students who are forced to be absent due to weather.

Substance Abuse:

43 Unauthorized manufacture, distribution and/or possession of alcoholic beverages, illegal drugs or controlled substances are prohibited from campus or campus-related functions by both state and federal laws. Students who violate state or federal laws may be referred by college authorities for criminal prosecution.
   Whether or not a criminal charge is brought, a student is subject to college discipline for illegally manufacturing, distributing, possessing, or using any alcoholic beverage, illegal drug or controlled substance. Any student found to have engaged in such conduct is subject to the entire range of sanctions specified by the College, including suspension or expulsion.

Tobacco Use:

43. DSLCC buildings are tobacco free. Smoking and the use of all other tobacco products are prohibited. Designated smoking areas are identified throughout the campus grounds and should be used by smokers.

44. DSLCC prohibits the use of tobacco products in all College owned or leased buildings and vehicles. E-cigs (vapor) devices are also prohibited. Designated smoking areas are identified throughout the campus and grounds.

Title IV Crime Statistics Reporting Requirement:

45. The following information is applicable to the Campus Security Act section of Title IV of the Higher Education Act of 1965. This information sets forth the provisions of compliance of this act to strengthen the security concerns applicable to campus life at DSLCC.
   The College administration is concerned with the well being and safety of all students and will strictly enforce regulations necessary for the protection of all. Specific policies and crime figures are found on the DSLCC web site. Upon request to the Vice President for Finance and Administration or the Director of Student Services, a copy of the Annual Security Report will be provided.

Privacy:

46. Students have the same rights of privacy as any other citizen and surrender none of those rights by becoming members of the academic community.

47. The institution is neither arbiter nor enforcer of student morals. No inquiry is permitted into the activities of students away from the campus where their behavior is subject to regulation and control by public authorities.

   Photographs: Photographs taken of individual students or groups of students in buildings or outdoors on campus may be used by the College for release to newspapers, online and digital or other media, and for reproduction in the College's publications. If a student does not want a photograph to be used in promotion of the College, that student must notify the photographer at the time the photo is taken or notify the College Public Relations Officer within 24 hours after the photograph is taken.

   By attending DSLCC and/or participating in on-campus events such as those held on the Clifton Forge campus and those held at the Rockbridge Regional Center, you consent to being photographed, filmed, and/or otherwise recorded. Your presence constitutes your consent to such photography, filming, and/or recording and to use, in any and all media in perpetuity, of his/her appearance, voice and name for any purpose whatsoever in connection with the production of promotional materials for Dabney S. Lancaster Community College.

Student Records:

48. The privacy and confidentiality of all student records shall be reserved. Official student academic records, supporting documents, and other student files shall be maintained only by members of the institution staff employed for that purpose. A separate student academic folder will be maintained which may include, but not be limited to, academic records, supporting documents and general educational records; records of disciplinary proceedings; psychiatric records; and financial aid records.

49. No entry may be made on a student's academic record and no document may be placed in his or her file without actual notice to the student. Publication of grades, announcement of honors and written correspondence shall constitute notice.

50. Access to his or her records and files is guaranteed to every student subject only to reasonable regulation as to time, place and supervision.

51. A student may challenge the accuracy of any entry or the presence of any item by bringing the equivalent of an equitable action against the appropriate person before the judicial body to which the student would be responsible under Section 1.E.

52. No record may be made in relation to any of the following matters except upon the express written request of the student. The completion of an admission or employment application constitutes permission.

   a. Race

   b. Religion

   c. Political or social views

   d. Membership in any organization other than honorary and professional organizations directly related to the educational process.

53. No information in any student file may be released to anyone except with the prior written consent

of the student concerned or as stated below:

a. Members of the faculty, staff and administration may have access for internal education purposes as well as routinely necessary administrative and statistical purposes.

b. The following data may be given any inquirer: school or division of enrollment, periods of enrollment and degrees awarded, honors, major field and date.

c. If an inquiry is made in person or by mail, the following information may be given in addition to that in Subsection B: address and telephone number, date of birth and confirmation of signature.

d. Properly identified officials from federal, state and local government agencies may be given the following information upon express request in addition to that in Subsections B and C: name and address of parent or guardian if a student is a minor and any information required under legal compulsion.

e. Unless under legal compulsion, personal access to a student's file shall be denied to any person making an inquiry.

54. The Family Educational Rights and Privacy Act of 1974 provides for the denial of the release of information in Section B and C by written notification by the student. Notification shall be provided to the registrar at the beginning of each semester. Upon graduation or withdrawal from DSLCC, the information contained in the student academic folder will be retained in accordance with the above policy and may be destroyed three years from the date of the student's separation from the College.

Use of Facilities/DSLCC Property

55. Bulletin Boards: Glass-enclosed bulletin boards are for official use. All notices posted must have the approval of the President or, in his absence, the Vice President for Academic Affairs. All notices posted on the board will stay for a period of no more than one week. Unofficial bulletin boards in the Moomaw Center are used by the Office of Student Services. Students may place notices on these boards after securing approval from the Coordinator of Student Activities.

56. Lost and Found: Found items should be turned into Student Services where they may be claimed for up to two weeks before being discarded.

57. Parking Regulations: Parking space is provided for the students subject to the following regulations:

a. No vehicles shall be parked on the campus more than 12 consecutive hours without prior written permission

b. All motorized vehicles shall be operated in compliance with Virginia state law

c. The maximum safe speed on campus is indicated by speed limit signs

d. Illegal parking will be monitored by the Alleghany County Sheriff's Department and ticketed as appropriate.

58. Room Use: In order to avoid confusion in the use of rooms for extracurricular activities, all student groups requesting facilities should make application through the Student Activities Office. The request should include the name of the group, time, room number and any special facilities required. There is no charge for campus and course-related usage.

59. Telephones: Office telephones should not be used by students. Student cell phones must be turned off during class and in the Library. Students should be courteous to others in their use of cell phones at all times.

Sanctions:

60. The following sanctions may be imposed upon students:

a. Admonition: An oral statement to a student that he/she is violating or has violated institution rules.

b. Warning: Notice orally or in writing, that continuation or repetition of conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action.

c. Censure: A written reprimand for violation of specified regulations, including the possibility of more severe disciplinary sanctions in the event of the finding of a violation of any institution regulation within a stated period of time.

d. Disciplinary probation: Exclusion from participation in privileged or extracurricular institution activities as set forth in the notice for a period of time not exceeding one school year.

e. Restitution: Reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.

f. Suspension: Exclusion from classes and other privileges or activities as set forth in the notice for a definite period of time not to exceed two years.

g. Expulsion: Termination of student status for an indefinite period.

The conditions of readmission, if any, shall be stated in the order of expulsion.

61. No sanctions may be imposed for violations of rules and regulations for which there is not actual or constructive notice.

62. Disciplinary Transcript Notations

Students who have been suspended for, have been permanently dismissed for, or have withdrawn from a college while under the investigation for an offense involving sexual violence under the college's sexual misconduct policy will have a notation stating either "Suspended / Dismissed for a violation of, or withdrew while under investigation for a violation of DSLCC's sexual misconduct policy" placed on permanent records.

Furthermore, in order to alert other institutions of higher education of a student who was dismissed for exhibiting threatening or dangerous behavior, or otherwise has committed an act of misconduct, colleges may place a statement on the transcript, which shall state "Misconduct Dismissal."

Prior to making any disciplinary notation on a transcript, DSLCC shall notify the student in writing of such action and give the student the right to appeal. The appeal may be part of the college's normal process for conduct cases.

Forbidden Conduct:
a. Generally, institutional discipline shall be limited to conduct which adversely affects the institutional community's pursuit of its educational objectives. The following misconduct is subject to disciplinary action: All forms of dishonestly including cheating, plagiarism, knowingly furnishing false information to the institution and forgery (alteration or use of institution documents or instruments of identification with intent to defraud).

b. Intentional disruption or obstruction of teaching, research administration, disciplinary proceeding or other institutional activities.

c. Physical or verbal abuse of any person on institution premises or at institution sponsored or supervised functions.

d. Theft from, damage to or misuse of institution premises or property or damage to property of a

member of the institutional community on institution premises.

e. Failure to comply with directions of institution officials acting in performance of their duties

f. Violation of published institutional regulations including those relating to entry and use of institutional facilities, the rules in this Code of Conduct, computer usage and any other regulations which may be enacted.

g. Unauthorized manufacture, distribution and/or possession of alcoholic beverages, illegal drugs, controlled substances, or firearms/weapons/other dangerous items, to include look a likes and replicas on campus or at campus sponsored activities. Students who violate local, state or federal laws may be referred by College authorities for criminal prosecution. Resources include the Department of Mental Health and Substance Abuse Services (1-800-451-5544).

h. Violation of law on institutional premises in a way that affects the institutional community's pursuit of its proper educational purposes.

Procedural Standards in Discipline Proceedings:

63. Any academic or administrative official, faculty member or student may file charges against any student for misconduct. In extraordinary circumstances the student may be suspended pending consideration of the case. Such suspension shall not exceed a reasonable time.

64. The institution may make a preliminary investigation to determine if the charges can be disposed of informally by mutual consent without the initiation of disciplinary proceedings. Such disposal will be final and there shall be no subsequent proceedings or appeals.

65. All charges shall be presented to the accused student in written form and he/she shall respond within seven school days. The time may be extended for such response. A time shall be set for a hearing which shall not be less than seven or more than fifteen school days after the student's response.

66. A calendar of the hearings in a disciplinary proceeding shall be fixed after consultation with the parties. DSLCC shall have discretion to alter the calendar for good cause.

67. Hearings shall be conducted in such manner as to do substantial justice.

   a. Hearings shall be private if requested by the accused or accuser. If hearings involve more than one student, severance shall be allowed upon request.

   b. An accused student has the right to be represented by counsel or an adviser who may come from within or without DSLCC. The adviser has no procedural standing nor any right to be heard.

   c. Except for such simple announcements which may be required covering the time of hearings and similar matters, public statements, including those that may be made in the classroom and publicly about a case shall be prohibited so far as possible until all proceedings have been completed.

   d. Any party to the proceeding may request the privilege of presenting witnesses subject to the right of cross examination by the other parties.

   e. Production of records and other exhibits may be required.

68. In the absence of a transcript, there shall be both a digest and a verbatim record, such as a tape recording, of the hearing in cases that may result in the imposition of the sanctions of restitution, suspension or expulsion.

69. No recommendation for the imposition of sanctions may be based solely upon the failure of the accused student to answer the charges or appear at the hearing. In such a case, the evidence in support of the charges shall be presented and considered.

70. An appeal from a decision by the initial hearing board may be made within ten days of the decision by any party to the President or designee.

   a. An appeal shall be limited to a review of the full report of the hearing board for the purpose of determining whether it acted fairly in light of the charges and evidence presented.

   b. An appeal by the institution, in which the decision is reversed, shall be remanded to the initial hearing board for a determination of the appropriate sanctions.

Judicial Authority:

71. Appropriate judicial bodies as described in Section 1.E. shall be formed to handle all questions of student discipline.

72. The judicial bodies may formulate procedural rules which are not inconsistent with the provision of this Code.

73. The judicial bodies may give advisory opinions, at their sole discretion, on issues not before any judicial body and where no violation of institutional regulations has taken place. Such opinions shall not be binding on the party making the request nor may it be used as precedent in future proceedings.

74. A judicial body may be designated as arbiter of disputes within the institutional community. All parties must agree to arbitration and agree to be bound by the decision with no right of appeal.

Weapons Policy

A. *Purpose:*

    The purpose of this policy is to promote a safe learning and working environment for all college locations by minimizing the risk of violence by use of a weapon. This policy provides rules and procedures for the possession of weapons on campus grounds, in campus buildings, and at campus events. It is consistent with the Regulation of Weapons (Appendix A) adopted by the State Board for Community Colleges, Policy 3.14.6, Workplace Violence Prevention and Threat Assessment Policy Guidelines of the Virginia Community College System, and the laws and regulations of the Commonwealth of Virginia.

B. *Application:*

This policy applies to all faculty, staff, students, contractors, and visitors entering campus buildings or attending college-sponsored events.

C. *Authority*:

    The State Board for Community College is authorized by Virginia Code §§ 23-215 and 23-217(g) to promulgate regulations for carrying out its responsibilities. State Board for Community Colleges Regulation 8VAC95-10-10 et seq. (Appendix A) sets out prohibitions for weapons possession on all college campuses within the VCCS. College boards may approve policies consistent with guidelines set by the State Board for Community Colleges.

D. *Definitions:*

1. "Police officer" means law-enforcement officials appointed pursuant to Article 3 (§ 15.2-1609 et seq.) of Chapter 16 and Chapter 17 (§ 15.2-1700 et seq.) of Title 15.2, Chapter 17 (§ 23-232 et seq.) of Title 23, Chapter 2 (§ 29.1-200 et seq.) of Title 29.1, or Chapter 1 (§ 52-1 et seq.) of Title 52 of the Code of Virginia or sworn federal law-enforcement officers.
2. "College property" means any property owned, leased, or controlled by a member college of the Virginia Community College System and the administrative office of the Virginia Community College System.
3. "Weapon" means (i) any pistol, revolver, or other weapon designed or intended to propel a missile of any kind by action of an explosion of any combustible material; (ii) any dirk, bowie knife, switchblade knife, ballistic knife, machete, razor, slingshot, spring stick, metal knucks, or blackjack; (iii) any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain; (iv) any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart; or (v) any weapon of like kind, to include but not limited to, tasers.

"Weapon" does not mean knives or razors used for domestic purposes, pen or folding knives with blades less than three inches in length, or knives of like kind carried for use in accordance with the purpose intended by the original seller.

E. Policy:

1. Possession or carrying of any weapon by any person, except a police officer, is prohibited on college property in academic buildings, administrative office buildings, student centers, child care centers, dining facilities and places of like kind where people congregate, or while attending any college-sponsored sporting, entertainment or educational events. Entry upon the aforementioned college property in violation of this prohibition is expressly forbidden.
2. Faculty, staff, and students may not possess or carry any weapon anywhere on college property except as outlined in Section F of this policy.

F. Exceptions:

1. Current sworn and certified local, state, and federal law enforcement officers with proper identification, may possess or carry a weapon on college property, inside all campus buildings, and at all campus events.
2. Faculty, staff, and students may secure handguns, rifles, and shotguns in a compartment or container of parked vehicles. Faculty, staff, and students who wish to secure a handgun in their vehicle must possess a valid concealed handgun permit. The compartment or container may be a trunk or other storage area. At no time shall a weapon be visible in plain view while inside a vehicle.
3. Visitors and contractors may secure handguns, rifles, and shotguns in parked vehicles. Visitors and contractors are encouraged to secure weapons in the trunk of vehicles or otherwise out of sight of passersby. If visitors and contractors store handguns in a parked vehicle, the handgun must be secured in a compartment or container inside the vehicle.
4. The President or Vice President for Financial & Administrative Services may authorize in writing a person to possess, store, or use a weapon: (i) when used for educational or artistic instruction, display, parade, or ceremony sponsored or approved by the college (unloaded or disabled only and with other specified safeguards, if appropriate); or (ii) for any college-approved training, course, or class.

G. Procedures:

1. If campus security guard or an administrator observes or receives a report of a violation of this policy, they will take appropriate action, which may include, directing the individual to leave the campus building or event immediately and/or contacting local police. When the individual is directed to leave the building or event, the individual may secure the weapon inside his or her vehicle and return. In the event the individual fails to comply the campus security guard or administrator will contact local police.
2. In cases involving an immediate threat of violence, members of the campus community are encouraged to call 911immediately. The campus security guard or administrator will take appropriate action, to include contacting local police.
3. Persons observed on the open grounds of campus (streets, sidewalks, and other open areas on college property) may be asked by the campus security guard, an administrator, or local police to identify his or her relationship with the college to confirm whether a violation of this policy has occurred, (i.e., determine whether the individual is a student, employee, or visitor). If the individual is a visitor who intends to enter a campus building or event where weapons are prohibited, the campus security guard, administrator, or local police shall advise that, pursuant to regulation (Appendix A), it is unlawful to enter such places while possessing or

carrying a weapon. The individual shall be advised to secure the weapon inside his or her vehicle prior to entering the building or event.

H. Violation of Policy:

1. Students who violate this policy will be subject to disciplinary action under the student conduct code up to and including, dismissal.
2. Employees who violate this policy will be subject to disciplinary action up to and including termination, using existing policies and procedures including Section 3 of the VCCS Policy Manual or DHRM Policy 1.60, Standards of Conduct.
3. Pursuant to the Regulation of Weapons (Appendix A), visitors and contractors in violation of the prohibitions on the possession of weapons are subject to arrest and may be barred from the campus.

State Board For Community Colleges: Weapons Regulations

CHAPTER 10
REGULATION OF WEAPONS

8VAC95-10-10. Definitions.

The following words and terms when used in this chapter shall have the following meanings unless the context clearly indicates otherwise:

"Police officer" means law-enforcement officials appointed pursuant to Article 3 (§ 15.2-1609 et seq.) of Chapter 16 and Chapter 17 (§ 15.2-1700 et seq.) of Title 15.2, Chapter 17 (§ 23-232 et seq.) of Title 23, Chapter 2 (§ 29.1-200 et seq.) of Title 29.1, or Chapter 1 (§ 52-1 et seq.) of Title 52 of the Code of Virginia or sworn federal law-enforcement officers.

"College property" means any property owned, leased, or controlled by a member college of the Virginia Community College System and the administrative office of the Virginia Community College System.

"Weapon" means (i) any pistol, revolver, or other weapon designed or intended to propel a missile of any kind by action of an explosion of any combustible material; (ii) any dirk, bowie knife, switchblade knife, ballistic knife, machete, razor, slingshot, spring stick, metal knucks, or blackjack; (iii) any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain; (iv) any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart; or (v) any weapon of like kind, to include but not limited to, tasers.

"Weapon" does not mean knives or razors used for domestic purposes, pen or folding knives with blades less than three inches in length, or knives of like kind carried for use in accordance with the purpose intended by the original seller.

8VAC95-10-20. Possession of weapons prohibited.

A. Possession or carrying of any weapon by any person, except a police officer, is prohibited on college property in academic buildings, administrative office buildings, student centers, child care centers, dining facilities and places of like kind where people congregate, or while attending any sporting, entertainment, or educational events. Entry upon the aforementioned college property in violation of this prohibition is expressly forbidden.

B. Any individual in violation of this prohibition will be asked to remove the weapon immediately. Failure to comply may result in a student conduct referral, an employee disciplinary action, or arrest.

8VAC95-10-30. Exceptions to prohibition.

A. The prohibition in 8VAC95-10-20 shall not apply to current sworn and certified local, state, and federal law enforcement officers with proper identification, nor shall it apply to possession of a weapon when stored securely inside the vehicle of properly permitted students and employees.

B. The chief of the college police department or head of security department, or his designee, may authorize in writing a person to possess, store, or use a weapon: (i) when used for

educational or artistic instruction, display, parade, or ceremony sponsored or approved by the college (unloaded or disabled only and with other specified safeguards, if appropriate); or (ii) for any college-approved training, course, or class.

8VAC95-10-40. Person lawfully in charge.

Campus police officers or security, and other police officers acting pursuant to a mutual aid agreement or by concurrent jurisdiction, are lawfully in charge for the purposes of forbidding entry upon or remaining upon college property while possessing or carrying weapons in violation of this chapter.

DSLCC Student Complaint and Grievance Policy

It is the goal of Dabney S. Lancaster Community College to provide an environment for the growth and development of all students where disagreements can be discussed and resolved in a manner befitting an educational institution. Therefore, this policy is presented in three sections. Section I deals with resolving disagreements and complaints. Special policies for grade appeals are included at the end of Section I. Section II involves filing a grievance (which can only be done after a student has completed the process for resolving disagreements and complaints) Section II discusses General Provisions related to formal complaints and grievances.

NOTE: DSLCC students may file a written complaint with any college employee. Upon receiving a written complaint, the receiving employee will forward the complaint to the appropriate administrator for response and disposition. Information on the complaint shall be considered confidential and shall be shared only on a "need to know" basis. If the student does not consider the response and disposition concerning the complaint to be adequate, he or she may appeal to the appropriate Vice President and then to the President, whose decision is final.

SECTION I. Procedures for Resolving Complaints
A. Step One.

If you wish to file a complaint about the actions of a person, with a policy, or with a procedure of the College, you must first discuss your concern with the person with whom you have a complaint. If your complaint involves harassment by another individual, you should file your complaint directly with the Director of Student Services. Since disagreements should be raised and settled promptly, a complaint shall be filed with the person with whom you have a complaint within 20 calendar days either of the event giving rise to the complaint or within 20 calendar days of the time when you reasonably should have gained knowledge of its occurrence. For the time limit for making a complaint about a grade, see below.

B. Step Two

If, after discussing your complaint with the person with whom you have a complaint, you are not satisfied with the disposition of the complaint, you may appeal to the person's supervisor with a formal complaint. You must make a written statement clearly describing the nature of the complaint. Submit this statement to the Director of Student Services. If the complaint is against the Director of Student Services, submit the form to the Vice President of Academic Affairs. You must do this within 10 calendar days after talking with the person with whom you have a complaint. The following individuals will hear your complaint:

1. Academic matters (e.g., grades, course requirements, etc.) will be heard by the Vice President for Instruction. The Vice President for Workforce Solutions and Community Education will hear complaints regarding non-credit courses.

2. Complaints regarding admissions matters, such as enrollment and transfer of credits, financial aid matters, and other student services will be heard by the Director of Student Services.

3. Complaints in other areas should be submitted to the Director of Student Services, who will forward the complaint to the appropriate person.

It is the responsibility of the appropriate administrator to hear your complaint within 10 calendar days of your appeal. The administrator must notify you, in writing, of the disposition of your appeal within 10 calendar days of hearing your appeal.

Grade Appeal Policy and Procedure

The faculty of Dabney S. Lancaster Community College is unequivocally committed to the principle that evaluation of student work and assignment of grades is a responsibility and a prerogative to be exercised solely by the faculty. Therefore, at no point may an administrator change a grade assigned by an instructor. When a student believes that a final grade has been determined incorrectly, the student must file a written report with the instructor, (with a copy to the Vice President of Academic Affairs) identifying specifically the reason(s) for the appeal and including any supporting documentation. Grounds for the appeal are limited to the following:

- A computational error in the grade.
- Grade computation in a manner other than that listed in the course of study or as amended with advance notice.
- Computation of grade in a manner other than that used for other students in the class.

This written report must be filed with the instructor as soon as possible and no later than 10 calendar days after the first day of class of the next subsequent term. If the matter is not mutually resolved at this level, the student may appeal to the Program Head (where appropriate) and finally to the Vice President of Academic Affairs.

At each level of appeal, each response to the appeal and subsequent appeal must be made in writing within 10 calendar days. No new matter may be appealed at any higher level which was not identified by the student in the original written appeal to the instructor. If appropriate, at the sole discretion of the Vice President of Academic Affairs, the Vice President may appoint a faculty committee to review the case. If the Vice President does not appoint a committee, the grade assigned by the faculty member will remain unchanged. The decision of the Vice President as to whether or not to appoint a committee cannot be appealed by either party. Should a committee be appointed by the Vice President it will consist of three (3) instructional faculty from a variety of disciplines.

Students dually enrolled through DSLCC shall follow their local school district grade appeal policies unless the course is taught by a DSLCC faculty member. In this case, the procedures described in this policy will apply.

The student should be aware that the committee review process may result in the grade being raised, lowered, or unchanged. The committee will meet and report its findings within 15 calendar days from its appointment by the Vice President. The decision of the committee is final and binding and will be reported to the Vice President of Academic Affairs with copies to the Director of Student Services and the DSLCC Registrar, who will record the grade. A copy of the finding of the committee will be placed in the student's file in the Registrar's Office.

SECTION II. Procedures for Filing a Grievance

In rare instances, a situation may arise in which you are not satisfied with the response that you have received to your complaint. In such an instance, after you have completed the complaint procedure, you have the right to file a grievance. The following are the procedures for filing a grievance.

A. Compose a written statement clearly describing the nature of the grievance. Submit this statement to the Director of Student Services. If the grievance is against the Director of Student Services, submit the form to the Vice President of Academic Affairs.

B. Grievable Action – a complaint of unfair treatment may be determined to be grievable if you are able to demonstrate reasonable evidence that a College policy or procedure was applied to you unfairly, in a different manner than application to others, and that you have experienced some damages or injury as a result. Determination of grievability will be made, in order, by the Director of Student Services or, if you are not satisfied, by the Vice President of Academic Affairs or, if you are still not satisfied, by the President.

C. If it is determined that you have a grievable complaint, your grievance will be heard by a Grievance Panel. The Vice President of Academic Affairs will, within 10 calendar days of the determination of grievability, appoint a Grievance Panel with the following membership:

   1. One academic administrator, who will serve as a chair of the panel. This may be an administrator who works in an academic division or in an academic support area.

   2. One teaching faculty member.

   3. One member of the Student Senate, to be selected by the President of the Student Senate.

Within 10 calendar days after the Grievance Panel has been designated by the Vice President of Academic Affairs, the chair of the Grievance Panel shall set a time and place for the hearing and notify you in writing. The hearing shall be held within 14 calendar days after the Grievance Panel has been designated. The Grievance Panel shall make its decision by simple majority vote and will notify the Vice President of Academic Affairs of its decision within 10 calendar days after the hearing is completed. The Vice President of Academic Affairs will notify you, in writing, of the decision of the Grievance Panel within 10 calendar days of the receipt of the Panel's recommendation.

The decision of the Grievance Panel may be appealed, in writing, by you to the Vice President of Academic Affairs within 10 calendar days of the postmark of the panel's decision that is sent to you by the Vice President of Academic Affairs. Either party in the grievance procedure has the right to appeal. If you appeal the decision of the Grievance Panel to the Vice President of Academic Affairs, a decision will be made within 10 calendar days of the postmark of the appeal. The decision of the Vice President of Academic Affairs may be appealed, in writing, by you to the President within 10 calendar days of the postmark of the decision.

D. If you appeal the decision of the Vice President of Academic Affairs to the President, the President's decision will be made within 10 calendar days of the postmark of the appeal and this decision will be final.

SECTION III. General Provisions
A. In no case may an individual involved in an earlier level of the grievance serve on the Grievance Panel.
B. When filing a grievance, you may have an advisor present at the hearing; however, you must so inform the chair of the Grievance Panel five calendar days prior to the hearing. You may receive advice, but this person may not speak for you. In like manner, the person with whom you have a grievance may have an advisor present at the hearing.
C. If the person with whom you have a grievance chooses not to attend the hearing, the person's written statements shall be reviewed in her/his absence.
D. All parties shall have the opportunity to present to the panel any written and/or oral information relevant to the grievance. The panel may also request information from other sources. Signed written statements may, when necessary, be submitted by individuals and witnesses who are unable to attend.
E. The Grievance Panel will have the responsibility of interpreting the grievance in light of College

policies and procedures. The panel will determine whether or not there is sufficient evidence to support the grievance. The Grievance Panel cannot formulate or change College policies or procedures nor commit state resources.

F. The Grievance Panel shall make its decision by simple majority vote. All members must be present. The chair of the panel is a voting member. All decisions of the panel must be supported by the weight of the evidence. The panel's decision will be communicated in the form of a recommendation to the Vice President for Instruction.

G. Copies of the Grievance Panel's recommendation, if approved by the Vice President of Academic Affairs will be forwarded to the complainant and the other administrative offices that have been involved in the grievance.

H. Any new information pertaining to the grievance may be presented by you through the grievance process, but where an official of the College was the subject of the grievance, the person shall have the right to receive copies of all information that you present.

I. The Vice President of Academic Affairs shall have the authority to accept and implement or modify the recommendation of the panel. If a grievance alleges arbitrary and capricious grading and the panel finds in favor of the grievant, the Vice President of Academic Affairs may exercise her/his authority to alter the grade.

J. An audio recording of the meeting with the Grievance Panel will be made by the College. You shall be entitled to a copy of the tape of the meeting at your expense.

K. All hearings are closed to the public.

L. Calendar day periods for responses will not include official College holidays or when the College is closed for inclement weather or other emergencies.

M. During the procedure, if there are additional grievances directly related to the original grievance, they will be noted but usually will not be acted upon until the original disagreement has been resolved.

N. Revision of deadlines should be mutually agreed upon at the appropriate level; however, the Vice President of Academic Affairs reserves the right to extend deadlines because of mitigating circumstances. Agreements must be made in writing. If the person against whom the grievance is filed does not respond within the deadline, the Vice President of Academic Affairs will ensure that a response is issued. If the grievant does not respond within the deadline, the grievance is ended. In the case of injury, illness or other mitigating circumstance on either part, a deadline revision will be considered appropriate.

Policy on Expressive Activity

(Adopted from VCCS Policy 6.5.1 and 6.5.2)

This policy applies to all buildings, grounds, and other spaces owned or controlled by Dabney S. Lancaster Community College (DSLCC). The term "expressive activity" includes:

- Meetings and other group activities of students and student organizations.
- Speeches, performances, demonstrations, rallies, vigils, and other events by students, student organizations, and outside groups invited by student organizations.
- Distributions of literature, such as leafleting and pamphleting.
- Any other expression protected by the First Amendment to the U.S. Constitution.

Policy Statement

College property is primarily dedicated to academic, student life and administrative functions. But it also represents the "marketplace of ideas," and especially for students, many areas of campus represent a public forum for speech and other expressive activities. DSLCC may place restrictions on expressive activities occurring indoors, but especially for students and student organizations, the outdoor areas of campus remain venues for free expression, including speeches, demonstrations, and the distribution of literature.

Indoors or outdoors, DSLCC shall not interfere with the rights of individuals and groups to the free expression of their views or impermissibly regulate their speech based on its content or viewpoint. Nevertheless, DSLCC may establish reasonable time, place, and manner restrictions on expressive activity. Such restrictions must be content-neutral, narrowly tailored to serve a significant governmental interest, and allow ample alternative channels for communication of the information.

No event or expressive activity shall be permitted to violate or hinder the rights of others within the campus community or substantially disrupt normal college operations.

Procedures

a. Reserving Campus Facilities:

1. If DSLCC students, student organizations, or employees desire to reserve campus facilities, they shall submit their requests to the Director of Student Services. DSLCC requires at least twenty-four hours advance notice for reservation requests. More notice may be required to allow for sufficient logistical support and to ensure the safety and security of the campus.

2. If individuals or organizations who are not members of the DSLCC community (i.e., not students, student organizations, or college employees) desire to reserve campus facilities, they must be sponsored by a recognized student organization or the college to conduct expressive activities or events on campus.

3. DSLCC may designate certain indoor facilities as not available for expressive activity. DSLCC shall make the campus community aware of such areas. Any other restrictions on expressive activities occurring in indoor facilities must (a) apply equally to all individuals and organizations and (b) not depend upon the content or viewpoint of the expression or the possible reaction to that expression.

a. Areas of the College that are not available for expressive activity include:

- Administration Offices
- Classrooms during instructional hours
- Computer rooms and laboratories
- DSLCC Library
- Medical and scientific laboratories
- All restrooms on campus
- Student Services waiting area
- RRC front desk waiting area

4. DSLCC students, student organizations, and employees may request to reserve campus facilities on a first-come, first-served basis. These requests may be denied for the following reasons only:

a. The requested venue is an indoor facility that the college has designated as not available for expressive activity under this policy.

b. The requested venue is an indoor facility and the request conflicts with restrictions enacted pursuant to this policy.

c. The venue is already reserved for another event1.

d. The activity will attract a crowd larger than the venue can safely contain.

e. The activity will substantially disrupt another event being held at a neighboring venue2.

f. The activity will substantially disrupt college operations (including classes).

g. The activity is a clear and present threat to public safety, according to the college's Executive Team and security officer.

h. The activity will occur during college examination period.

i. The activity is unlawful.

5. During an event, the student, student organization, or college employee requesting the reservation is responsible for preserving and maintaining the facility it reserved. If it causes any damage to those facilities, the person(s) or organization (and its officers, if applicable) shall assume responsibility.

6. When assessing a request to reserve campus facilities, DSLCC administration will not consider the content or viewpoint of the expression or the possible reaction to that expression. DSLCC administration will not impose restrictions on students, student organizations, or college employees due to the content or viewpoint of their expression or the possible reaction to that expression.   In the event that other persons react negatively to a student's, student organization's, or college employee's expression, DSLCC officials (including college security) shall take all necessary steps to ensure public safety while allowing the expressive activity to

continue.

b. Spontaneous Expressive Activity:

1. DSLCC is not required to designate any indoor area as available for spontaneous expressive activities. In the event that DSLCC elects to do so, college officials shall prominently post the areas in which students, student organizations, and their sponsored guests may engage in spontaneous expressive activities. Any areas so designated must (a) apply equally to all students and student organizations and (b) not depend upon the content or viewpoint of the expression or the possible reaction to that expression.

2. For outdoor campus facilities and areas, students, student organizations, and their sponsored guests may freely engage in spontaneous expressive activities as long as they do not (a) block access to campus buildings, (b) obstruct vehicular or pedestrian traffic, (c) substantially disrupt previously scheduled campus events3, (d) substantially disrupt college operations, (e) constitute unlawful activity; or (f) create a clear and present threat to public safety, according to the college's police or security department.

3. No DSLCC personnel may impose restrictions on students, student organizations, or their sponsored guests who are engaging in spontaneous expressive activities due to the content or viewpoint of their expression or the possible reaction to that expression. In the event that other persons react negatively to these activities, DSLCC officials (including college security) shall take all necessary steps to ensure public safety while allowing the expressive activity to continue.

DSLCC Contagious Disease Policy

1. Scope

The policy applies to all members of the College community, including students and employees, as well as all visitors to the College's campuses and facilities, including contractors, vendors, and guests.

2. Policy Statement

Dabney S. Lancaster Community College is committed to maintaining, to the extent reasonably possible, a safe environment for all students and employees (the "College community"). The purpose of this policy is to help prevent the spread of contagious diseases through measures that focus on safety, prevention, and education. As needed, Dabney S. Lancaster Community College will make available to its College community information about the transmission of diseases and precautions that infected persons should take to prevent the spread of disease. Dabney S. Lancaster Community College will rely on information and guidance issued by the Centers for Disease Control and Prevention ("CDC"), the Virginia Department of Health ("VDH") and local public health officials.

This policy is not intended to cover common illnesses, such as colds and viruses, or upper respiratory infections.

3. Definitions

Contagious disease: an infectious disease that is spread from person to person through casual contact or respiratory droplets, which may lead to an epidemic or pandemic and threaten the health or safety of the Campus community. These diseases include but are not limited to tuberculosis (TB), measles or German measles (rubella), certain strains of hepatitis and meningitis, as well as SARS and certain strains of influenza. Other potentially less serious infectious diseases, such as chicken pox, seasonal flu, and pneumonia will be addressed on a case-by-case basis.

Epidemic: the occurrence in a community or region of cases of an illness clearly in excess of normal expectancy.

Pandemic: a disease epidemic that has spread across multiple continents or worldwide.

4. Procedures

Persons who know or have reason to believe they are infected with a contagious disease that, according to public health officials, creates a risk of death or significant injury or impairment, must stay home and notify appropriate College personnel, e.g., instructor(s) or immediate supervisor. They also should contact their healthcare provider and advise the local health department. They must follow the directions of the local health department to prevent the spread of infection and to protect their own health. The Vice President of Financial and Administrative Services will serve as the point(s) of contact between the local health department and the College.

4.1. Students

Students who know or have reason to believe they are infected with a contagious disease that poses a direct threat to the health or safety of others, i.e., creates a risk of death or significant injury or impairment, must stay home and notify the Director of Student Services and/or their instructor(s).

Faculty or staff who suspect a student is exhibiting symptoms of a contagious disease shall report what they have observed to Vice President of Academic Affairs but may not take any other direct measures with respect to the student. The Director of Student Services or designee may send students home if they exhibit or report experiencing symptoms of the contagious disease. Failure to follow the Director of Student Services or designee's instructions will be considered a violation of the student code of conduct and may result in disciplinary action.

Before returning to the College, students who reported having, or have been diagnosed as having a contagious disease must be free of all symptoms of the disease for at least seven (7) days since the date of the first report or diagnosis, or as otherwise recommended by a healthcare provider, the VDH, CDC, or other public health officials. The College may require students to provide written documentation from a healthcare provider or local health department that the student may return to campus safely, unless state officials advise agencies to not make such requests, in which case students may return after the appropriate period as established by public health officials.

Students have a responsibility to stay in contact with faculty/instructors regarding their absence and missed class assignments and should contact the Director of Student Services if they have any difficulties or concerns. The College will provide reasonable accommodations as requested and required by law.

4.2. Employees

Employees who know or have reason to believe they are infected with a contagious disease that poses a direct threat to the health or safety of others must notify their immediate supervisor and Human Resources that they have symptoms associated with the disease. Employees should stay home or leave the workplace if symptoms occur while already present at work. Supervisors have the authority to send employees home if they exhibit symptoms of a contagious disease while at the workplace. Employees will be charged sick or annual leave if sent home.

Before returning to the College, employees who have been diagnosed as having a contagious disease as listed above must be free of all symptoms of the disease for at least seven (7) days since the date of the first report or diagnosis or as otherwise recommended by a healthcare provider, the CDC, or other public health officials. Employees must provide written documentation from a healthcare provider that the employee may return to work safely, unless state officials advise agencies to not make such requests, in which case employees may return following the appropriate period as established by public health officials.

Employees must comply with all policies and procedures related to sick leave and supervisor notification regarding their ability to return to work. The College will provide reasonable accommodations as requested and required by law.

Failure to follow a supervisor's directive is considered insubordination and is subject to formal disciplinary action under the Department of Human Resource Management's ("DHRM") Standards of Conduct or faculty human resource policy.

When the State Health Commissioner and the Governor of the Commonwealth of Virginia declare a Communicable Disease of Public Health Threat as defined in Section 32.1-48.06 of the Code of Virginia, employees, pursuant to DHRM Public Health Emergency Leave Policy (Policy No. 4.52), are permitted or required to attend to the medical needs of themselves and immediate family members and will be afforded up to the maximum hours of paid leave per leave year as established by DHRM for this purpose.

4.3. College

Should any disease reach a pandemic stage, the College will rely on information and guidance from local and state health officials to provide appropriate information to the College community. College officials may temporarily close the College or its campuses, if such closure serves the best interest of the College community.

Dabney S. Lancaster Community College will inform the College community of plans to provide continuity of operations that will minimize disruption to campus operations. Such continuity measures may include requiring and/or permitting employees to transition to temporary telework through a telework agreement; modifying or shifting responsibilities and duties based on College needs and access to the campus; or modifying or altering normal working hours and schedules. Other measures may include implementing new safety and sanitary measures at the workplace based on current and applicable recommendations by the VDH, CDC or any other state or federal agency, and in compliance with any Executive Orders issued that would require such measures. Students and employees will be notified of specific measures and may be asked to acknowledge receipt and understanding of those measures as well as agreement to abide by them.

The College will consult with local and state health officials to provide any specific instructions for individuals returning to the College following infection of a contagious disease.

4.4. Visitors, Guests, Contractors, and other Third Parties

The College reserves the right to limit access to its facilities to any third parties (visitors, guests, contractors, etc.), in the event of an epidemic, pandemic or any outbreak of a contagious disease that alters normal business operations. The College may institute additional safety measures based on the recommendations of public health officials that would be applicable to third parties visiting or working on campus.

4.5. Confidentiality

No person, group, agency, insurer, employer, or institution should be provided any medical information without the prior specific written consent of the student, employee, or other College community member unless required or allowable under state and/or federal law. Furthermore, all medical information relating to contagious diseases of students and will be

kept confidential, according to applicable state and federal law. Medical information relating to contagious diseases of persons within the College community will only be disclosed to responsible college officials on a need-to-know basis.

4.6. Non-Discrimination/ Harassment

Discrimination or harassment of employees having or regarded as having a contagious disease is prohibited.

4.6. Sanctions

Students who fail to comply this policy and applicable state and federal laws are subject to sanctions in accordance with the Student Code of Conduct.

Employees who fail to comply with all applicable Dabney S. Lancaster Community College, VCCS, and DHRM policies and procedures, and applicable state and federal laws are subject to formal disciplinary action.

5. Authority

DHRM Policy 4.52, Public Health Emergency Leave
VCCS Policy 6.0.8.1, Contagious Diseases

Student, Parent, and College Communication

DSLCC's Mission Statement emphasizes the commitment of the College to support students in a manner that respects their rights and responsibilities. DSLCC is committed to assisting students in achieving their potential and in making sound education, occupational, and personal choices. We believe that a supportive college environment is a good place for students to learn sound decision-making skills. Our faculty and staff work to supply the environment needed to nurture and cultivate these skills.

A wealth of information regarding DSLCC is available on the website, including programs, course requirements, academic calendars, inclement weather notifications, a schedule of classes, and student and on-campus community activities. We encourage you to utilize the website as a source for information for you and your students.

Please encourage your students to stay informed about DSLCC policies, procedures, and deadlines; respond promptly to College communications; and take advantage of College services and activities. In addition, we ask that you listen to student concerns and encourage your student to discuss any concerns with Student Services personnel. Parents are especially encouraged to let their student accept responsibility for their actions and educational progress.

Students are responsible for their educational choices - meeting college requirements for courses, and program selection and completion. The College encourages students to discuss their educational choices and progress openly with their parents or guardians, especially when the students are being supported by the family financially.

Under the Family Educational Rights and Privacy Act (FERPA) the College may only communicate general information about College standards, policies, and procedures to parents who call with student specific questions, unless the College has written permission from the student to discuss personal student information.

Computer Guidelines

Computer Lab Use Policy

1. This policy applies to the computer lab facilities available at DSLCC used in supporting the computing needs of the students, faculty, and staff of the college. Its purpose is to ensure the equitable, legal, and economical use of these facilities by authorized college users. The following policies relate to their use:

2. Computer labs are neither designed nor available for use by the general public. Access is limited to students, faculty, and staff engaged in college related activities only. Community patrons may use the designated computers in the DSLCC library.

3. Computer equipment and software are to be used in support of the mission of the college and are not to be used for commercial or personal objectives, or non-college related activities. Staff can and will periodically examine computer records (which may include files, logs, and listings) to diagnose problems and to assure these policies are being followed.

4. In cases where an account is assigned to an individual, it must not be used by others. The individual is responsible for the proper use of the account, including proper password protection.

5. No user shall attempt to alter in any manner the setup of the hardware or software on individual computer workstations or enterprise systems (Blackboard, SIS, etc.) unless expressly authorized by support personnel. Utilization of files from outside sources is highly discouraged due to possible contamination from viruses.

6. Users shall not attempt to gain access to any privileged account or files unless specifically authorized. This includes access to operating system files and files belonging to other users. Each user is expected to utilize the computing resources and facilities in a manner which does not infringe upon use of these resources by others.

7. Use of the facilities for required work has priority over use for convenience. Recreational use of the equipment and software is expressly forbidden.

8. No user shall use any equipment or software in an activity which violates federal, state, or local laws.

9. Computer software protected by copyright is not to be copied except as permitted by law or by the contract with the owner of the copyright. The number of copies and distribution of the copies may not be done in such a way that the number of simultaneous users exceeds the total authorized for the college. Private copies of software should not be used on college equipment. College staff is expressly forbidden to assist in the use of illegally obtained or improperly licensed software.

Information Technology Student/Patron Acceptable Use Agreement

As a student of Dabney S. Lancaster Community College, and a user of DSLCC and the Virginia Community College System's local and shared computer systems, I understand and agree to abide by the following acceptable use policy terms. These terms govern my access to, and use of, the information technology applications, services, devices, credentials, and resources provided by DSLCC and the VCCS. By acknowledging this agreement, I hereby certify that I understand the following terms and provisions and that I accept the responsibility of adhering to the same.

- DSLCC has granted me access to an official VCCS g-mail account, and I will use this account as my primary vehicle for all official DSLCC communications.

- I will not use any access control mechanism that DSLCC and/or the VCCS has not expressly assigned to me.

- I will not share my login credentials or passwords with any unauthorized person.

- I will not send unencrypted sensitive or confidential information, belonging to others or myself, such as Social Security Numbers, Credit Card Information, or Bank Account Information through DSLCC or VCCS e-mail or messaging systems, regardless of whether the owner of such information has granted me permission.

- I will treat all information maintained on DSLCC and VCCS computer systems as strictly confidential and will not release information to any unauthorized person.

- DSLCC computer systems and e-mail accounts are only to be used for official DSLCC purposes pertaining to the role of the user.

- I will use care when opening e-mails and attachments to avoid introducing malware into DSLCC and VCCS systems.

- I will follow all of the applicable security policies and procedures of DLSCC and VCCS information technology systems.

- I understand and agree that any computers, software, and storage media provided to me by DSLCC contain proprietary and confidential information about DSLCC, its staff and students, and that this is and remains the property of DSLCC at all times.

- I will not copy or duplicate (expect for authorized purposes) or allow anyone else to copy or duplicate any information or software from any DSLCC information systems.

- I agree that upon leaving DSLCC I will immediately return to DSLCC the original and copies of any and all software, files, information technology materials or equipment that I may have received from DSLCC that are either in my possession or otherwise directly or indirectly under my control.

- I will not use DSLCC or VCCS information technology systems for any use that is in violation of applicable local, state, or federal law.

- I will not access, upload, download, transmit, print, post, or store information with sexually explicit content as prohibited by law.

- I will not access, upload, download, transmit, print, post, or store fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or otherwise unlawful messages or images.

- I will not access, upload, download, transmit, print, communicate, or post access-restricted agency information, proprietary information, sensitive state data or records, or copyrighted materials in violation of agency or state policy.

- I will not post information or send electronic communications such as e-mail using another's identity.

The penalties for unauthorized disclosure of data can be found in the Code of Virginia § 18.2 – 186.6 (http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+18.2-186.6).

Copyright law protects computer software, databases, and electronic documents. A copyright is a work of authorship in a tangible medium. Copyright owners have the sole right to reproduce their work, prepare derivatives or adaptations of it, and distribute it by sale, rent, license lease, or lending and/or to perform or display it. An employee must either have an express or implied license to use copyrighted material or data or be able to prove fair use. Users of DSLCC computers are responsible for understanding how copyright law applies to their electronic transactions. They may not violate the copyright protection of any information, software, or data with which they come into contact through the DSLCC computing resources. Downloading or distributing copyrighted materials such as documents, movies, music etc. without the permission of the rightful owner may be considered copyright infringement, which is illegal under federal and state copyright law. Use of the DSLCC network resources to commit acts of copyright infringement may be subject to prosecution and disciplinary action.

The penalties for infringing copyright law can be found under the U.S. Copyright Act, 17 U.S.C. §§ 501513 (http://www.copyright.gov/title17/92chap5.html) and in the US Copyright Office's summary of the Digital Millennium Copyright Act (http://www.copyright.gov/legislation/dmca.pdf).

If I observe any incidents of non-compliance with the terms of this agreement, I am responsible for reporting them to the DSLCC Information Security Officer. I understand that I must use only those information technology resources that I have the authority to use. I must not provide false or misleading information to gain access to information technology resources. DSLCC may regard these actions as criminal acts and may treat them accordingly. I must not use DSLCC Information Technology resources to gain unauthorized access to information technology resources of other institutions, organizations, individuals, etc.

The System Office and Dabney S. Lancaster Community College reserve the right (with or without cause) to monitor, access, and disclose all data created, sent, received, processed, or stored on DSLCC systems to ensure compliance with DSLCC policies and federal, state, or local regulations. DSLCC or System Office officials will have the right to review and/or confiscate (as needed) any equipment (Commonwealth of Virginia owned or personal) connected to a COV owned device or network.

I understand that it is my responsibility to read and abide by this policy, even if I do not agree with it. If I have any questions about this policy or any other information technology policy, I understand that I need to contact the DSLCC Information Security Officer or appropriate college official for clarification.

By acknowledging this agreement, I hereby certify that I understand the preceding terms and provisions and that I accept the responsibility of adhering to the same. I further acknowledge that should I violate this policy I will be subject to disciplinary action.

Official E-mail Communications with Students
VCCS has established e-mail as a primary vehicle for official communication with students. An official

VCCS Gmail e-mail address has been established and assigned by the VCCS and the colleges for each registered student, and current faculty and staff member. All communications sent via e-mail will be sent to the students' Gmail address. Faculty members will use their official DSLCC e-mail address to communicate with a student registered in their classes and administrative units will correspond with students via this address.

The VCCS expects that students will receive and read e-mail in a timely manner. Students are expected to maintain their accounts and check their e-mail periodically so that new mail will be properly received and read. A student's failure to receive and read official college communications delivered to their Gmail e-mail address in a timely manner does not absolve that student from knowing and complying with the content of such communications.

While students are allowed to redirect e-mail from their official VCCS e-mail address to another address (e.g. @hotmail.com, @aol.com), they do so at their own risk. The VCCS is not responsible for the handling of e-mail by other service providers. Having e-mail redirected does not absolve students from knowing and complying with the content of the communication sent to their official college e-mail address.

Personnel Listing

Faculty

President
Rainone, John J.
B.S., Southern New Hampshire University
M.S., Southern New Hampshire University
Ed.D., Nova Southeastern University

Professors
Hiler, Catherine
Nursing Director
A.A.S., Dabney S. Lancaster Community College
B.S.N., Jefferson College of Health Sciences
M.S.N., Jefferson College of Health Sciences
D.N.P., Case Western Reserve University

Associate Professors
Dressler, Tina T.
Business and Psychology
A.A.S., New River Community College
B.S., Virginia Polytechnic Institute and State University
M.S., Virginia Polytechnic Institute and State University

Keener, Gary S.
Vice President, Workforce Solutions and Community Education
A.A., Louisburg College
B.B.A., James Madison University
M.Ed., Virginia Polytechnic Institute and State University

Newman, Billy
Forest Management Technology
B.S., Virginia Tech
M.S., Averett University

Sandra McHenry
Biology
B.S. University of Kentucky
D.M. University of Kentucky

Persinger, Karen
Nursing
A.S.N., Marshall University
B.S.N. Radford University
M.S., Radford University

Van Lear, Tondalaya English/Art
B.A., Hollins College
M.A.L.S., Hollins University

Worth, Benjamin
VP of Academic Affairs
B.A., Washington & Lee University
M.A., James Madison University
Ph.D., University of Kentucky

Assistant Professors
Bryant, Michael
Program Head, Welding
B.B.A., Roanoke College
M.A., Liberty University

Ellis-Smith, Beverly
Nursing
B.S.N., University of Virginia
M.S., Radford University

Lipscomb, Tamra
Program Head, Information Systems Technology
A.A.S. Northern Virginia Community College
B.S., Strayer University
M.B.A., Strayer University

McGraw, Matthew
Associate VP of Institutional Effectiveness & Academic Services/Deputy Title IX Coordinator
B.S., Concord University
M.S., Mountain State University
Ph.D., Old Dominion University

Instructors
Bowling-Angle, Lee Anne
Program Head, Science
B.S., Concord University
M. Ed., University of Virginia

Casstevens, Kristy
Director, Achievement Center
B.S., Longwood University
M.A., University of South Dakota

Hagy, Joe

Director, Student Services
B.S., Longwood University
M.A., Liberty University

Harmon, Teri
Nursing
B.S.N., Clemson University
M.S., Capella University

Hayslett, Dorothy
Program Head, CDL
CDL A Certification

Hooper, Jay
Program Head, Electrical and Instrumentation
B.S., Catawba College

Pratt, Ashley
Mathematics
B.S., Longwood University
M.A., North Carolina State University
M.Ed., James Madison University

Reigel, Richard Scott
Program Head, Forest Management Technology
B.S., West Virginia University

Thompson, Rachael
Program Head, Business Technology
M.B.A., James Madison University
B.A., University of Richmond

Wright, Nova
Director, Library
A.A.S., Dabney S. Lancaster Community College
B.A., Thomas Edison State College, Trenton, New Jersey
M. S., Library Science - University of North Texas

Staff

Armentrout, Alisa .... Financial Aid Technical Assistant
Baker, Doris .... Administrative Assistant
Bartley, Phyllis............................ Executive Assistant to the President
Bishop, Karen .... Accountant
Boteler, Cynthia........................... Coordinator, Student Activities
Burgess, Jodi .... Advancement Coordinator & Alumni Relations
Burkholder, Sara .... Writing Center Tutor
Cary, Tim .... RRC Manager
Clark, Judy................................... Marketing Assistant
Chambers, Sara............................. Educational Specialist
Conner, Carol............................... Retention Specialist
Cook, James.................................. Director of Institutional Advancement
                                       Executive Director, DSLCC Educational Foundation
Cooper, Guy .... Security Guard
Courtney, Anna............................. College Success Coach
Cosby, Donna................................ College & Career Navigator
Dressler, W. L. .... Supervisor, Grounds
Graham, Angie.............................. Vice President of Financial & Administrative Services
Graham, Eddie.............................. Director, Jackson River Governor's School
Hagy, Joseph .... Director of Student Services
Hall, Holly.................................... Talent Search Director
Hall, Justin .... Computer Operations Technician
Holland, Sherri .... Office Manager
Holloway, Asianna......................... College Success Coach
Jennings, Robin............................. Administrative Assistant
Jones, Doug .... Workforce Programming Coordinator
Kasick, Michele............................. Early College Access Coach
Keener, Gary .... Vice President, Workforce Solutions & Community Education
Lanford, Coty............................... Financial Aid Coordinator
Markham, Kyndall......................... Administrative Assistant
Mathias, Nancy............................. Learning Strategies Support Specialist
McGraw, Matt .... Associate Vice President, Institutional Effectiveness & Academic Services
Mitchell, Noreen........................... Talent Search Counselor
Moore, Tammy .... Administrative Assistant
Ochieng, LaShonda .... Administrative Assistant
Ostling, Suzanne........................... Coordinator, Academic Advising & Disability Services
Ould, Billy.................................... AV Specialist
Phillips, Ginni .... Talent Search Counselor
Ratliff, Teresa .... Cashier
Rauenzahn, Wayne .... Technical Services Manager
Richards, Steve .... Facilities Director
Robertson, Karen.......................... Talent Search Counselor
Robertson, Shasta.......................... Career Specialist- AP220

Rothwell, Christine...................... Academic Administrative Assistant
Shehan, Brooke........................... Fast Forward Career Coach
Shofstahl, David .... Workforce Business Development Coordinator
Smith, James .... Talent Search Counselor
Smith, Justin .... College Success Coach
Smith, Sherry.............................. Writing Center Tutor
Stover, Rebecca........................... Records Clerk
Thorman, Sherryl .... Administrative Assistant
Tolley, April .... Director, Human Resources / Title IX Coordinator
Unroe, Melissa............................ Research Analyst
Whitehead, Natalie...................... Fiscal Technician
Wiseman, Ted............................. Grounds Attendant
Wolfe, Deidre.............................. Business Manager
Woodruff, Ellen .... Office Manager
Wrenn, Katie............................... Librarian
Wright, Hazel.............................. Payroll Specialist
Wright, Jenny .... Project Director AP 220 Grant
Wright, Nova .... Director, Library

VCCS State Board Members
2020-2021

Edward Dalrymple, Jr., Chair
Nathaniel Bishop, Vice Chair
Dana Beckton
Adnan Bokhari
David Broder
Brenda Calderon, Ph.D
Darren Conner
Douglas Garcia
Darius A. Johnson
Ashby Kilgore
Peggy Layne
RJ Narang
Richard S. Reynolds, III
Eleanor Saslaw
Terri Thompson

Glenn DuBois, Secretary
Virginia Community College System
300 Arboretum Place, Suite 200
Richmond, Virginia 23236

DSLCC Local Board Members
2021-2022

Eddie Graham........................Alleghany County
William M. Hartsfield...........Alleghany County
Ramona Garcia ....Bath County
Steve Vaughn ....Botetourt County
Andy Wolfe ....City of Buena Vista
Stephanie Clark ....City of Covington
Tammy Scruggs-Duncan ....City of Covington
Dr. Glenn Sullivan ....City of Lexington
Rusty Ford. ....Rockbridge County
Tony McFaddin, Jr ....Rockbridge County