



# DSLCC

## 2015 - 2016 CATALOG AND STUDENT HANDBOOK

Dabney S. Lancaster Community College, 1000 Dabney Drive, Clifton Forge, Virginia 24422  
Main Campus | Phone: 540.863.2800 | Toll Free: 877.73.DSLCC | Fax: 540.863.2915  
DSLCC Rockbridge Regional Center | Phone: 540.261.1211

## **Locations**

Clifton Forge Campus  
1000 Dabney Drive  
Clifton Forge, Virginia 24422 (Interstate 64 at Exit 24) 540/863-2800  
540/863-2913 (V/TDD)  
1/877-73DSLCC (toll-free)  
FAX: 540/863-2915

Rockbridge Regional Center  
35 Vista Links Drive  
Buena Vista, Virginia 4416  
(Interstate 81, Exit 188A, then 5 minutes east on Route 60 Midland Trail to Vista Links Drive)  
540/261-1211

Greenfield Education and Training Center  
37 South Center Drive  
Daleville, Virginia 24083  
(Location: Off Route 220 five miles south of Fincastle) 540/966-3984  
FAX: 540/966-4010

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



# Academic Calendar

## **Summer 2015**

### **Ten-Week Session**

|                                                                                                     |                           |
|-----------------------------------------------------------------------------------------------------|---------------------------|
| Summer Registration Begins .....                                                                    | April 1, 2015             |
| Payment Due for All Early Registered Summer Classes Unless Financial Aid Has Been Awarded.....      | May 15, 2015 <sup>2</sup> |
| Ten-Week Session Summer Classes Begin .....                                                         | May 26, 2015              |
| Special Class Day (in place of May 25 holiday).....                                                 | May 29, 2015              |
| Last Day to Add without Permission of the Instructor and/or Vice President of Academic Affairs..... | May 29, 2015 <sup>1</sup> |
| Last Day to Add/Drop or Receive a Refund .....                                                      | June 3, 2015 <sup>1</sup> |
| Independence Day Holiday (College Closed July 3) .....                                              | July 3, 2015              |
| Last Day to Withdraw and Receive a Grade of “W” Instead of a Grade of “F” .....                     | July 6, 2015              |
| Last Day of Classes.....                                                                            | July 30, 2015             |
| Final Exams.....                                                                                    | July 31, 2015             |

### **First Five-Week Session**

|                                                                                                     |                           |
|-----------------------------------------------------------------------------------------------------|---------------------------|
| Summer Registration Begins .....                                                                    | April 1, 2015             |
| Payment Due for All Early Registered Summer Classes Unless Financial Aid Has Been Awarded .....     | May 15, 2015 <sup>2</sup> |
| First Five-Week Session Summer Classes Begin .....                                                  | May 26, 2015              |
| Special Class Day (in place of May 25 holiday).....                                                 | May 29, 2015              |
| Last Day to Add without Permission of the Instructor and/or Vice President of Academic Affairs..... | May 27, 2015 <sup>1</sup> |
| Last Day to Add/Drop or Receive a Refund .....                                                      | May 29, 2015 <sup>1</sup> |
| Last Day to Withdraw and Receive a Grade of “W” Instead of a Grade of “F” .....                     | June 12, 2015             |
| Last Day of Classes.....                                                                            | June 25, 2015             |
| Final Exams.....                                                                                    | June 26, 2015             |

### **Second Five-Week Session**

|                                                                                                     |                            |
|-----------------------------------------------------------------------------------------------------|----------------------------|
| Summer Registration Begins .....                                                                    | April 1, 2015              |
| Payment Due for All Early Registered Summer Classes Unless Financial Aid Has Been Awarded .....     | May 15, 2015 <sup>2</sup>  |
| Second Five-Week Session Summer Classes Begin .....                                                 | June 29, 2015              |
| Independence Day Holiday (College Closed July 3) .....                                              | July 3, 2014               |
| Last Day to Add without Permission of the Instructor and/or Vice President of Academic Affairs..... | June 30, 2015 <sup>1</sup> |
| Last Day to Add/Drop or Receive a Refund .....                                                      | July 2, 2015 <sup>1</sup>  |
| Last Day to Withdraw and Receive a Grade of “W” Instead of a Grade of “F” .....                     | July 17, 2015              |
| Last Day of Classes.....                                                                            | July 30, 2015              |
| Final Exams.....                                                                                    | July 31, 2015              |

## **Fall 2015**

|                                                                                                        |                                |
|--------------------------------------------------------------------------------------------------------|--------------------------------|
| Fall Registration Begins .....                                                                         | April 1, 2015                  |
| Payment Due for All Early Registered Fall Classes Unless Financial Aid<br>Has Been Awarded .....       | August 3, 2015 <sup>2</sup>    |
| Fall Classes Begin .....                                                                               | August 24, 2015                |
| Last Day to Add without Permission of the Instructor<br>and/or Vice President of Academic Affairs..... | August 31, 2015 <sup>1</sup>   |
| Labor Day Holiday (No Classes) .....                                                                   | September 7, 2015              |
| Last Day to Add/Drop or Receive a Refund .....                                                         | September 8, 2015 <sup>1</sup> |
| Last Day to Withdraw and Receive a Grade of “W” Instead of a Grade of “F” .....                        | November 2, 2015               |
| Spring Registration Begins.....                                                                        | November 2, 2015               |
| Thanksgiving Holiday (No Classes).....                                                                 | November 23-27, 2015           |
| Last Day of Classes .....                                                                              | December 11, 2015              |
| Final Exams.....                                                                                       | December 14-17, 2015           |
| Payment Due for All Early Registered Spring Classes Unless Financial Aid<br>Has Been Awarded .....     | December 16, 2015              |

### **First Eight-Week Session**

|                                                                                                  |                             |
|--------------------------------------------------------------------------------------------------|-----------------------------|
| Fall Registration Begins .....                                                                   | April 1, 2015               |
| Payment Due for All Early Registered Fall Classes Unless Financial Aid<br>Has Been Awarded ..... | August 3, 2015 <sup>2</sup> |
| First Eight-Week Session Classes Begin .....                                                     | August 24, 2015             |
| Last Day to Add/Drop or Receive a Refund .....                                                   | August 28, 2015             |
| Last Day to Withdraw and Receive a Grade of “W” Instead of a Grade of “F” .....                  | September 23, 2015          |
| Last Day of Classes .....                                                                        | October 16, 2015            |
| Final Exams.....                                                                                 | October 16, 2015            |

### **Second Eight-Week Session**

|                                                                                                  |                             |
|--------------------------------------------------------------------------------------------------|-----------------------------|
| Fall Registration Begins .....                                                                   | April 1, 2015               |
| Payment Due for All Early Registered Fall Classes Unless Financial Aid<br>Has Been Awarded ..... | August 3, 2015 <sup>2</sup> |
| Second Eight-Week Session Classes Begin .....                                                    | October 19, 2015            |
| Last Day to Add/Drop or Receive a Refund .....                                                   | October 23, 2015            |
| Last Day to Withdraw and Receive a Grade of “W” Instead of a Grade of “F” .....                  | November 18, 2015           |
| Thanksgiving Holiday (No Classes).....                                                           | November 23-27, 2015        |
| Last Day of Classes .....                                                                        | December 18, 2015           |
| Final Exams.....                                                                                 | December 18, 2015           |

## **Spring 2016**

|                                                                                                        |                                |
|--------------------------------------------------------------------------------------------------------|--------------------------------|
| Spring Registration Begins.....                                                                        | November 2, 2015               |
| Payment Due for All Early Registered Spring Classes Unless Financial Aid<br>Has Been Awarded .....     | December 16, 2015 <sup>2</sup> |
| Spring Classes Begin .....                                                                             | January 11, 2016               |
| Martin Luther King Day (College Closed).....                                                           | January 18, 2016               |
| Last Day to Add Without Permission of the Instructor<br>and/or Vice President of Academic Affairs..... | January 19, 2016 <sup>1</sup>  |
| Last Day to Add/Drop or Receive a Refund .....                                                         | January 27, 2016 <sup>1</sup>  |

|                                                                                                    |                   |
|----------------------------------------------------------------------------------------------------|-------------------|
| Spring Break (No Classes).....                                                                     | March 14-18, 2016 |
| Last Day to Withdraw and Receive a Grade of “W” Instead of a Grade of “F” .....                    | March 22, 2016    |
| Fall and Summer Registration Begins .....                                                          | April 1, 2016     |
| Last Day of Classes .....                                                                          | May 2, 2016       |
| Reading Days/Make-up Day.....                                                                      | May 3, 2016       |
| Final Exams.....                                                                                   | May 4-10, 2016    |
| Graduation .....                                                                                   | May 13, 2016      |
| Payment Due for All Early Registered Summer Classes Unless Financial Aid<br>Has Been Awarded ..... | May 13, 2016      |

### **First Eight-Week Session**

|                                                                                                  |                                |
|--------------------------------------------------------------------------------------------------|--------------------------------|
| Spring Registration Begins.....                                                                  | November 2, 2015               |
| Payment Due for All Early Registered Fall Classes Unless Financial Aid<br>Has Been Awarded ..... | December 16, 2015 <sup>2</sup> |
| First Eight-Week Session Classes Begin .....                                                     | January 11, 2016               |
| Last Day to Add/Drop or Receive a Refund .....                                                   | January 15, 2016               |
| Martin Luther King Day (College Closed).....                                                     | January 18, 2016               |
| Last Day to Withdraw and Receive a Grade of “W” Instead of a Grade of “F” .....                  | February 10, 2016              |
| Last Day of Classes .....                                                                        | March 4, 2016                  |
| Final Exams.....                                                                                 | March 4, 2016                  |

### **Second Eight-Week Session**

|                                                                                                  |                                |
|--------------------------------------------------------------------------------------------------|--------------------------------|
| Spring Registration Begins.....                                                                  | November 2, 2015               |
| Payment Due for All Early Registered Fall Classes Unless Financial Aid<br>Has Been Awarded ..... | December 16, 2015 <sup>2</sup> |
| Second Eight-Week Session Classes Begin .....                                                    | March 7, 2016                  |
| Last Day to Add/Drop or Receive a Refund .....                                                   | March 11, 2016                 |
| Spring Break (No Classes).....                                                                   | March 14-18, 2016              |
| Last Day to Withdraw and Receive a Grade of “W” Instead of a Grade of “F” .....                  | April 6, 2016                  |
| Last Day of Classes .....                                                                        | May 6, 2016                    |
| Final Exams.....                                                                                 | May 6, 2016                    |

<sup>1</sup> Please note the deadlines to drop a course and receive a refund. For questions, contact Student Services.

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## **Message from the President**

*Students, Parents and Community Members,*

I believe I speak for the faculty, staff, students, and alumni when I say that Dabney S. Lancaster Community College is one of the most progressive, innovative and student centered community colleges in the Commonwealth. We are all very proud of our recent selection by the Aspen Institute as one of the Top 150 Community Colleges nationwide. A distinction due to the dedicated and talented faculty and staff you will find at DSLCC and who are committed to a meaningful learning experience and your individual success.

We hope you will take advantage of the many opportunities that exist on our campus in Clifton Forge and at our Rockbridge Regional Center in Buena Vista. With the offerings scheduled at both of those locations, complemented with this year's expansion of online courses, I am sure you will find options that work with your schedule. Our class sizes are small, allowing more personal attention, and numerous student support programs and services are available to help you achieve your goals. The cost is affordable, with our tuition less than half of most four-year colleges and universities in Virginia.

People go to college for a variety of reasons--to complete a degree, to enhance their skills, to gain a wider perspective of the world in which they live, or for self-fulfillment. We are certainly able to meet your unique educational and occupational needs and those of the College's service region. As we continue to add breadth and depth to our current programs of study and add new ones, we remain committed to our mission and will do our very best to continue to meet the comprehensive educational and workforce needs of the region.

Please accept our personal invitation to visit the College. Walk through our facilities, to see our state-of-the-art equipment, peruse our credit and non credit course offerings, but, above all, meet the people who stand ready to help you open the doors to your future.

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 your general guidance. 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.

## **General Information**

### ***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 and the town of Clifton Forge, 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 primarily 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 houses student and community activities, food services and a bookstore. McCarthy Hall houses The Center for Continuing Education and Workforce Services. It is adjacent to the Moomaw Center and has classrooms, computer technology laboratories and staff offices. Scott Hall contains laboratories, classrooms and the Library. The Gary Lee Miller Armory/Hale Collins Convocation Center is a joint-use facility for the Virginia National Guard and DSLCC. It 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 and classrooms connected by interactive television to the main campus.

The Greenfield Education and Training Center is located off U.S. Route 220 in Botetourt County just south of Fincastle. DSLCC offers workforce training and non credit/special interest classes at this site.

## **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.

## **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.

## **Mission of the VCCS**

The mission of the Virginia Community College System is to provide comprehensive higher education and workforce training programs and services of superior quality that are financially and geographically accessible and that meet individual, business and community needs of the Commonwealth.

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, audiovisual center and recreational facilities.

## **General Education Objectives**

All programs at DSLCC contain a general education component designed to provide knowledge, skills and attitudes needed by each individual to function effectively in society. To this end, DSLCC has developed a set of expectations for all graduates in seven areas.

**Communication:** A competent communicator can interact with others using all forms of communication, resulting in understanding and being understood.

Degree graduates will demonstrate the ability to:

- understand and interpret complex materials;
- assimilate, organize, develop, and present an idea formally and informally;
- use standard English;
- use appropriate verbal and non-verbal responses in interpersonal relations and group discussions; use listening skills;
- recognize the role of culture in communication.

**Critical Thinking:** A competent critical thinker evaluates evidence carefully and applies reasoning to decide what to believe and how to act. Degree graduates will demonstrate the ability to:

- discriminate among degrees of credibility, accuracy, and reliability of inferences drawn from given data; recognize parallels, assumptions, or presuppositions in any given source of information;
- evaluate the strengths and relevance of arguments on a particular question or issue;
- weigh evidence and decide if generalizations or conclusions based on the given data are warranted; determine whether certain conclusions or consequences are supported by the information provided, use problem solving skills.

**Cultural and Social Understanding:** A culturally and socially competent person possesses an awareness, understanding, and appreciation of the interconnectedness of the social and cultural dimensions within and across local, regional, state, national, and global communities. Degree graduates will demonstrate the ability to:

- assess the impact that social institutions have on individuals and culture—past, present, and future; describe their own as well as others' personal ethical systems and values within social institutions; recognize the impact that arts and humanities have upon individuals and cultures;
- recognize the role of language in social and cultural contexts;

- recognize the interdependence of distinctive world-wide social, economic, geo-political, and cultural systems.

**Information Literacy:** A person who is competent in information literacy recognizes when information is needed and has the ability to locate, evaluate, and use it effectively. (adapted from the American Library Association definition) Degree graduates will demonstrate the ability to:

- determine the nature and extent of the information needed; access needed information effectively and efficiently;
- evaluate information and its sources critically and incorporate selected information into his or her knowledge base;
- use information effectively, individually or as a member of a group, to accomplish a specific purpose;
- understand many of the economic, legal, and social issues surrounding the use of information and access and use information ethically and legally.

**Personal Development:** An individual engaged in personal development strives for physical well-being and emotional maturity. Degree graduates will demonstrate the ability to:

- develop and/or refine personal wellness goals;
- develop and/or enhance the knowledge, skills, and understanding to make informed academic, social, personal, career, and interpersonal decisions.

**Quantitative Reasoning:** A person who is competent in quantitative reasoning possesses the skills and knowledge necessary to apply the use of logic, numbers, and mathematics to deal effectively with common problems and issues. A person who is quantitatively literate can use numerical, geometric, and measurement data and concepts, mathematical skills, and principles of mathematical reasoning to draw logical conclusions and to make well-reasoned decisions. Degree graduates will demonstrate the ability to:

- use logical and mathematical reasoning within the context of various disciplines; interpret and use mathematical formulas;
- interpret mathematical models such as graphs, tables and schematics and draw inferences from them; use graphical, symbolic, and numerical methods to analyze, organize, and interpret data;
- estimate and consider answers to mathematical problems in order to determine reasonableness;

- represent mathematical information numerically, symbolically, and visually, using graphs and charts.

**Scientific Reasoning:** A person who is competent in scientific reasoning adheres to a self-correcting system of inquiry (the scientific method) and relies on empirical evidence to describe, understand, predict, and control natural phenomena. Degree graduates will demonstrate the ability to:

- generate an empirically evidenced and logical argument;
- distinguish a scientific argument from a non-scientific argument; reason by deduction, induction and analogy;
- distinguish between causal and correlational relationships;
- recognize methods of inquiry that lead to scientific knowledge.
- Students nearing the completion of the requirements for graduation must participate in activities that will assess their achievement of these objectives.

### ***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

and the Forest Management Technology program is accredited by the Society of American Foresters.

The Culinary Arts and Management AAS Degree and the Culinary Arts Certificate are accredited by the American Culinary Federation.

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

### ***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, creed, gender, national origin, disability or any other non-merit factor. For concerns or information requests pertaining to students, call 540/863-2866. For matters related to employment, contact the Human Resources Officer (540/863-2808).

### ***DSLCC Educational Foundation***

The DSLCC Educational Foundation, Inc. is a nonprofit organization which acts as the sponsoring agency for soliciting financial support for the College.

The Educational Foundation board is composed of representatives of the counties, cities and towns which are served by the College. They volunteer their expertise and service on behalf of the College and the community.

Gifts and contributions to the Foundation are tax deductible for the donor and can be made in the form of money, negotiable securities, equipment, supplies, real estate or buildings. Donors can name the Foundation in estate planning and as beneficiary to insurance policies. Memorial funds can be established through the Foundation on behalf of individuals and families.

### ***DSLCC Statement of Values from the 2011-2016 DSLCC Master Plan***

The members of the Dabney S. Lancaster Community College community believe shared values and clear expectations and priorities directly affect how well the College succeeds in accomplishing its mission. According to this mission, the College is to provide high-quality postsecondary educational opportunities and services for its varied constituents. DSLCC's commitment to that mission and to the community it serves is anchored in the following shared values.

The heart and soul of this College is learning and personal growth, both of which require strong

personal commitment on the part of everyone at the institution. Both are dependent upon quality educational programs, appropriate services and consistently high quality performances by students, faculty, staff and administrators. The College values a job well done and believes that each individual must strive for excellence. The highest level of professionalism, competence and productivity is the standard for employees of the College. Responsible participation and high achievement are standards for DSLCC students. The College is committed to providing the following:

- comprehensive educational programs
- dedicated, caring, knowledgeable and qualified staff, faculty and administrators
- general education courses that enable students to understand their culture and environment, to develop skills needed for analysis and communication and that promote personal civic and social responsibility
- an environment conducive to scholarly activity
- high quality academic advising, career awareness and selection, and placement assistance resources necessary for quality teaching and learning
- opportunities for personal and professional development the free interchange of ideas, beliefs and cultures
- assessment activities which assure improvement in institutional effectiveness
- staff, faculty and administrators to serve as role models in the College, the community and the professions comprehensive academic programs which integrate liberal arts and technology education
- opportunities for recognizing outstanding achievement

We value the flexibility and diversity of human resources and realize that there are varied approaches in carrying out the College's mission. We promote innovation and responsible experimentation.

## **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.

### **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](http://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.

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-degree or non-certificate seeking students (those who are taking classes which they do not intend to apply toward a degree or certificate), the following completed items are required:

- An official Application for Admission
- A state residency form, if the course to be taken are for college credit

*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 reserve 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.

## **Math Placement**

Test scores are valid for two (2) years after the date of the test. Students who take the placement test and who do not enroll in developmental mathematics are allowed to take one (1) retest within twelve (12) months. Students who attempt developmental mathematics will be ineligible for a retest. Exceptions to this retest policy may be made on a case-by-case basis. A student who provides official evidence of a satisfactory mathematics score of 520 on the SAT or a mathematics score of 22 on the ACT taken within the last two years is exempt from taking the VCCS mathematics placement test.

## **SAT and ACT Scores**

Students who have taken the ACT or SAT tests within two years prior to entry to DSLCC and have obtained scores that meet or exceed those listed in the table below may request an exemption from the placement tests. Documentation of the adequate scores must be received by the College. Students should consult an advisor in Student Services for information.

| Test Section         | Score |
|----------------------|-------|
| SAT Critical Reading | 500   |
| SAT Writing          | 500   |
| SAT Math             | 520   |
| ACT Reading          | 18    |
| ACT English          | 18    |
| ACT Math             | 22    |

*Effective Summer 2015 These scores may exempt the student from taking the placement test. These scores do not exempt the student from having to successfully complete the prerequisite courses for a specific math course.*

## **Admission to a Curriculum**

In addition to the general admission requirements, specific requirements are usually prescribed for each curriculum of the College in order to ensure that the student possesses the potential to meet program requirements. Admission to the College does not necessarily admit the student to a particular curriculum. Among the items generally considered in determining the eligibility of a student for admission to a curriculum in the College are educational and occupational experiences and other reasonable standards such as appropriate scores on the placement test.

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 for 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 College's Financial Aid Officer, who also serves as 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/ Financial Aid Officer in Student Services. It is the lawful obligation of the Veterans' Affairs Officer/ Financial Aid 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/ Financial Aid 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 \$15,000 (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.

### **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 and 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 Dual Enrollment Coordinator.

### **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.

Contact the Director of Student Services to discuss how DSLCC can help further the education of a home schooled student.

## 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 Registrar 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 Student

and Community Services Committee 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.

### ***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 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.

## ***Advanced Standing 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 advanced standing for demonstrated proficiency within a particular program or course sequence. Advanced standing 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.

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.

Advanced placement may be attained in the following ways:

- **Certification of Competency:** Students entering from a secondary vocational program may be eligible for advanced placement 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. Advanced placement 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 division dean.
- **CLEP Examinations for Advanced Standing:**

The College Level Examination Program (CLEP) from the Educational Testing Service has been approved for obtaining credit by examination. Many subjects, such as College Composition II, American History, American Government, General Psychology, Biology and Chemistry, are available. Credit is awarded depending on the score attained and if the work is applicable to the student’s program of study. Students interested in transferring CLEP credit should contact their academic advisor. Students must request that an official score report be sent to the DSLCC Registrar.

- **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 Advanced Standing:** 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 advanced placement. The number of credit hours

awarded is based upon formal documentation and agreements in force through the VCCS or locally. Students interested in this type of advanced placement should contact an advisor, respective program head or division dean.

- **Advanced Placement Credit:** Students who have completed advanced work while in high school may apply to the College Entrance Examination Board to take one or more tests offered through the Advanced Placement program. DSLCC awards credit for a grade of 3 or higher, with the final determination of credit hours awarded made on the basis of the exam taken. Students interested in transferring AP credit should contact their academic advisor. Students must request that an official score report be sent to the DSLCC Registrar.

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 division dean.

### **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. The request must be made by the student in writing. Request forms may be obtained from Student Services or the Registrar's Office or on the DSLCC website, [www.dslcc.edu](http://www.dslcc.edu). Requests from valid VCCS student emails will also be honored.

Fax requests are honored and must have the full name of the requestor, the Social Security number or student identification number, complete address where the transcript is to be sent and the student's signature authorizing transcript release. The fax request should be directed to the Registrar's Office.

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 when the registrar receives a high volume of transcript requests, typically at the beginning

and end of a semester, 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 insure 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.

Directory information including name, participation in officially recognized activities and sports, address, telephone number, electronic mail address, 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 may be released without the consent of the student.

A student may request that this directory information be kept confidential by notifying the registrar each semester by the last day to add/drop.

Emergency requests for information will be handled by the registrar after consultation with another appropriate college official. 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 or technology 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 \$35 fee will be charged for all returned checks and dishonored credit or debit card payments. If the check or credit/debit card debt is not picked up within 30 days, an additional \$15 fee will be imposed.

**Veterans:** Veterans who wish to receive education benefits must contact the Financial Aid Office located in Student Services. 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 DSLCC Financial Aid Office.

### ***Refunds***

Students shall be eligible for a refund for those credit hours dropped during the add/drop period. 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.

**Technology Fee:** A technology fee is charged to all students for each credit hour taken. 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. A \$35 fee will be charged for all dishonored checks. If the debt, including the \$35 fee is not paid within 30 days, an additional \$15 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.

**How and When to Apply for Financial Aid:** The best time to apply for financial aid is during the months of January and February preceding anticipated fall semester entrance into the College. The DSLCC priority application deadline for financial aid is March 1. Students who wish to be considered for college-based funds should apply by this deadline. Eligible students who apply after March 1 may receive a financial aid award if funds are still available. Awards are given on a first-come, first-served basis until the funding is exhausted. Spring entrants should apply for financial aid before November 15 to allow ample time for financial aid to be processed. Students may apply after this date; however, financial aid may not be processed in time to be available at the start of the semester.

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

- Apply as a curricular student to DSLCC.
- Complete the Free Application for Federal Student Aid (FAFSA) directly on the web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- Students first apply for a PIN number 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 a letter 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/admissions-aid](http://www.dslcc.edu/admissions-aid)

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. Our 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 Policy document: see Appendix B)

### **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 from 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 and the student will be dropped from the class. Financial aid student who do not begin attendance in all classes will have their financial 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. Starting with Spring 2015, most 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 \$1,400 or less if the amount of remaining financial aid is limited. Charges may be made during the designated period each semester.

## ***Veterans' Services***

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

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 Financial Aid Office.

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 Financial Aid Office.

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.

## ***West Virginia Residents***

Beginning in 2015, eligible residents of Monroe, Greenbrier, 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 or email Matt McGraw at mmcgraw@dslcc.edu.

## ***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 thousands of dollars in merit scholarships to qualified students from the College's service area. Applications are available from high school guidance counselors or from the Educational Foundation Office. Not all scholarships are awarded every year. For more information regarding available scholarships, please contact the DSLCC Educational Foundation at 540/863-2837, or visit their web site.

Additional scholarships may be offered through civic and business organizations. For more information on scholarships, qualifications and how to apply, contact the DSLCC Educational Foundation by calling 540/863-2835 or 2837 or by visiting the Educational Foundation Office in room 154 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 and those students applying for educational student loans must provide a copy of their parent's and/or their own Federal Income Tax Return (1040, 1040A, 1040EZ) for the prior year. Priority deadline for student aid applications is March 1.

## ***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 a Graduation Credentials Checklist with an advisor by November 1 and 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 six 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.

## **Academic Policies**

### ***Academic Policies and Procedures***

**Credits:** A credit is equivalent to one collegiate semester hour. Each credit given for a course is based on approximately three hours of study in that course weekly by each student. The course may consist of lectures, laboratory or shop, and various kinds of out-of-class study such as technology-based learning. Combinations of these types of course components may include:

- One hour of lecture plus an average of two hours of out-of-class study.
- Two hours of laboratory or shop study plus an average of one hour of out-of-class study.

-or-

- Three hours of laboratory or shop study.

Fixed credit and variable hours with behavioral objectives are assigned to each developmental course. Variable credit is granted for all supervised study, seminar and project and coordinated internship courses.

### ***Grading System for Curricular Students***

Students must satisfy required course pre-requisites 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):** Students must complete at least 80 percent of the course requirements to be eligible for an “I” grade. No credit is awarded; the grade denotes that the student did not complete the class for verifiable, unavoidable reasons. Since the “Incomplete” extends enrollment in the course, requirements for satisfactory completion will be established through student/faculty consultation. Courses for which the grade of “I” has been awarded must be completed by the date designated by the instructor but no later than the end of the subsequent semester or another grade (A, B, C, D, F) must be awarded by the instructor based upon course work which has been completed. With mitigating reasons, the Vice President for Academic Affairs may approve the extension of an “I” grade. Members of the military who are called into active duty service during a semester may be eligible to receive an “I” for that semester. They should speak with their instructors prior to deployment.

**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 of Pass (P) or Unsatisfactory (U) may be used as a grading option in Developmental Studies and special interest classes. Permission of the division dean or another appropriate academic administrator is required.

Pass grades in courses numbered 10-299 carry academic credit but are not included in grade point average calculations.

A maximum of seven (7) credit hours in courses for which the “P” grade has been awarded may be applied toward completion of a degree, diploma or certificate. Satisfactory : A grade of “S” is assigned for satisfactory completion of each course in developmental studies numbered 01-99.

## ***Developmental Studies***

Developmental studies are classes in basic reading, writing and mathematics. Instructors of these classes give much personal attention to students and frequently work one-on-one with them during class times and office hours.

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***

The grade point average (GPA) is determined by dividing the total number of grade points earned in courses by the total number of credits attempted. While the permanent record must reflect the full history of all courses taken, a curriculum GPA including only those courses applicable to the student’s curriculum must be computed for graduation.

When a course is repeated, only the last grade earned is counted by DSLCC in computing the curriculum GPA for graduation purposes. The grades, credits completed, credits attempted and quality points for previous enrollments are no longer used by DSLCC but remain on the student’s transcript.

## ***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.

### **Appealing Final Grade**

Students must seek to resolve all grade problems with their instructors. If such problems cannot be resolved at that level, students may further appeal a grade through the Grade Appeals Committee if they believe it has been awarded in other than the prescribed manner. 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 Grade appeals are resolved in this manner:
- The grade appeal must be submitted in writing to the division dean within two (2) weeks of the availability of the grade report and must indicate clearly the reason for the grade appeal.
- A committee of three faculty members: one appointed by the division dean from outside the division; one by the student; and one by the instructor involved, will determine the facts of the case, which are then to be forwarded to the Vice President of Academic Affairs. The committee does not have the authority to change a grade.

The decision of the Vice President of Academic Affairs may be further appealed to the President, whose decision is final.

### **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. An Application for Graduation must be received by the registrar before December 1 for spring graduation. Attendance at the commencement ceremony is required of graduating students unless special

permission to be absent is obtained from the Vice President of Academic Affairs. DSLCC degrees are only conferred in May of each year.

### **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 1.5 or better. The statement "Academic Probation" shall be placed on their permanent records. Generally, students on probation are ineligible for appointed or elected office in student organizations unless special permission is granted by the Director of Student Services or other appropriate college administrator. 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 both the Director of Student Services and 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***

In most cases 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 Student Services.

### ***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.

### ***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 115-Introduction to Computer Applications and Concepts.

## ***Intellectual Property***

Dabney S. Lancaster Community College follows the intellectual property policy found in the VCCS Policy Manual Section 12 (See <http://www.vccs.edu/WhoWeAre/PolicyManual/tabid/103/Default.aspx>). 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, courseware 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).

## **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

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 available in the Achievement Center and in the Library. Individuals are encouraged to make use of these services.

### ***Talent Search***

The Educational Talent Search (ETS) program provides a professional staff through a federally funded grant from the Department of Education. The ETS staff works with potential first generation students and their parents. The staff encourages the students to consider college as a viable option, and supports them in making certain

they are enrolled in the appropriate college preparatory (or high school career and technical) courses for the post-secondary educational pathways of their choice. The ETS grant funds provide day trips to visit selected colleges and universities for cultural enrichment and campus experience. The staff is present in the target high schools on a regular basis to work with ETS students individually and in small groups. The staff also assists student and parents in completing admissions and financial aid applications.

## ***Special Programs***

### **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 the Director of Student Services at 540-863-2866.

### **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 the Director of Student Services at 540-863-2866.

### ***The Office of Transition Programs (OTP)***

The Office of Transition Programs (OTP) serves as the bridge to college for adult learners from a variety of backgrounds and coordinates support needed for student success. The staff oversees transition programs including On-Ramp, Adult Career Coaching, placement assistance, and components of the Job-Driven National Emergency Grant.

The Trade Adjustment Assistance Community College Career Training Grant includes assistance for selected

individuals through Dabney S. Lancaster Community College. DSLCC is part of a statewide consortium of Virginia's Community Colleges led by Tidewater Community College to implement strategies that will contribute to the realization of the VCCS Achieve 2015 strategic and the RETHINK re-engineering plan, culminating in an overall increase in the number of students graduating, transferring, or completing a workforce credential by 50 percent, including increasing the success of students from under-served populations by 75 percent. Strategies include the use of enterprise-wide technology tools (such as the Virginia Education Wizard), the redesign of the developmental education curriculum, and enhanced retention services through an adult Career Coach and Experiential learning/Job Placement Coordinator.

The On-Ramp Grant provides financial assistance to adults who qualify as a Dislocated Worker. Financial assistance includes tuition, books, fees and supplies. Participants must be seeking a credential or license in a career pathway that provides skills for high wage jobs that are in high demand.

### ***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 Vice President of Academic Affairs or 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 Vice President of Academic Affairs or 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, 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 and 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***

The Financial Aid Office is prepared to provide 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.

## ***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 an Enterprise Blackboard 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.

A closed circuit system and facilities are also available to receive teleconferences, international television broadcasts and tele-courses via satellite, providing global access and perspective to an ever-changing world.

## **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

**Spring, Fall and Summer Hours: Please refer to the Library site for current information.**

## **Testing Center**

**Test Times: Please refer to the Library site for current information.**

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.

## ***Special Programs***

Cooperative Education and Coordinated Internships: The concept of learning through paid or volunteer work in community organizations related to a student's area of study is an integral part of the curriculum offerings at DSLCC. Cooperative Education may serve as elective courses in the respective degree or certificate program or may be a program requirement. Depending on the nature and number of hours per week involved in the paid employment or volunteer service, students may earn from one to five college credits per semester. Students are assigned a site supervisor who evaluates job performance and job duties. Students become involved in the program through their respective faculty advisor.

## ***Auxiliary Services***

### **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 DSLCC 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**

Vending machines for snacks and drinks are located in Moomaw Center, in the Armory/Convocation Center, in the Library cafe 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.

**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.

**Workforce Solutions:** DSLCC offers a comprehensive package of workforce 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.

**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. From gaining skills in riding motorcycles and horses to learning how to quilt and garden more effectively, people of all ages can benefit. The non credit program is offered on a self-supporting basis. For current non credit classes, call 540/863-2863.

**Economic Development:** DSLCC plays an active role in economic development by collaborating with local and state economic development offices to recruit new business and industry to the service region and encourage the expansion of existing business and industry. As a partner in economic development, DSLCC is focused on the goal of enhancing productivity and employment in the College's service area by providing a comprehensive workforce services program.

# Programs of Study

## **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 admission 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 | 201, 202   | 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 Amer. Lit I, II |
| ENG | 261*       | Advanced Creative Writing I       |
| ENG | 262*       | Advanced Creative Writing II      |
| ENG | 273, 274   | Women in Literature I, II         |
| ENG | 276        | Southern Literature               |
| ENG | 278        | Appalachia Literature             |
| ENG | 279*       | Film and Literature               |
| HUM | 100        | Survey of Humanities              |
| HUM | 201, 202   | Survey of Western Culture I, II   |
| MUS | 221*, 222* | History of Music I, II            |
| PHI | 101        | Introduction to Philosophy        |
| PHI | 220        | Ethics                            |
| REL | 200*, 210* | Survey Old/New Testament          |
| REL | 216        | Life and Teachings of Jesus       |
| REL | 230        | Religions of the World            |

*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*



## Social Science Electives

|     |          |                                              |
|-----|----------|----------------------------------------------|
| ECO | 201, 202 | Principles of Macroeconomics, Microeconomics |
| HIS | 111, 112 | U. S. History I, II                          |
| HIS | 121, 122 | World Civilization I, II                     |
| HIS | 269      | Civil War and Reconstruction                 |
| PLS | 135      | American National Politics                   |
| PLS | 136      | American State and Local Politics            |
| 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                              |

## Math/Natural Science Electives

|     |                  |                                      |
|-----|------------------|--------------------------------------|
| MTH | 157              | Elementary Statistics                |
| MTH | 173, 174         | Calculus with Analytic Geometry I-II |
| MTH | 175, 176         | Calculus with One Variable I-II**    |
| MTH | 240              | Statistics                           |
| MTH | 277              | Vector Calculus*                     |
| 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.

## Business Administration

The Business Administration program consists of two tracks.

### Track 1: Business Administration Curriculum

This Transfer Track is designed for those students interested in pursuing a TRADITIONAL BUSINESS DEGREE (Accounting, Finance, Marketing or Management) 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.

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

- Accounting
- Business Information Systems
- Finance
- Marketing
- Management

### Track 2: Business Administration with Specialization in Business Foundations Curriculum

**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. Examples of such programs are Public Administration, International Business, or Agri-Business and also include those students interested in pursuing a Business Minor. 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.

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

- Agri-Business
- Economics
- Business Communications
- International Business
- Business

## Education

The Education program represents the first two years of a four-year college or university degree in education. This curriculum provides a concentrated general education background in a program leading to a career in teaching at the kindergarten, elementary, middle school, secondary and/or post-secondary levels. 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 education discipline designed to prepare students to teach in varied educational settings.

Related Certificate: N/A

Transfer Major Objectives: Students who transfer after completing this program may wish to pursue licensure in fields such as:

- Early Childhood Education
- Elementary Education
- Secondary Education

## General Studies

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.

Related Certificate: N/A Transfer Major Objectives:

Students who transfer after completing this program may wish to major in fields such as:

- Criminal Justice
- Economics
- English

## Science

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.

Related Certificate: N/A

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

## Certificate in General Education

Award: Certificate

Length: Two Semesters (One Year) of Full-Time Study

Purpose: In addition to the DSLCC two-year Associate of Arts and Sciences (AA&S) Degree, which is intended to transfer to a four-year college or university, DSLCC also offers a one-year Certificate in General Education. This certificate is an award that recognizes completion of a substantial number of the general education courses required for the AA&S Degree. It acknowledges successful students who have completed the first year of the AA&S Degree and is an encouragement for them to complete the second year of their AA&S Degree at DSLCC. Completion of this certificate would also be worthwhile to any employer who wants employees to have a sound foundation in general education, especially in mathematics and in written/ oral communications.

## **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 which 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 the official Tech Prep 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 which are needed to progress in each of the degree programs, including sequenced courses and prerequisites or co-requisites.

### **Administration of Justice**

Purpose: The degree program in Administration of Justice is designed to prepare individuals for careers in law enforcement and related occupations. Supported by general education, enrollees develop professional competence in the areas of law enforcement administration, police science, the prevention and control of juvenile delinquency, criminal investigation and in-depth drug awareness. The program is primarily for the preparatory student but the experienced officer may receive advanced placement. Students who provide documentation of graduation from accredited law enforcement and correctional academies may be eligible for advanced placement according to the guidelines established by the VCCS articulation agreements with the Virginia State Police and other accredited

Department of Criminal Justice Services academies.

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. Applicants are advised that virtually all criminal justice agencies set physical and behavioral standards and investigate the moral character of all applicants prior to employment.

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 (English, reading or mathematics) need three years to complete the degree requirements. Students wishing to transfer should contact the program advisor and the academic advisor.

Graduation Requirements: Upon satisfactory completion of the curriculum (65 credit hours) with an overall minimum grade point average of 2.0, individuals will be awarded the A.A.S. Degree with a major in Administration of Justice.

### **Administration of Justice with Specialization in Forensic Science**

Purpose: The degree program in Administration of Justice, with Specialization in Forensic Science, is designed to prepare individuals for careers in law enforcement and related occupations, with the added specialization in Forensic Science. Supported by general education, enrollees develop professional competence in the areas of law enforcement, criminal law, criminal investigation, collection and preservation of physical evidence, forensic science, forensic photography, and specialized forensic science elective courses. The program is primarily for the preparatory student but the experienced officer may receive advanced placement. Students who provide documentation of graduation from accredited law enforcement and corrections academies may be eligible for advanced placement according to the guidelines established by the VCCS articulation agreements with the Virginia State Police and Virginia Department of Criminal Justice Services academies.

**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. Applicants are advised that virtually all criminal justice agencies set physical and behavioral standards and investigate the moral character of all applicants prior to employment.

**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 (English, reading or mathematics) need three years to complete the degree requirements. Students wishing to transfer should contact the program advisor and the academic advisor.

**Graduation Requirements:** Upon satisfactory completion of the curriculum (66 credit hours) with an overall minimum grade point average of 2.0 in all applicable courses, individuals will be awarded the A.A.S. Degree in Administration of Justice with a Specialization in Forensic Science.

### **Business Management**

**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.

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

**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.

**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 achieve an overall minimum grade point average of 2.0 in the curriculum's required courses to be awarded a degree. Upon satisfactory completion of the curriculum, the student will be awarded the Associate of Applied Science Degree with a major in Business Management.

### **Business Management with Specialization in Administrative Support**

**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.

**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 (English, reading and math)

need three years to complete the degree requirements. Students wishing to transfer should contact the program advisor.

### **Culinary Arts & Management**

**Purpose:** The degree program in Culinary Arts and Management will prepare individuals for careers in culinary arts, food service management and related occupations. There is continued industry demand for qualified Chefs and Food Service Managers, with the restaurant industry making up one of the major employers in the College's service region. This Program is designed to give individuals technical education in culinary arts and food service management, and will prepare students for immediate employment upon graduation. The required courses in this program are offered on a rotating basis during evening hours to allow employed students to complete all degree requirements.

This program is accredited by the Accrediting Commission of the American Culinary Federation Education Foundation.

**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 established for the College, entry into this program requires proficiency in English, mathematics and reading. Students not meeting entry requirements or whose test scores indicate a need for further preparation will be placed in prerequisite skills courses.

The Culinary Arts and Management AAS degree program serves residents throughout the Commonwealth of Virginia. Students may complete general education courses (and satisfy any necessary prerequisites) at another Virginia community college and transfer to DSLCC to complete the program-specific courses in culinary arts and related management topics in order to fulfill requirements for the degree. Due to the scheduling of culinary arts courses, it may be necessary to attend DSLCC for two years to complete all of the requirements for the degree. Students who wish to transfer culinary arts courses to DSLCC must consult with the Program Head.

Transfer into the DSLCC Culinary Arts and Management degree program necessitates close coordination with DSLCC academic advisors/program advisors to ensure smooth transfer of required courses (or their equivalent). Students taking courses at colleges other than DSLCC should share their intention to transfer with advisors at both institutions.

Out-of-state students are welcome into the DSLCC Culinary Arts and Management degree program. The College offers a high-quality education, small classes with individual attention, and affordable student housing options. Contact Student Services or the Culinary Arts and Management program advisor for more information and to develop a plan of study that meets personal and occupational goals.

**Program Requirements:** Students must achieve an overall minimum grade point average of 2.0 in the curriculum required courses to be awarded a degree. Upon satisfactory completion of the curriculum, the student will be awarded the Associate of Applied Science Degree with a major in Culinary Arts and Management.

**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.

### **Associate of Applied Science Degree in Technical Studies: Electrical & Instrumentation technology**

**Purpose:** The Technical Studies program is designed to prepare students to work in dual-craft positions in an advanced technology (integrated systems) manufacturing environment. Career pathways in some major industries in DSLCC's service area are evolving to MultiCraft job responsibilities because of the nature of the modern integrated technology workplace and economic realities of lean manufacturing. With content areas in both industrial electricity and instrumentation technology, this program may be of interest to a variety of applicants, including apprentices, incumbent workers, and individuals seeking employment or advancement in an advanced technology manufacturing environment.

Electrical and Instrumentation Technicians install, service, troubleshoot, repair and perform preventive maintenance on both facility utility and manufacturing systems. Such systems may include plant lighting and power distribution equipment and devices, as well as electromechanical and sophisticated automation systems incorporating precision process controls. Thus the program includes courses in electrical and electronics fundamentals, industrial wiring, NEC

applications, hydraulics and pneumatics, motors and controls, computer system applications, and specialized instrumentation and automation control technologies. In addition to these specialized courses, general education and soft skills subjects are offered, as required for the AAS degree.

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

### **Forest Management Technology**

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.

This program leads to an Associates of Applied Science in Forest Management Technology and is accredited by the 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.

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 forestry courses.

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.

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.

### **Information Systems Technology**

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

Students will be prepared for employment upon mastering the Computer and Networking curriculum. The curriculum is delivered by means of modern state of the art educational technologies. Laboratory experiences will allow students to gain valuable experience working with actual industrial equipment. Students enrolled in this program will be highly encouraged to attend optional Test Prep for IT Certification Seminars where practice exams and additional test preparation materials will be made available. Testing for certification will be made available on site. Fees for testing are the responsibility of the student.

**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:** 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. Appropriate developmental courses are available for those who need to improve proficiency in these areas.

**Program Requirements:** The IST Degree with concentration in Computer and Networking Technology is a two-year, four semester program. 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. The Computer and Networking Technology Degree program is designed to provide students the opportunity to develop the necessary skills for entry level employment in the Information Technology industry, immediately upon successful completion of the program.

## ***Nursing***

### **Associate of Applied Science Degree in Nursing (ADN) Program**

**Purpose:** The ADN program at DSLCC consists of four semesters (69 semester credit hours) of full-time study. Students who successfully complete the program earn an Associate of Applied Science Nursing Degree. They are then eligible to take the National Council Licensure Examination for registered nursing.

**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.

### ***Taking Classes Prior to Admission to the ADN Program***

#### **Non-nursing Courses**

Students are encouraged, but not required, to take the following classes prior to entering the Nursing Program:

- SDV 100 College Success Skills
- BIO 141 Anatomy & Physiology I BIO 142 Anatomy & Physiology II
- Non-curricular courses that benefit Nursing students:
- HCT 101 Health Care Technician I HCT 102 Health Care Technician II
- HCT 110 Therapeutic Communication in the Health Care Setting
- HLT 100 First Aid and Cardiopulmonary Resuscitation
- HLT 105 Cardiopulmonary Resuscitation
- HLT 110 Concepts of Personal and Community Health
- HLT 121 Introduction to Drug Use and Abuse HLT 143 Medical Terminology I

- HLT 144 Medical Terminology II
- HLT 145 Ethics for the Health Care Personnel
- SOC 200 Principles of Sociology
- SOC 215 Sociology of the Family SOC 268 Social Problems
- Any Psychology Course

### ***LPN to RN Transition Pathway***

The LPN to RN Transition Pathway is designed to prepare LPNs with a current unrestricted license in the Commonwealth of Virginia the opportunity to pursue a curriculum which will provide them with an Associate of Applied Science degree in Nursing, and eligibility to take the National Council Licensure Examination (NCLEX-RN).

The Transition Pathway at DSLCC consists of three semesters (45 semester credit hours) of full time study. Current LPN's must meet the requirements of the prerequisites of the Transition Pathway in order to be accepted.

The ADN Program is fully 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.

### ***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***

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.

Admissions 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 Certificate.

### ***Advanced Health Care***

Purpose: The Certificate in 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 since many of them are required in that curriculum as well.

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.

Admissions 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.



## **Advanced Manufacturing Technology**

**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.

**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.

## **Business Leadership and Communications**

**Purpose:** The program is designed to emphasize areas of business in which communication skills are paramount. Employers have stressed the need for strong employee communication skills in order to perform needed team functions and to advance in job responsibilities.

**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:** Admission to the program is based upon the general requirements for admission to the College. Deficiencies in general education may require prerequisite skills courses.

**Program Requirements:** The program requires

completion of selected specialized courses. All electives must be approved prior to enrollment. A Certificate is awarded upon completion of the program with an overall 2.0 GPA.

## **Culinary Arts**

**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.

## **Forensic Science**

**Purpose:** The certificate program in Forensic Science prepares individuals for entry level positions in law enforcement. The program also provides an additional professional credential for current law enforcement officers and related occupations.

**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.

**Program Requirements:** The Certificate in Forensic Science includes basic courses in writing skills, social sciences and specialized courses in forensics. Upon successful completion of the program, the student will be awarded a Certificate in Forensic Science. At least fifty percent of the required courses must be DSLCC course credits. Students must achieve an overall minimum GPA of 2.0 in all applicable courses.

### **Hospitality Services**

**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.

### **Law Enforcement**

**Purpose:** These programs are designed for those who desire to upgrade skills in their occupational specialty or to acquire a certificate prior to a degree after high school.

**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.

**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. Upon successful completion of the program, the student will be awarded a Certificate in Law Enforcement. At least fifty percent of the required courses must be DSLCC course credits.

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

### **Microcomputer Operations**

**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. Microcomputer Operations Certificate 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

Students will be prepared for employment upon mastering the Computer and Networking curriculum. The curriculum is delivered by means of modern state-of-the-art educational technologies. Laboratory experiences will allow students to gain valuable experience working with actual industrial equipment. Students enrolled in this program will be highly encouraged to attend optional Test Prep for IT Certification Seminars where practice exams and additional test preparation materials will be made available. Testing for certification will be made available on site. Fees for testing are the responsibility of the student.

**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:** Students who meet the admission requirements to the College are eligible for enrollment into the Information Systems Technology (IST)–Computer and Networking Technology program. Students are expected to be proficient in basic English and Mathematics. Appropriate developmental courses are available for those who need to improve proficiency in these areas.

**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.

### **Office Management**

**Purpose:** The Office 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 Certificate of Office Management.

### **Practical Nursing**

**Award:** Certificate Program

**Purpose:** The Practical Nursing Certificate is a 41 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 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 injections and enemas, monitor catheters, dress wounds, and give alcohol rubs and massages. To help keep patients comfortable, they assist with bathing, dressing and 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.

**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 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.

**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 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 these additional admission criteria, including pre-admission testing requirements, is provided in an Information Packet available online or by calling 540-458-3299.

**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
- Take the Pre-entrance examination (\$40.00 non-refundable fee) which is administered at the Rockbridge Regional

*Applicants who receive a satisfactory score will be contacted for a personal interview with the Director; Applicants who cannot be contacted (for whatever reason), or fail to keep the interview appointment will NOT be considered for the program*

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

- Wait to receive notification of contingent admission or denial into the program
- 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 (approximately \$40.00-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 (approximately \$35.00-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.

Applicants will be notified by regular mail of their final acceptance. The notification will include a "Statement of Intent" that the applicant MUST sign and return to:

Director, Practical Nursing Program  
Rockbridge Regional Center  
35 Vista Links Drive  
Buena Vista, VA 24416

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

An information packet, detailing the above requirements and providing Code of Virginia regulations, is available.

Each accepted student will be expected to sign a statement that he/she understands that completion of this program does NOT guarantee automatic admission to the DSLCC Associate Degree in Nursing (ADN) program.

**Program Description:** The Practical Nursing Certificate begins in mid-July of each year. 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, and pediatrics are coordinated through the Carilion Stonewall Jackson Hospital and other facilities as needed

## **Welding**

**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:** 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:** 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.

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

## **Wind Turbine Service Technology**

**Purpose:** The Wind Turbine Service Technology program prepares individuals for career entry and advancement opportunities in the advanced technology applications of manufacturing and wind energy technologies. The program is designed to prepare students to become Wind Turbine Service Technicians to support the installation, operation and maintenance needs of the wind energy industry, with capabilities to work in advanced manufacturing and other interdisciplinary technology-based jobs, as well.

These programs are based on national standards and focus on the development of industry-defined competencies and skills in: electricity, electronics, hydraulics, pneumatics, computers and networking, mechanical systems and mechanisms, mechatronics, PLCs, electrical power generation and distribution, wind power systems, teamwork, quality and safety.

**Occupational Objectives:** Graduates may be employed in entry-level (or be promoted to intermediate-level) wind

power industry positions such as service technicians, maintenance and repair technicians, system operators, sales representatives, equipment troubleshooters, assembly and test technicians, automated equipment installers, and the like.

**Program Admission Guidelines:** In addition to the general admission requirements to the college, applicants should be eligible for placement in College English and in Technical Mathematics or higher.

**Special Program Admission Advisory:** Although some technicians may work in manufacturing facilities, most Wind Turbine Service Technicians will work in the field and may be expected to carry out their duties at both on-shore and off-shore sites, in confined spaces in elevated locations, and sometimes under extreme environmental conditions. The use of heavy equipment may be involved. Technicians working in the field should be able to climb at least a 280-foot ladder and regularly carry 75 pounds.

Since Utility-Scale wind operations are feasible only in specific geographic locations, the Wind Turbine Service Technician must be willing to travel extensively and/or relocate to take full advantage of career opportunities in the industry.

**Program Objectives:** Under minimal supervision, graduates of the Wind Turbine Service Technician Training Program will be able to:

- Install, test, service and repair utility-scale and small wind turbine systems and components
- Troubleshoot and maintain automated control and PLC systems
- Troubleshoot and maintain Supervisory Control and Data Acquisition (SCADA) systems
- Perform all job functions in a safe manner in compliance with applicable safety standards
- Wear personal protective equipment for climbing and practice safe wind turbine climbing skills

## **Career Studies Certificates**

The Career Studies Certificate Program is a response to the nontraditional, short-term program educational needs of many adults. Many of the courses are offered during evening hours so that it is possible for an individual to earn a certificate while remaining employed. Career Studies Certificates require between nine and 29 semester credit hours. While some career studies certificates are related to certificate or Associate of Applied Science Programs, others are self-contained.

The DSLCC Continuing Education and Workforce Services Division provides career studies certificates

which are not related to associate degree programs. These programs are designed to provide students with specific work-related skills. The College works with local employers to design programs which will lead to employment in local businesses and industries.

**Admission Information:** Admission to the program is based upon the general requirements for admission 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.

**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 completion of the program with an overall minimum GPA of 2.0 and may be earned in more than one option.

- Advanced Manufacturing Fundamentals
- Baking and Pastry Arts
- Business Leadership
- Emergency Medical Services-Intermediate
- Heating, Ventilation, Air Conditioning and Refrigeration Fundamentals
- Hospitality Management
- Instrumentation Technology Fundamentals
- Massage Therapy
- Networking Technologies
- Office User
- PC Repair
- Private Security Services
- Renewable Energy Technology Fundamentals
- Small Business Management
- Sustainable Agriculture
- Urban Forestry
- Web Page Design
- Welding
- Wind Turbine Service Technology

## ***Special Training***

### **Certified Nurse Aide (CNA)**

Nurse aides are important members of the health care team. Prospects for employment are very good in most areas and jobs may be found in a variety of settings, such as hospitals, long-term care facilities, and home health agencies.

The College offers two courses (HCT 101 and HCT 102) to prepare students for the licensing examination that is required by many employers. A description of these courses, along with a description of all courses, is offered under the heading "Course Descriptions" later in the catalog. These courses are offered as needed; for more information about these offerings or dates of upcoming sections, contact the program head of Nursing or the Nursing Office at 540-863-2838. 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 screening is the responsibility of the student and subject to change. Additional information is available in the Nursing Office or by calling 540-863-2838.

### **Commercial Drivers License (CDL) Program**

Commercial Drivers 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. Call 540-863-2870 to learn more.

### **Health Sciences**

The Workforce Solutions and Community Education division of the College offers a variety of training courses and programs in selected topics. Examples of currently offered courses include Medical Assisting, Phlebotomy, and Pharmacy Technician training. Call 540-863-2870 for information.

## 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.

### Accounting

#### ACC 105

##### Office Accounting (3 cr)

Presents practical accounting. Covers the accounting cycle—journals, ledgers, working papers, closing of books—payrolls, financial statements, accounting forms and practical procedures. Lecture 3 hours per week.

#### 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: MTE 1-5. 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.

#### ACC 215

##### Computerized Accounting (3-4 cr)

Introduces the computer in solving accounting problems. Focuses on operation of computers. Presents the accounting cycle and financial statement preparation in a computerized system and other applications for financial and managerial accounting. Prerequisite or co-requisite ACC 211 or equivalent. 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: ENF 1 or ENF 2. Lecture 3 hours per week.

### **ADJ 127**

#### **Firearms and Marksmanship (3 cr)**

Surveys lethal weapons in current use and current views on weapon types and ammunition design. Examines the legal guidelines as to use of deadly force, safety in handling of weaponry and weapon care and cleaning; marksmanship instruction under standard range conditions. Prerequisite: permission of instructor. Lecture 2 hours per week. Laboratory 3 hours per week.

### **ADJ 128**

#### **Patrol Administration and Operations (3 cr)**

Studies the goals, methods and techniques of police patrol with focus on the norms which govern work behavior in a police career. Examines the responsibilities of administrators and field supervisors of patrol in the local and state law enforcement agencies. Lecture 3 hours per week.

### **ADJ 134**

#### **Collection and Preservation of Physical Evidence (3 cr)**

Surveys fundamental evidence collection procedures, including recognition, selection, handling,

packaging and marking. Examines ways to prevent alteration, contamination, damage and tampering. Emphasizes legal requirements for a continuous chain of possession. Lecture 3 hours per week.

### **ADJ 139**

#### **Private Detectives/ Investigators (4 cr)**

Instructs the student in investigative techniques, criminal law and procedure, rules of evidence, the techniques and mechanics of arrest. Meets state certification requirements for private investigators licensing. Must be 18 years of age to enroll. Lecture 4 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 145**

#### **Corrections and the Community (3 cr)**

Studies and evaluates the relationships and interactions between correctional organizations and free society.

Focuses on the shared responsibility of the community and corrections agencies to develop effective programs for management and treatment of criminal offenders. Lecture 3 hours per week.

### **ADJ 146**

#### **Adult Correctional Institutions (3 cr)**

Describes the structures, functions, and goals of state and federal correctional institutions (prisons, farms, community-based units, etc.) for adult inmates. Lecture 3 hours per week.

### **ADJ 147**

#### **Local Adult Detention Facilities (3 cr)**

Studies security procedures in adult detention facilities, the criteria for effective supervision of inmates, the correctional aspects of inmate discipline, and the handling of “special inmates.” Presents concepts, programs, and planning considerations for jail management and the operation of adult detention facilities. Lecture 3 hours per week.

### **ADJ 152**

#### **Unarmed Security Officer - Duties and Responsibilities (1 cr)**

Surveys the theory and practice of un-armed private security personnel duties and responsibilities; prepares student for licensing and professionalism. Must be 18 years of age to enroll. Lecture 1 hour per week

### **ADJ 153**

#### **Armed Security Officer - Duties and Responsibilities (1 cr)**

Surveys the theory and practice of armed private security personnel duties and responsibilities; prepares student for licensing and professionalism. Must be 18 years of age to enroll. Lecture 1 hour per week

### **ADJ 171**

#### **Forensic Science I (3-4 cr)**

Introduces student to crime scene technology, procedures for sketching, diagramming and using casting materials. Surveys the concepts of forensic chemistry, fingerprint classification/identification and latent techniques, drug identification, hair and fiber evidence, death investigation techniques, thin-layer chromatographic methods, and arson materials examination. Lecture 3-4 hours per week. Laboratory 0-3 hours per week. Total 3-6 hours per week.



**ADJ 173****Forensic Photography I (3 cr)**

Surveys fundamental photographic skills--exposure, composition, film, filters, darkroom materials and procedures. Emphasizes use of photography for law enforcement purposes and for courtroom presentation. Considers current status and trends in photographic law. Lecture 3 hours per week. (F,O)

**ADJ 186****Forensic Psychology (3 cr)**

Introduces student to the constructs of criminal psychology. Introduces the student to the exploration of criminal investigative analysis, VI-CAP, mental disorders and the etiology of certain criminal behaviors. Lecture 3 hours per week. (S,O)

**ADJ 190****Coordinated Internship (1-3 cr)**

Allows the student to be placed in a criminal justice agency (police, courts, corrections) for a practical exposure and experience with a working department. Usually requires 12 credit hours of ADJ prior to placement. See the ADJ advisor.

**ADJ 195****Special Topics in Criminal Justice (3 cr)**

Considers contemporary issues, problems and controversies in modern law enforcement. Prerequisites: ENF 1 or ENF 2. 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: ENF 1 or ENF 2. Lecture 3 hours per week.

**ADJ 211-212****Criminal Law, Evidence and Procedures I-II (3 cr) (3 cr)**

Teaches the elements of proof for major and common crimes and the legal classification of offenses. Studies the kinds, degrees and admissibility of evidence and its presentation in criminal proceedings with emphasis on legal guidelines for methods and techniques of evidence acquisition. Surveys the procedural requirements from arrest to final disposition in the various U.S. court systems with focus on the Virginia jurisdiction. Prerequisites: ENF 1. Lecture 3 hours per week.

**ADJ 228****Narcotics and Dangerous Drugs (3 cr)**

Surveys the historical and current usage of narcotics and dangerous drugs. Teaches the identification and classification of such drugs and emphasizes the symptoms and effects on their users. Examines investigative methods and procedures utilized in law enforcement efforts against illicit drug usage. Prerequisites: ENF 1. 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: ENF 1. Lecture 3 hours per week.

**ADJ 237****Advanced Criminal Investigation (3 cr)**

Introduces specialized tools and scientific aids used in criminal instruction. Applies investigative techniques to specific situations and preparation of trial evidence.

Prerequisite: ADJ 236, ENF 1, and/or permission of instructor. Lecture 3 hours per week.

**ADJ 240****Techniques of Interviewing (3 cr)**

This course will provide the student with essential skills and techniques necessary to obtain quality information from victims, witnesses and suspects, regarding criminal activity. Emphasis will be placed upon locations and settings for interviews, kinesics, proxemics and paralinguistic of both the interviewer and interviewee.

**ADJ 241****Correctional Law (3 cr)**

Studies the legal rights and obligations of the convict-probationer, inmate, and parolee. Surveys methods of enforcing both rights and obligations and the responsibilities of corrections agencies and personnel under correctional law (constitutional, statutory and regulatory provisions). Lecture 3 hours per week.

**ADJ 245****Management of Correctional Facilities (3 cr)**

Describes management options and operational implications for staffing, security, safety, and treatment. Considers impact of changes in public policy on corrections. Lecture 3 hours per week.

**ADJ 246****Correctional Counseling (3 cr)**

Presents concepts and principles of interviewing and counseling as applied in the correctional setting. Lecture 3 hours per week.

**ADJ 247****Criminal Behavior (3 cr)**

Introduces and evaluates the concepts of normal and abnormal behavior. Focuses on the psychological and sociological aspects of criminal and other deviant

behavior patterns. Prerequisites: ENF 1 or ENF 2. Lecture 3 hours per week.

**ADJ 248**  
**Probation, Parole and Treatment (3 cr)**

Surveys the philosophy, history, organization, personnel and functioning of traditional and innovative probation and parole programs; considers major treatment models for clients. Lecture 3 hours per week.

**ADJ 270**  
**Introduction to Trace Evidence (3 cr)**

Introduces the role of the trace evidence examiner in forensic science and surveys the various types of trace evidence encountered in criminal investigations. Includes the general properties of trace evidence materials, examination techniques and evidence collection guidelines. Prerequisite: ADJ 171 or equivalent. Lecture 3 hours per week.

**Air Conditioning & Refrigeration**

**AIR 121**  
**Air Conditioning and Refrigeration I (3-4 cr)**

Studies refrigeration theory, characteristics of refrigerants, temperature, and pressure, tools and equipment, soldering, brazing, refrigeration systems, system components, compressors, evaporators, metering devices. Presents charging and evaluation of systems and leak detection. Explores servicing the basic system. Explains use and care of oils and additives and troubleshooting of small commercial systems. Part I of II. Lecture 2-3 hours. Laboratory 2-3 hours. Total 4-6 hours per week.

**AIR 122**  
**Air Conditioning and Refrigeration II (3-4 cr)**

Studies refrigeration theory, characteristics of refrigerants,

temperature, and pressure, tools and equipment, soldering, brazing, refrigeration systems, system components, compressors, evaporators, metering devices. Presents charging and evaluation of systems and leak detection. Explores servicing the basic system. Explains use and care of oils and additives and troubleshooting of small commercial systems. Part II of II. Lecture 2-3 hours. Laboratory 2-3 hours. Total 4-6 hours per week.

**AIR 134**  
**Circuits and Controls I (3-4 cr)**

Presents circuit diagrams for air conditioning units, reading and drawing of circuit diagrams, types of electrical controls. Includes analysis of air conditioning circuits, components, analysis and characteristics of circuits and controls, testing and servicing. Introduces electricity for air conditioning which includes circuit elements, direct current circuits and motors, single and three-phase circuits and motors, power distribution systems, and protective devices. Studies the electron and its behavior in passive and active circuits and components. Demonstrates electronic components and circuits as applied to air conditioning system. Part I of II. Lecture 2-3 hours. Laboratory 2-6 hours. Total 4-9 hours per week.

**AIR 154**  
**Heating Systems I (3-4 cr)**

Introduces types of fuels and their characteristics of combustion; types, components and characteristics of burners, and burner efficiency analyzers. Studies forced air heating systems including troubleshooting, preventive maintenance and servicing. Part I of II. Lecture 2-3 hours. Laboratory 2-6 hours. Total 4-8 hours per week.

**American Sign Language**

**ASL 101**  
**American Sign Language I (3-4 cr)**

Introduces the fundamentals of American Sign Language (ASL) used by the Deaf Community, including basic vocabulary, syntax, fingerspelling, and grammatical non-manual signals. Focuses on communicative competence, Develops gestural skills as a foundation for ASL enhancement. Introduces cultural knowledge and increases understanding of the Deaf Community. Part I of II. Lecture 3-4 hours per week; laboratory 0-2 hours per week. Total 3-5 hours per week

**ASL 102**  
**American Sign Language II (3-4 cr)**

Introduces the fundamentals of American Sign Language (ASL) used by the Deaf Community, including basic vocabulary, syntax, fingerspelling, and grammatical non-manual signals. Focuses on communicative competence, Develops gestural skills as a foundation for ASL enhancement. Introduces cultural knowledge and increases understanding of the Deaf Community. Part II of II. Lecture 3-4 hours per week; laboratory 0-2 hours per week. Total 3-5 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: ENF 1. 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 115. Lecture 3 hours per week.

**AST 141  
Word Processing (Specify Software) (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 credits

**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 (Specify Software) (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 115. 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 115. 225 hours total for the term.

**Art  
ART 121-122  
Drawing I-II (3-4 cr) (3-4 cr)**

Develops basic drawing skills and understanding of visual language

through studio instruction/lecture. Introduces concepts such as proportion, space, perspective, tone and composition as applied to still life, landscape and the figure. Uses drawing media such as pencil, charcoal, ink wash and color media. Includes field trips and gallery assignments as appropriate.

Lecture 1-2 hours per week. Studio instruction 4 hours per week.

**ART 201 202  
History of Art I-II (3 cr)(3 cr)**

Studies the historical conflict of the art of the ancient, medieval, renaissance and modern worlds. Includes research project. Prerequisite: ENG 112. Lecture 3 hours per week.

**ART 211  
History of American Art I (3 cr)**

Surveys the history of American art from the 1600's to the present. Emphasizes architecture, sculpture, and painting. Includes crafts, decorative arts, and photography. Part I of II. Prerequisite: ENG 112. Lecture 3 hours per week.

**ART 212  
History of American Art II (3 cr)**

Surveys the history of American art from the 1600's to the present. Emphasizes architecture, sculpture, and painting. Includes crafts, decorative arts, and photography. Part II of II. Prerequisite: ENG 112. Lecture 3 hours per week.

**Biology  
BIO 20 Introduction to Human Systems (3 cr)**

Presents basic principles of human anatomy and physiology. Discusses cells, tissues, and selected human systems. Prerequisites: ENF 1. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**BIO 101 General Biology I (4 cr)**

Explores fundamental characteristics of living matter from the molar level to the ecological community with emphasis on general biological principles. Introduces the diversity of living organisms and their structure, function and evolution. Prerequisites: Readiness to enroll in ENG 111 and MTE 1-3. Lecture 3 hours per week; recitation and laboratory 3 hours per week.

**BIO 102 General Biology II (4 cr)**

Explores fundamental characteristics of living matter from the molar level to the ecological community with emphasis on general biological principles. Introduces the diversity of living organisms and their structure, function and evolution. Prerequisites: BIO 101. 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 MTE 1-4. 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: ENF 1, MTE 1-4, NAS 05. Lecture 3 hours per week; recitation and laboratory 3 hours per week.

**Building****BLD 110 Introduction to Construction (3 cr)**

Covers basic knowledge and requirements needed in the construction trades. Introduces use of tools and equipment, with emphasis on construction safety, including personal and tool safety. Provides a working introduction to basic blueprint reading and fundamentals of construction mathematics. Lecture 3 hours per week.

**BLD 147 Principles of Block and Bricklaying (3 cr)**

(Dual Enrollment)

Presents fundamentals of masonry practices. Includes foundations, block laying skills, mortar mixing, measuring, and introduction to bricklaying techniques.

Emphasizes hands-on applications of block and brick techniques. Lecture 2 hours. Laboratory 2 hours. Total 4 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: MTE 1-2. 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 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: ENF 1 or ENF 2 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.

### **Chemistry**

#### **CHM 100**

#### **Introduction to Chemistry (3 cr)**

Introduces chemical concepts to students not intending to specialize in a chemistry field. Emphasizes basic inorganic principles. Lecture 2 hours per week; laboratory 2 hours per week.

#### **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. 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. Prerequisites: Readiness to enroll in ENG 111. MTE 1-9. 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: MTE 1-2. Lecture 1 hour per week; laboratory 3 hours per week.

#### **DRF 200**

#### **Survey of Computer Aided Drafting (3 cr)**

Surveys computer-aided drafting equipment and concepts. Develops general understanding of components, operations and use of a typical CAD system. Lecture 2-3 hours. Laboratory 2-3 hours. Total 4-6 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. Prerequisites: MTE 1-5. 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: MTE 1-5. 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.

## **Electrical Technology**

### **ELE 115**

#### **Basic Electricity (3 cr) (Dual Enrollment)**

Covers basic circuits and theory of fundamental concepts of electricity. Presents a practical approach to discussion of components and devices. Prerequisite: MTE 1 - 3. Lecture 3 hours per week.

### **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 140**

#### **Basic Electricity and Machinery (4 cr)**

Studies direct and alternating current principles, resistors, magnetism, capacitors, protection systems, switches, controls and power distribution for industrial machine shops. Emphasizes test procedures and safety. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

### **ELE 147**

#### **Electrical Power and Control Systems (2-3 cr)**

Reviews basic DC and AC circuits. Covers single-phase and three-phase AC power distribution systems, and protection devices, including types of AC motors. Presents analyzing and troubleshooting electrical control systems and motor protection devices. Prerequisite: ELE 134 or equivalent. Lecture 2-3 hours. Lab 0-2 hours. Total 2-4 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- 4 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. Lecture 1-2 hour. Laboratory 3 hours. Total 4-5 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.

## **Electronics**

### **ETR 113**

#### **D.C. and A.C. Fundamentals I (3-4 cr)**

Studies D.C. and A.C. circuits, basic electrical components, instruments, network theorems, and techniques used to predict, analyze and measure

electrical quantities. Part I of II. Lecture 2-3 hours. Laboratory 3 hours. Total 5-6 hours per week.

### **ETR 179**

#### **Digital Logic Circuits (3 cr)**

Teaches theory of digital logic devices and circuits such as logic gates, decoders, multiplexors, registers, counters, and controllers. May include fundamental concepts of microprocessor operation and interface circuitry. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

### **ETR 286**

#### **Principles and Applications of Robotics (2-3 cr)**

Provides an overview of terminology, principles, practices, and applications of robotics. Studies development, programming; hydraulic, pneumatic, electronic controls; sensors, and system troubleshooting. Lecture 1-2 hours. Laboratory 2 hours. Total 3-4 hours per week.

## **Emergency Medical Services**

### **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 crs)**

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 crs)**

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 crs)**

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 crs)**

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 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 crs)**

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.

**Energy**  
**ENE 101 Principles of Wind Energy (3 cr)**

Introduces the wind energy industry and the role of the technician. Provides exposure to business strategies and methodologies used by owner/operators of wind farms, and the manufacturers of wind turbines. Lecture 3 hours per week. Laboratory 0 hours per week. Total 3 hours per week



**ENE 107**  
**Supervisory Control and Data Acquisition (SCADA) and Networking (3 cr)**

Covers Supervisory Control and Data Acquisition (SCADA) systems, Industrial Ethernet communications systems as they apply to the wind energy industry. Provides hands-on experience through laboratory and field experience. Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week

**ENE 112**  
**Wind Safety (3 cr)**

Covers identification and correction of safety hazards on a wind farm. Builds the foundation for a safe work environment in the wind energy industry. Provides hands-on experience through laboratory and field experience. Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week

**ENE 120**  
**Solar Power – Photovoltaic and Thermal (3 cr)**

Studies the production and conversion of electrical energy from modular to grid power systems. Covers the storage of energy, thermal solar capture, and storage for residential and commercial applications. Covers energy conversion and storage equipment based on size and efficiency. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. 4 credits (for Business Interests as requested)

**ENE 122**  
**Wind Turbine Materials and Electro-Mechanical Equipment (3 cr)**

Provides identification and analysis of the components and systems within a wind turbine. Emphasizes development of the knowledge and hand skills needed when installing, repairing and replacing turbine components using common tools and equipment. Pre-requisite: ENE 101 Lecture 1 hour per week.

Laboratory 4 hours per week. Provides hands-on experience through laboratory and field experience. Total 5 hours per week

**ENE 125**  
**Wind Power Delivery Systems (3 cr)**

Reviews the components and process of the electrical power generation and delivery systems for wind energy and sub-station. Includes inspection of electrical control system components, low voltage power distribution/transformers. Applies manufacturer documentation and software, schematics and wiring diagrams, and flow charts to field scenarios. Provides hands-on experience through laboratory and field experience. Pre-requisites: ENE 101 Lecture 1 hour per week. Laboratory 4 hours per week. Total 5 hours per week

**ENE 130**  
**Wind Turbine Troubleshooting and Repair (3 cr)**

Includes installation, operation, maintenance, troubleshooting, and repair of wind turbine electro-mechanical systems. Emphasizes skills essential to routine maintenance and repair of wind turbine electrical and mechanical systems. Provides hands-on experience through laboratory and field experience. Pre-requisite: ENE 125 Lecture 1 hour per week. Laboratory 4 hours per week. Total 5 hours per week

**ENE 190**  
**Wind Coordinated Internship for Wind Service Technology (3 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. Prerequisite: Division approval. Variable hours. 1-5 credits

**English**

**BSK 41**  
**Language Arts, Level 1**

Introduces basic reading and writing skills in preparation for subsequent courses by focusing on vocabulary development (simple phonics, dictionary skills), conventions of Standard English (basic grammar, punctuation, sentence structure), reading comprehension (reading process, topics), study skills (time management, textbook format), and critical thinking skills (fact and opinion).

**ENF 1**  
**Preparing for College English I**

Provides integrated reading and writing instruction for students who require extensive preparation to succeed in college-level English courses. Students will place into this course based on placement test score. Upon successful completion and faculty recommendation, students will move into Preparing for College English III (if they require additional preparation) or into college-level English (if they require no additional preparation). Credit is not applicable toward graduation. Lecture 8 hours per week.

**ENF 2**  
**Preparing for College English II**

Provides integrated reading and writing instruction for students who require intermediate preparation to succeed in college-level English courses. Students will place into this course based on placement test score.

Upon successful completion and faculty recommendation, students will move into Preparing for College Level III (if they require additional preparation) or into college-level English (if they require no additional preparation).

Credit is not applicable toward graduation.

**ENF 3****Preparing for College English III**

Provides integrated reading and writing instruction for students who require minimal preparation for college-level English but still need some preparation to succeed. Students in this course will be co-enrolled in college-level English. Students will place into this course based on placement test score. Credit is not applicable toward graduation.

**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 101****Practical Writing I (3 cr)**

Develops writing ability for study, work, and other areas of life with emphasis on occupational correspondence and reports. Guides students in learning writing as a process: understanding audience and purpose, exploring ideas and information, composing, revising, and editing. Supports writing by integrating experiences in thinking, reading, listening, and speaking. Part I of II. Lecture 3 hours per week.

**ENG 111****College Composition I (3 cr)**

Introduces students to the writing process and the fundamentals of the academic essay. Teaches students to refine topics; develop and support ideas; investigate, evaluate and incorporate appropriate resources; edit for effective style and usage; and determine appropriate approaches for a variety of contexts, audiences and purposes. May include writing activities such as personal essays, arguments, summaries and paraphrases, documented essays and electronic communication. Prerequisite: Readiness to enroll. Lecture 3 hours per week.

**ENG 112****College Composition II (3 cr)**

Continues to develop college writing, increasing the emphasis on argumentative and critical essays and on scholarly research papers that demonstrate appropriate location and evaluation of sources and are edited for effective style and usage. Requires students to read and write about the human experience in a variety of genres and media that may include fiction, poetry, drama, expository essays, creative nonfiction, hypertext and multimedia. 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 135****Applied Grammar (3 cr)**

Develops ability to edit and proofread correspondence and other documents typically produced in business and industry. Instructs the student in applying conventions of grammar, usage, punctuation, spelling and mechanics. Prerequisites: ENG 111. Lecture 3 hours per week.

**ENG 210****Advanced Composition (3 cr)**

Helps students refine skills in writing nonfiction prose. Guides development of individual voice and style. Introduces procedures for publication. Prerequisite: ENG 112 or Instructor approval. 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 215-216****Introduction to Fiction I-II (3 cr)(3 cr)**

Introduces the fundamentals and techniques of writing short and long fiction. Prerequisites: ENG 112 or Instructor approval. Lecture 3 hours per week.

**ENG 217-218****Creative Writing-Poetry I-II (3 cr)(3 cr)**

Introduces the fundamentals and techniques of writing poetry. Prerequisites: ENG 112 or Instructor approval. Lecture 3 hours per week.

**ENG 219****Creative Writing-Drama (3 cr)**

Introduces the fundamentals and techniques of writing plays. Prerequisites: 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)**

Surveys the history, development and genres of children's literature, focusing on analysis of texts for literary qualities and in terms of audience. Prerequisite: ENG 112 or ENG 125 or divisional approval. Lecture 3 hours per week.

**ENG 253****Survey of African-American Literature I (3 cr)**

Examines selected works by Black American writers from the colonial period to the present. Involves critical reading and writing. Prerequisite: ENG 112 or divisional approval. Part I of II Lecture 3 hours per week.

**ENG 254****Survey of African-American Literature II (3 cr)**

Examines selected works by Black American writers from the colonial period to the present. Involves critical reading and writing. Prerequisite: ENG 112 or divisional approval. Part II of II Lecture 3 hours per week.

**ENG 261-262****Advanced Creative Writing I-II (3 cr)(3 cr)**

Guides the student in imaginative writing in selected genres on advanced level. Prerequisites: ENG 112 or Instructor approval. Lecture 3 hours per week.

**ENG 273-274****Women in Literature I-II (3 cr)(3 cr)**

Examines literature by and about women. Involves critical reading and writing. Prerequisite: ENG 112 or Instructor approval. Lecture 3 hours per week.

**ENG 276****Southern Literature (3 cr)**

Examines the themes and techniques of selected writers dealing with the American South as a distinctive cultural entity. Involves critical reading and writing. Prerequisite: ENG 112 or Instructor approval. Lecture 3 hours per week.

**ENG 278****Appalachian Literature (3 cr)**

Examines selected works of outstanding authors of the Appalachian region. Involves critical reading and writing. Prerequisite: ENG 112 or divisional approval. Lecture 3 hours per week.

**ENG 279****Film and Literature (3 cr)**

Examines the translation of literature into film viewing and writing. Prerequisite ENG 112 or divisional approval. Lecture 3 hours per week.

**Finance****FIN 215****Financial Management (3 cr)**

Introduces basic financial management topics including statement analysis, working capital, capital budgeting 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. Local prerequisites: FOR 115. 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. Prerequisites: ENF 1. 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. Prerequisites: ENF 1. 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: ENF 1, 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. Prerequisite: FOR 201. 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. Prerequisite: FOR 201. 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.

## **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 115. Lecture 3 hours per week.

### **GIS 200 Geographical Information Systems I (4 cr)**

Provides hands-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 115 or instructor approval. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

## **Health**

### **HLT 100 First Aid and Cardiopulmonary Resuscitation (2cr)**

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. Teaches responses to choking, life-threatening emergencies and sudden illness. Lecture 1 hour per week.

### **HLT 109 CPR Recertification (1 cr)**

Provides training in coordinated mouth-to-mouth artificial ventilation and chest compression, choking, life-threatening emergencies and sudden illness. 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 130 Nutrition and Diet Therapy (1 cr)**

Studies nutrients, sources, functions and requirements. Introduces diet therapy. Lecture 1 hour; Laboratory 0 hours; Total 1 hour 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: ENF 1. Lecture 3 hours per week.

### **HLT 145 Ethics for Health Care Personnel (2 cr)**

Focuses on ethical concepts of health care. Emphasizes confidentiality, maintaining patient records, personal appearance, professionalism with patients/clients, associates, and an awareness of health care facilities. Prerequisites: ENF 1. Lecture 2 hours per week.

### **HLT 170 Introduction to Massage (1 cr)**

Introduces the student to the field of massage therapy. Student practices basic Swedish massage strokes, aromatherapy, effleurage, petrissage and friction, as well as indications and contraindication for massage. Prerequisite: Students must be at least 18 years of age to enroll in this course. Laboratory 3 hours per week.

### **HLT 180 Therapeutic Massage I (3 cr)**

Introduces the student to the history and requirements for massage therapy. Covers the terms and practice of massage with introduction to equipment, safety and ethics as well as massage movements and techniques. Includes information about the benefits of massage, contraindications, client interviews, client-therapist relationship, draping, good body mechanics and anatomical landmarks. Basic massage

techniques are blended into a relaxing, health enhancing full-body session preparing the student for their student clinic experience. Prerequisite: HLT 170 and students must be at least 18 years of age to enroll in this course. Lecture 1 hour per week; laboratory 6 hours per week.

**HLT 206**  
**Exercise Science (Dual Enrollment) (3 cr)**

Surveys scientific principles, methodologies, and research as applied to exercise and physical fitness. Emphasizes physiological responses and adaptations to exercise. Addresses basic elements of kinesiology, biomechanics, and motor learning. Presents an introduction to the physical fitness industry. Lecture 2 hours per week. Lab 2 hours per week. Total 4 hours per week.

**HLT 208**  
**Fitness and Exercise Training (Dual Enrollment) (3 cr)**

Introduces techniques for conducting physical fitness assessments and includes an introduction to electrocardiography. Emphasizes tests of Cardio respiratory fitness, muscular strength and endurance, joint flexibility, body composition, and pulmonary capacity. Emphasizes the safety guidelines and precautions used in testing. Covers equipment use and maintenance. Prerequisite: HLT 100. Lecture 2 hours. Laboratory 2-3 hours. Total 4-5 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.

**HLT 280**  
**Therapeutic Massage II (3 cr)**

Relates human anatomy and physiology to massage and bodywork. Training continues with various joint movements that may be integrated into a massage session and with an introduction to sports massage. Hands-on skills include a system of body mobilization techniques, as well as various stretching techniques.

Sports massage is taught as an application for physically active clients and includes principles of health related fitness, core exercises, pre-and post-event massage and hydrotherapy. Students must be at least 18 years of age to enroll in this course. Prerequisite: HLT 180. Prerequisite: PTH 151. Lecture 1 hour per week; laboratory 6 hours per week.

**HLT 281**  
**Therapeutic Massage III (3 cr)**

Introduces the concept of consultation, client management, session design and integration of specific therapeutic approaches into a full-body session. Students learn to give specific therapeutic attention to the regions of the back, neck and torso. Using knowledge of muscle anatomy, students perform more advance massage techniques to address hypertonicity, chronic ischemia, trigger points, fibrotic tissue, adhesions and scar tissue. Myofascial technique forms of deep-tissue massage are added to the students' skill base. Includes common clinical applications in the body regions covered and the integration of specific techniques into a full-body session. Students must be at least 18 years of age to enroll in this course. Prerequisites: HLT 280 and PTH 151. Lecture 1 hour per week; laboratory 6 hours per week.

**HLT 295**  
**Eastern-Asian Bodywork (3 cr)**

Provides an overview and practice of Eastern-Asian bodywork therapy with a focus on the concept of organ networks. Compares and contrasts the Western modalities with the Eastern-Asian. Includes preparation for National Certification for Massage and Bodywork Examination. Lecture 2 hours per week. Lab 2 hours per week. Total 4 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. 2-3 credits

**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 I (3 cr)**

Examines the development of western civilization from ancient times to the present. Part I of II. Lecture 3 hours per week.

**HIS 102**

**History of Western Civilization II (3 cr)**

Examines the development of western civilization from ancient times to the present. Part II of II. Lecture 3 hours per week.

**HIS 111**

**History of World Civilization I (covers prehistory to the Enlightenment) (3 cr)**

Surveys Asian, African, Latin American and European civilizations from the ancient period to the present. Prerequisites: ENF 1. Lecture 3 hours per week.

**HIS 112**

**History of World Civilization II (Enlightenment to the present) (3 cr)**

Surveys Asian, African, Latin American and European civilizations from the ancient period to the present. Prerequisites: ENF 1. Lecture 3 hours per week.

**HIS 121**

**United States History I (beginning through Civil War) (3 cr)**

Surveys United States history from its beginning to the Civil War. Prerequisites: ENF 1. Lecture 3 hours per week.

**HIS 122**

**United States History II (Reconstruction to the present) (3 cr)**

Surveys United States history from Reconstruction to the present. Part II of II. Prerequisites: ENF 1. Lecture 3 hours per week.

**HIS 269**

**Civil War and Reconstruction (3 cr)**

Studies factors that led to the division between the States. Examines the war, the home fronts, and the era of Reconstruction. Prerequisite: ENF 1. Lecture 3 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.

**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 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 (1 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.

**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 107****Principles of Culinary Arts II (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. Part II of II. Prerequisite HRI 106. 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. Prerequisite: MTE 1-3. Co-requisite: HRI 158. Lecture 2 hours. Laboratory 3 hours. Total 5 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 207 and HRI 219. Co-requisite: HRI 206. 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. Prerequisites: HRI 107, HRI 219, HRI 207, HRI 220. Co-requisite: HRI 145. 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 107 and HRI 219. Co-requisite: HRI 220. 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 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. Prerequisite: 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 and HRI 219. 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. Prerequisites: HRI 106, HRI 107, HRI 158, and HRI 219. 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 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. Co-requisites: HRI 128 and 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. Prerequisite: HRI 280. Co-requisites: HRI 128 and 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 128 and 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 128, and 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 128, and 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.

**Humanities****HUM 100****Survey of the Humanities (3 cr)**

Introduces the humanities through the art, literature, music, and philosophy of various cultures and historical periods. Lecture 3 hours per week.

**HUM 201****Survey of Western Culture I (3 cr)**

Studies thought, values and arts of Western culture, integrating major developments in art, architecture, literature, music and philosophy. Covers the following periods: Ancient and Classical, Early Christian and Byzantine, Medieval and Early Renaissance. Lecture 3 hours per week.

**HUM 202****Survey of Western Culture II (3 cr)**

Studies thought, values, and arts of Western culture, integrating major developments in art, architecture, literature, music and philosophy. Covers the following periods: Renaissance, Baroque, Enlightenment, Romantic and Modern. Lecture 3 hours per week.

**HUM 241-242****Interdisciplinary Principles of the Humanities I-II (3 cr) (3 cr)**

Integrates unifying principles of the humanities and related fields of study. Emphasizes the expansion of student's intellectual perspective and development of concepts enabling the integration of knowledge from diverse fields into a unified whole. Lecture 3 hours per week.

**HUM 260****Survey of Twentieth-Century Culture (3 cr)**

Explores literature, visual arts, philosophy, music and history of our time from an interdisciplinary perspective. Lecture 3 hours per week.

**Industrial Engineering Technology****IND 121****Industrial Supervision I (3 cr)**

Introduces the concept of the Supervisor as a Leader. Discusses the role of the Industrial Supervisor in the face of technology advances. Discusses the role of the Industrial Supervisor in leading organizational

change and helping employees through transitions. Defines Leadership styles and the selection of the appropriate style. Introduces the Industrial Supervisor as a motivator in terms of job satisfaction, morale, job design competition, communication and promotions. Presents ethical behavior and dilemmas in organizations. Lecture 3 hours per week.

**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 165****Principles of Industrial Technology I (4 cr)**

Introduces principle concepts of technology involving mechanical, fluid, electrical and thermal power as they relate to force, work and rate. Lecture 3 hours per week; laboratory 2 hours per week.

**IND 166****Principles of Industrial Technology II (4 cr)**

Introduces principle concepts of technology involving mechanical, fluid, electrical, and thermal power as they relate to resistance, energy, power, and force transformers. Places an emphasis on mechanical and advantage systems. Prerequisite: IND 165. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

**IND 181****World Class Manufacturing I (3 cr)**

Studies the principles and applications of the globalization of industry. Emphasizes the

fundamentals of interpersonal/team process, organization skills, total quality tools for continuous improvement, statistical process control, manufacturing resource planning and just-in-time. 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.

**IND 250****Introduction to Basic Computer Integrated Manufacturing (2-3 cr)**

Presents basic principles used in the design and implementation in a computer integrated manufacturing system. Emphasizes team concept and all aspects of a computer integrated manufacturing system to include the following: Robotics, Conveyor Control, Machining Center Integration Quality Control, Statistical Quality Control, and Computer Integrated Manufacturing

(CIM) software. Prerequisite: ELE 239 or ETR 286 or instructor's permission. Lecture 0-2 hours. Laboratory 3-9 hours. Total 4-9 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 115. 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 101**

##### **Introduction to Microcomputers (1-2 cr)**

Examines concepts and terminology related to micro-computers and introduces specific uses of microcomputers. Lecture 1-2 hours per week.

#### **ITE 102**

##### **Computers and Information Systems (1-2 cr)**

Introduces terminology, concepts and methods of using computers in information systems. This course teaches computer literacy, not intended for Information Technology majors. Lecture 1-2 hours per week.

#### **ITE 115**

##### **Introduction to Computer Applications and Concepts (3-4 cr)**

Covers computer concepts and internet skills and use a software suite which includes word processing, spreadsheet, database, and presentation software to demonstrate skills required for computer literacy. Recommended prerequisite keyboarding skills. Lecture 3-4 hours per week. (F,S, Su)

#### **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 140**

##### **Spreadsheet Software**

Covers the use of spreadsheet software to create spreadsheets with formatted cells and cell ranges, control pages, multiple sheets, charts, and macros. Topics include type and edit text in a cell, enter data on multiple worksheets, work with formulas and functions, create charts, pivot tables, and styles, insert headers and footers, and filter data. Lecture 3-4 hours per week.

#### **ITE 150**

##### **Desktop Database Software (3-4 cr)**

Incorporates instruction in planning, defining, and using a database; performing queries; producing reports; working with multiple files; and concepts of database programming. Course topics include database concepts, principles of table design and table relationships, entering data, creating and using forms, using data from different sources, filtering, creating mailing labels. This course covers MOS Access certification objectives. Prerequisites: ITE 115. Lecture 3-4 hours per week.

#### **ITE 151**

##### **Microcomputer Software: Database Management (1-2 cr)**

Presents first-time users with sufficient information to make practical use of database management software using the basics of building databases. This course covers specific business applications. Prerequisite: ITE 115. 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 (Version to be Specified) (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 (Version to be Specified) (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. Prerequisite: ITN 101. Lecture 3-4 hours per week.

**ITN 112****Network Infrastructure (Version to be Specified) (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****Introductory 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. (S

**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 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 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. Prerequisite: ITN 111. 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 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.

**Instrumentation****INS 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.

**INS 210****Principles of Instrumentation (3-4 cr)**

Introduces the basic concepts and terminology of process control systems. Presents types of control systems, applicable component elements, basic control analysis, and

documentation requirements for measuring instruments and signal conditioning. Lecture 2-3 hours. Laboratory 2-3 hours. Total 4-6 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.

**INS 230****Instrumentation I (3-4 cr)**

Presents the fundamental scientific principles of process control including temperature, pressure, level, and flow measurements. Topics include transducers, thermometers, and gauges are introduced along with calibration. Lecture 2-3 hours. Laboratory 1-3 hours. Total 5-6 hours per week.

**INS 231****Instrumentation II (3-4 cr)**

Continues INS 230. Covers common techniques for measuring the dynamic response of processes. Topics include transmitters and telemetering along with process control systems. Lecture 2-3 hours. Laboratory 1-3 hours. Total 5-6 hours per week.

**INS 233****Process Control Integration (4 cr)**

Presents computer automation including PLCs, SCADA, and PC-based systems to control processes. Topics such as PLC control and computer data acquisition are introduced where students will use existing systems or build systems and control these systems with PLCs and computer data acquisition

systems. Assesses students through test and project evaluations and the course will be assessed by graduate feedback. Prerequisite: INS 230, and ELE 233. Lecture 2-3 hours. Laboratory 3 hours. Total 5-6 hours per week.

**INS 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.

**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, bandsaws, 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**

These new DEV MATH course descriptions are from the VCCS Master Course File. BSK = Basic Skills MTE = Math Essentials

### **BSK 1**

#### **Whole Numbers**

Covers whole number principles and computations. Credits not applicable toward graduation. 1 credit

### **MTE 1**

#### **Operations with Positive Fractions**

Includes operations and problem solving with proper fractions, improper fractions, and mixed numbers without the use of a calculator. Emphasizes applications and includes U. S. customary units of measure. Credit is not applicable toward graduation.

Prerequisite: Qualifying placement score 1 credit

### **MTE 2**

#### **Operations with Positive Decimals and Percents**

Includes operations and problem solving with positive decimals and percents. Emphasizes applications and includes U. S. customary and metric units of measure. Credit is not applicable toward graduation. Prerequisite: MTE 1 or qualifying placement score. 1 credit

### **MTE 3**

#### **Algebra Basics**

Includes basic operations with algebraic expressions and solving simple algebraic equations using signed numbers with emphasis on applications. Credit is not applicable toward graduation. Prerequisite: MTE 2 or qualifying placement score. 1 credit

### **MTE 4**

#### **First Degree Equations and Inequalities in One Variable**

Includes solving first degree equations and inequalities containing one variable, and using them to solve application

problems. Emphasizes applications and problem solving. Credit is not applicable toward graduation. Prerequisite: MTE 3 or qualifying placement score. 1 credit

### **MTE 5**

#### **Linear Equations, Inequalities and Systems of Linear Equations in Two Variables**

Includes finding the equation of a line, graphing linear equations and inequalities in two variables and solving systems of two linear equations. Emphasizes writing and graphing equations using the slope of the line and points on the line, and applications. Credit is not applicable toward graduation. Prerequisite: MTE 4 or qualifying placement score. 1 credit

### **MTE 6**

#### **Exponents, Factoring and Polynomial Equations**

The student will learn to perform operations on exponential expressions and polynomials. Students will also learn techniques to factor polynomials and use these techniques to solve polynomial equations. Emphasis should be on learning all the different factoring methods, and solving application problems using polynomial equations. Credit is not applicable toward graduation. Prerequisite: MTE 5 or qualifying placement score. 1 credit

### **MTE 7**

#### **Rational Expressions and Equations**

Includes simplifying rational algebraic expressions, solving rational algebraic equations and solving applications that use rational algebraic equations. Credit is not applicable toward graduation. Prerequisite: MTE 6 or qualifying placement score. 1 credit

### **MTE 8**

#### **Rational Exponents and Radicals**

Includes simplifying radical expressions, using rational exponents, solving radical equations and solving applications using radical equations. Credit is not applicable toward graduation. Prerequisite: MTE 7 or qualifying placement score. 1 credit

### **MTE 9**

#### **Functions, Quadratic Equations and Parabolas**

Includes an introduction to functions in ordered pair, graph, and equation form. Also introduces quadratic functions, their properties and their graphs. Credit is not applicable toward graduation. Prerequisite: MTE 8 or qualifying placement score. 1 credit

### **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 MTE 1-3 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent, ENF 1 or ENF 2. Lecture 1-2 hours per week.

**MTH 115****Technical Mathematics I (3 cr)**

Presents algebra through exponential and logarithmic functions, trigonometry, vectors, analytic geometry and complex numbers. Prerequisites: Competency in Math Essentials MTE 1-6 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent. Part I of II. Lecture 3 hours per week. 3 credits

**MTH 120****Introduction to Mathematics (3 cr)**

Introduces number systems, logic, basic algebra and descriptive statistics. Prerequisites: Competency in Math Essentials MTE 1-3 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent. (Intended for occupational/technical programs.) Lecture 3 hours per week.

**MTH 150****Topics in Geometry (3 cr)**

Presents the fundamentals of plane and solid geometry and introduces non-Euclidean geometries and current topics. Prerequisites: Competency in Math Essentials MTE 1-5 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent. Lecture 3 hours per week. 3 credits.

**MTH 151****Mathematics for the Liberal Arts I (3 cr)**

Presents topics in sets, logic, numeration systems, geometric systems and elementary computer concepts. Prerequisites: Competency in Math Essentials MTE 1-5 as demonstrated through the placement and diagnostic tests, or

by satisfactorily completing the required MTE units or equivalent. Lecture 3 hours per week.

**MTH 152****Mathematics for the Liberal Arts II (3 cr)**

Presents topics in functions, combinatorics, probability, statistics and algebraic systems. Prerequisites: Competency in Math Essentials MTE 1-5 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent. Lecture 3 hours per week.

**MTH 157****Elementary Statistics (3 cr)**

Presents elementary statistical methods and concepts including descriptive statistics, estimation, hypothesis testing, linear regression and categorical data analysis. (Credit will not be awarded for both MTH 157 and MTH 240 or MTH 241.) Prerequisites: Competency in Math Essentials MTE 1-5 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent. Lecture 3 hours per week. (F, S, Su, O)

**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 163****Pre-Calculus I (3 cr)**

Presents college algebra, matrices and algebraic, exponential and logarithmic functions. Prerequisites: Competency in Math Essentials MTE 1-9 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent. Lecture 3 hours per week.

**MTH 164****Pre-Calculus II (3 cr)**

Presents trigonometry, analytic geometry and sequences and series. Prerequisite: MTH 163: Pre-Calculus I or equivalent. (Credit will not be awarded for both MTH 164 and MTH 168.) Lecture 3 hours per week.

**MTH 166****Pre-Calculus with Trigonometry (4-5 cr) (Dual Enrollment)**

Presents college algebra, analytic geometry, trigonometry, and algebraic exponential, and logarithmic functions. Lecture 4-5 hours per week. 4-5 credits Prerequisite: Competency in Math Essentials MTE 1-9 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent. (Credit will not be awarded for both MTH 163 and MTH 166). 4-5 credits

**MTH 173****Calculus with Analytic Geometry I (5 cr)**

Presents analytic geometry and the calculus of algebraic and transcendental functions including the study of limits, derivatives, differentials, and introduction to integration along with their applications. Designed for mathematical, physical and engineering science programs. Prerequisites: a placement recommendation for MTH 173 and four units of high school mathematics including Algebra I, Algebra II, Geometry and Trigonometry or equivalent. (Credit will not be awarded for more than one of MTH 173, MTH 175, or MTH 273.) Lecture 5 hours per week.

**MTH 174****Calculus with Analytic Geometry II (5 cr)**

Continues the study of analytic geometry and the 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. Designed for mathematical, physical and engineering science programs. Prerequisite: MTH 173: Calculus with Analytic Geometry I or equivalent. (Credit will not be awarded for more than one of MTH 174, MTH 176 or MTH 274.) Lecture 5 hours per week.

**MTH 176****Calculus with One Variable II (3 cr) (Dual Enrollment)**

Continues the study of integral calculus of one variable including indefinite integral, definite integral and methods of integration with applications to algebraic and transcendental functions. Designed for mathematical, physical, and engineering science programs. Prerequisite: MTH 175 or equivalent. (Credit will not be awarded for more than one of MTH 174, MTH 176 or MTH 274.) Lecture 3 hours per week. 3 credits

**MTH 240****Statistics (3 cr)**

Presents an overview of statistics, including descriptive statistics, elementary probability, probability distributions, estimation, hypothesis testing and correlation and regression. Prerequisite: a placement recommendation for MTH 240, and successful of MTH 158, MTH 163, MTH 166 or equivalent. Lecture 3 hours per week.

**MTH 277****Vector Calculus (4 cr)**

Presents vector valued functions, partial derivatives, multiple integrals, and topics from the calculus of vectors. Designed for mathematical, physical, and engineering science programs. Prerequisite: MTH 174 or equivalent. Lecture 4 hours per week.

**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/ pneumatic 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.

**MEC 162****Applied Hydraulics and Pneumatics (2-3 cr)**

Introduces hydraulic and pneumatic systems found in construction equipment, road vehicles and farm equipment. Includes the basic theory, construction, maintenance and repair of hydraulic and pneumatic power systems. Prerequisites: ENF 1 or ENF 2. Lecture 1-3 hours per week; laboratory 0-3 hours per week.

**Medical Assisting For Dual Enrollment****MDA 100****Introduction to Medical Assisting (1 -2 cr) (Dual Enrollment)**

Introduces the student to the medical practice environment. Stresses the responsibilities of the humanistic approach in the rendering of health care. Lecture 1-2 hours per week. 1-2 credits

**Music****MUS 221-222****History of Music I-II (3 cr)(3 cr)**

Presents the chronology of musical styles from antiquity to the present time. Relates the historical development of music to parallel movements in art, drama and literature. Develops techniques for listening analytically and critically to music. Prerequisites: ENF 1 or ENF 2. Lecture 3 hours per week.

**Natural Science****NAS 05****Sciences I (3 cr)**

Focuses on the basic principles of chemistry, physics and biology. Prerequisites: ENF 1 or ENF 2, MTE 1-3. Lecture 2 hours per week; recitation and laboratory 2 hours per week.

**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****NUR 105****Nursing Skills (2 cr)**

Develops nursing skills for the basic needs of individuals and introduces related theory. Includes assessment, personal care, activity/ rest, sterile technique, wound



care, ostomy care, catheterization, oxygen administration, infection control, suctioning and medication administration. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. Prerequisites: ENF 1 or ENF 2, MTE 1-6. Co-requisite: NUR 108. Lecture 0-2 hours per week; Laboratory 2-9 hours per week. (F)

**NUR 108**  
**Nursing Principles and Concepts I (5 cr)**

Introduces principles of nursing, health and wellness concepts, and the nursing process. Identifies nursing strategies to meet the multidimensional needs of individuals. Includes math computational skills, basic computer instruction related to the delivery of nursing care, introduction to the profession of nursing, nursing process, documentation; basic needs related to integumentary system, teaching/learning, stress, psychosocial, safety, nourishment, elimination, oxygenation, circulation, rest, comfort, sensory, fluid and electrolyte and mobility needs in adult clients. Also includes care of the pre/post operative client. Provides supervised learning experience in college laboratories and/or cooperating agencies. Lecture 1-5 hours; laboratory 2-15 hours.

**NUR 109**  
**Nursing Principles and Concepts II (6 cr)**

Focuses on nursing care of individuals and/or families experiencing alterations in health. Includes math computational skills, basic computer instruction related to the delivery of nursing care; immunological, gastrointestinal, musculoskeletal, oncological and diabetic disorders and pre/post operative care in adult and pediatric clients. Provides supervised learning experience in college nursing

laboratories and/or cooperating agencies. Prerequisites: NUR 105, NUR 108, NUR 136. Lecture 1-5 hours; laboratory 2-15 hours.

**NUR 135**  
**Drug Dosage Calculations (1-2cr)**

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.

**NUR 136**  
**Principles of Pharmacology I (2 cr)**

Focuses on principles of medication administration which includes dosage calculations, major drug classifications, drug legislation, legal aspects of medication administration, drug action on specific body systems, and basic computer applications. Lecture 1-2 hours per week.

**NUR 137**  
**Principles of Pharmacology II (2 cr)**

Continues discussion on principles of medication administration which includes dosage calculations, major drug classifications, drug legislation, legal aspects of medication administration, drug action on specific body systems, and basic computer applications. Prerequisites: NUR 105, NUR 108, NUR 136. Lecture 1-2 hours per week.

**NUR 201**  
**Psychiatric Nursing (4 cr)**

Focuses on the care of individuals/families requiring clinical treatment. Uses all components of the nursing process with increasing degrees of skill. Includes math computational skills and basic computer instruction related to the delivery of nursing care: alterations in behavior, eating disorders, mood disorders, anxiety, chemical dependency and

dementias. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. Prerequisites: NUR 105, NUR 108, NUR 109, NUR 136, NUR 137, NUR 245, NUR 246. Lecture 1-3 hours; laboratory 2-9 hours.

**NUR 202**  
**Medical/Surgical Nursing (4 cr)**

Focuses on the care of individuals/families requiring complex or surgical treatments. Uses all components of the nursing process with increasing degrees of skill. Includes math computational skills and basic computer instruction related to the delivery of nursing care: cardiac, neurological, renal, burn disorders, and clients experiencing shock. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. Prerequisites: NUR 105, NUR 108, NUR 109, NUR 136, NUR 137, NUR 245, NUR 246. Lecture 1-3 hours; laboratory 2-9 hours.

**NUR 208**  
**Acute Medical Surgical Nursing (6 cr)**

Focuses on the use of nursing process to provide care to individuals/families with acute medical or surgical problems or to prevent such problems. Includes math computational skills and basic computer instruction related to the delivery of nursing care. Provides supervised learning experiences in cooperating agencies. Prerequisites: NUR 105, NUR 108, NUR 109, NUR 136, NUR 137, NUR 201, NUR 202, NUR 226, NUR 245, NUR 246. Lecture 3 hours per week; laboratory 9 hours per week.

**NUR 226****Health Assessment (2-3 cr)**

Introduces the systematic approach to obtaining a health history and performing a physical assessment. Prerequisites: NUR 105, NUR 108, NUR 109, NUR 136, NUR 137, NUR 245, NUR 246. Lecture 0-2 hours per week; laboratory 2-9 hours per week.

**NUR 245****Maternal/Newborn Nursing (3 cr)**

Develops nursing skills in caring for families in the antepartum, intrapartum, and post-partum periods. Prerequisites: NUR 105, NUR 108, NUR 136. Lecture 1-3 hours per week; laboratory 0-9 hours per week.

**NUR 246****Parent/Child Nursing (3 cr)**

Develops nursing skills in caring for both well and ill children in a variety of settings. Emphasizes theories of growth and development, and the family as a unit. Prerequisites: NUR 105, NUR 108, NUR 136. Lecture 1-3 hours per week; laboratory 0-9 hours per week.

**NUR 254****Dimensions of Professional Nursing (1-2 cr)**

Explores the role of the professional nurse. Emphasizes nursing organizations, legal and ethical implications and addresses trends in management and organizational skills. Explores group dynamics, relationships, conflicts and leadership styles. Prerequisites: NUR 105, NUR 108, NUR 109, NUR 136, NUR 137, NUR 201, NUR 202, NUR 226, NUR 245, NUR 246. Lecture 1-2 hour per week.

**NUR 265****Electrocardiogram Interpretation (2 cr)**

Provides basic knowledge for interpretation of electrocardiograms. Designed for nurses and other appropriate health care workers. Lecture 2-3 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 101****Fundamentals of Physical Activity I (1 cr)**

Presents principles underlying the components of physical fitness. Utilizes conditioning activities involving cardiovascular strength and endurance, respiratory efficiency, muscular strength, and flexibility. May include fitness assessment, nutrition and weight control information, and concepts of wellness. Part I of II. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

**PED 102****Fundamentals of Physical Activity II (1 cr)**

Presents principles underlying the components of physical fitness. Utilizes conditioning activities involving cardiovascular strength and endurance, respiratory efficiency, muscular strength, and flexibility. May include fitness assessment, nutrition and weight control information, and concepts

of wellness. Part II of II. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

**PED 103****Aerobic Fitness (1 cr)**

Develops cardiovascular fitness through activities designed to evaluate and sustain heart rates appropriate to age and physical condition. Variable hours per week.

**PED 109****Yoga (1-2 cr)**

Focuses on the forms of yoga training emphasizing flexibility. Lecture 1-2 hours per week; laboratory 0-2 hours per week.

**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; laboratory 0-2 hours per week.

**PED 133**

**Golf I (1 cr)**

Teaches basic skills of golf, rules, etiquette, scoring, terminology, equipment selection and use and strategy. Variable 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 139****Ice Skating (1 cr)**

Introduces the skills of figure skating with emphasis on form. Includes equipment selection and safety. Variable hours per week.

**PED 140****Water Aerobics (1 cr)**

Focuses on cardiovascular endurance, muscular endurance, and flexibility using water resistance. Includes the principles and techniques of aerobic exercise. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 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.

**PED 148****Snowboarding (1 cr)**

Teaches the basic skills of snowboarding, selection and use of equipment, terminology, and safety rules. Laboratory 2 hours per week.

**PED 181****Downhill Skiing I (1 cr)**

Teaches the basic skills of downhill skiing, selection and use of equipment, terminology and safety rules. Includes field experience. Variable hours per week.

**Physical Therapy****PTH 151****Musculoskeletal Structure and Function (4-5 cr)**

Studies the human musculoskeletal system. Covers terms of position and movement, location and identification of specific bony landmarks, joint structure and design, ligaments, muscle origin, action and innervation and emphasizes types of contraction. Prerequisite: HLT 180. Lecture 2-3 hours per week; laboratory 2-6 hours per week. (S, Su)

**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, ENF 1 or ENF 2.

**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: PHY 241: MTH 173 or MTH 273 or Instructor approval. Prerequisite: 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. Prerequisites: ENF 1 or ENF 2. 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. Prerequisites: ENF 1 or ENF 2. 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 135****Maternal and Child Health Nursing (5 cr)**

Examines pregnancy, childbirth, post-partum and newborn care from a family centered approach. Covers complications related to childbearing. Emphasizes growth and development and exploration of common childhood disorders at various stages. Lecture 4 hours. Laboratory 3 hours. Total 7 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 143****Applied Nursing Skills (1 cr)**

Applies principles and procedures essential to the basic nursing care of patients. Laboratory 3 hours per week. Prerequisite: PNE 162, Co-requisite: PNE 188.

**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 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.

**PNE 188****Nursing Concepts III (6 cr)**

Teaches nursing care of individuals and/or families experiencing alterations in health, utilizing the nursing process. Includes computer and math computational skills related to the delivery of nursing care. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. Prerequisite: ENF 1 or ENF 2, MTE 1 -6, PNE 162. Lecture 3 hours per week; laboratory 9 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. Prerequisites: ENF 1 or ENF 2. Lecture 3 hours per week.

**PSY 126****Psychology for Business and Industry (3 cr)**

Focuses on the application of psychology to interpersonal relations and the working environment. Includes topics such as group dynamics, motivation, employee-employer relationship, interpersonal communications. May include techniques for selection and supervision of personnel. Lecture 3 hours per week.

**PSY 200****Principles of Psychology (3 cr)**

Examines human and animal behavior, relating experimental studies to practical problems. Includes topics such as sensation/perception, learning, memory, motion, emotion, stress, development, intelligence, personality, psychopathology, therapy and social psychology. 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 216****Social Psychology (3 cr)**

Examines individuals in social contexts, their social roles, group processes and intergroup relations. Includes topics such as small group behavior, social behavior, social cognition, conformity, attitudes and motivation. 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.

**PSY 236****Adolescent Psychology (3 cr)**

Studies development of the adolescent. Investigates physical, intellectual, social and emotional factors of the individual from late childhood to early adulthood. Prerequisite: readiness to enroll in ENG 111. Lecture 3 hours per week.

**PSY 237****Adult Psychology (3 cr)**

Studies development of the adult personality. Investigates physical, intellectual, social and emotional aspects of aging from early adulthood to death. Prerequisite: readiness to enroll in ENG 111. Lecture 3 hours per week.

**PSY 270****Psychology of Human Sexuality (3 cr)**

Focuses on scientific investigation of human sexuality and psychological and social implications of such research. Considers socio-cultural influences, the physiology and psychology of sexual response patterns, sexual dysfunctions, and development of relationships. Prerequisites: PSY 200. Lecture 3 hours per week.

**Recreation and Parks****RPK 152****Sports First Aid & Safety (1 cr) (Dual Enrollment)**

Focuses on the introduction to first aid protocols causes, signs and symptoms of injury for coaches, injury prevention, preseason physicals, fitness screenings, and conditioning programs and return to play guidelines, injury prevention and risk management, as well as the design and implementation of a medical emergency plan. Laboratory 2 hours per week. 1 credits

**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 216****Life and Teachings of Jesus (3 cr)**

Studies the major themes in the teachings of Jesus of Nazareth as recorded in the Gospels, and

examines the events of his life in light of modern biblical and historical scholarship. Lecture 3 hours per week.

**REL 225****Selected Topics in Biblical Studies (3 cr)**

Examines a selected body of literature, a specific book of the Bible or a pervasive theme. 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.

**REL 231****Religions of the World I (3 cr)**

Studies religions of the world with attention to origin, history and doctrine. Lecture 3 hours per week.

**REL 232****Religions of the World II (3 cr)**

Studies religions of the world with attention to origin, history and doctrine. Lecture 3 hours per week.

**Safety****SAF 126****Principles of Industrial Safety (3 cr)**

Teaches principles and practices of accident prevention, analysis of accident causes, mechanical safeguards, fire prevention, housekeeping, occupational diseases, first aid, safety organization, protection equipment and general safety principles and promotion. Lecture 3 hours per week.

**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.

**SOC 200****Principles of Sociology (3 cr)**

Introduces fundamentals of social life. Presents significant research and theory in areas such as culture, social structure, socialization, deviance, social stratification and social institutions. Lecture 3 hours per week.

**SOC 215****Sociology of the Family (3 cr)**

Studies topics such as marriage and family in social and cultural context. Addresses the single scene, dating and marriage styles, child-rearing, husband and wife interaction, single parent families, alternative lifestyles. Lecture 3 hours per week.

**SOC 268****Social Problems (3 cr)**

Applies sociological concepts and methods to analysis of current social problems. Includes delinquency and crime, mental illness, drug addiction, alcoholism, sexual behavior, population crisis, race relations, family and community disorganization, poverty, automation, wars and disarmament. Prerequisite: ENF 1. 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 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. (1 cr)

**Welding****WEL 116****Welding I (Oxyacetylene) (2 cr)**

Teaches oxygen acetylene welding and cutting including safety of equipment, welding, brazing and soldering procedures and cutting procedures. Lecture 1 hour per week; laboratory 3 hours per week. (for Business Interests as requested)

**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. Lecture 2 hours per week; laboratory 3 hours per week.

**WEL 124****Shielded Metal Arc Welding (Advanced) (3-4 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 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 130****Inert Gas Welding I (3 cr)**

Introduces practical operation in use of inert-gas-shield arc welding and equipment, operations in safety practices in various positions, shielding gases, filler rods, process variations and their applications. Discusses manual, semiautomatic and automatic welding. Lecture 2 hours per week; laboratory 3 hours per week.

**WEL 135****Inert Gas Welding II (2 cr)**

Continues practical operations in the uses of inert-gas-shield arc welding. Discusses equipment, safety operation, welding practice in the various applications, manual and semiautomatic welding. Lecture 1 hour per week; laboratory 3 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 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 3 hours per week.

**WEL 175****Semi-Automatic Processes (3 cr)**

Introduces Semi Automatic Processes performed with Carbon Steel and Aluminum. Emphasizes practical applications in field techniques. Includes the study of filler wires, fluxes and cover gasses. Lecture 1 hours, lab 4 hours. Total 5 hours per week. Independent Study Only (for Independent Study at Student Request or for Business Interests as requested)

**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 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.

**Wind Turbine Service Technology**

Course descriptions for Wind Turbine Service Technology are listed under ENERGY.

*NOTE: The following "General Usage Courses" apply to multiple curricula and all prefix sections. The titles and descriptions are generally applicable for such use.*

**(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.

1. 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.
2. 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.
3. 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 SGA 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.

## ***Admission of Convicted Sexual Offenders***

### **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.*

### **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.

*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 or other emergency will be made by a college official early each day. Students registered with the college's emergency alert system, ROAM Secure, will be notified of closings or emergencies by share text messages or email (specified by student when registering for ROAM Secure). All students are encouraged to register at <https://alert.dslcc.edu> or by sending a text message, (DO NOT DIAL), from a cellular phone to 411911 and enter keyword, DSLCC. The following radio and TV stations will be contacted as soon as it is decided to close school or delay opening (in all probability, prior to 6:45 am for day classes and 4:30 pm for night classes

#### **A. Radio Stations**

WKEY/WIQQ-Covington;  
WXCF-Clifton Forge;  
WSLC 610 AM/WSLQ 99 FM-Roanoke;  
WSLW/ WKCJ-White Sulphur Springs, WV;  
WXLK 92 FM-Roanoke;  
WRON FM 98-AM 140-Ronceverte, WV;  
WVTF (NPR) 89.1 FM-Roanoke

#### **B. Television Stations**

WDBJ 7-Roanoke;  
WSLS 10-Roanoke

#### **C. ROAM Secure**

<https://alert.dslcc.edu>

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.

**Day Classes:** During inclement weather or other emergency, the College either will be closed or operate on a delayed class schedule. If newscasts state that DSLCC will have a delayed opening, students should



check class meeting times for that day by referring to the official Delayed Opening Class Schedule found on the College's website or in various print media distributed throughout the year.

**Evening Classes:** Decisions concerning cancellation of DSLCC on-campus and off-campus evening classes will be made between 3:00 and 3:30 pm and will be announced on the radio and television.

**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:**

44. 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.

**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 at <http://www.dslcc.edu/PRESIDENT/about/CampusSafetyandSecurity.html>. Upon request to the Vice President for Finance and Administration or the Director of Student Services, a copy of the policy and statistics will be provided.

**Weapons Policy (abbreviated, see complete Weapons Policy in Appendix A of this document)**

46. 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. Faculty, staff, and students may not possess or carry any weapon anywhere on college property except as outlined below.
- A. 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.
  - B. 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.
  - C. 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.
  - D. 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.

*The complete text of the above policy is available in Appendix A of this document*

## Privacy:

47. Students have the same rights of privacy as any other citizen and surrender none of those rights by becoming members of the academic community.
48. 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 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.

## Student Records:

49. 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.
50. 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.
51. Access to his or her records and files is guaranteed every student subject only to reasonable regulation as to time, place and supervision.
52. 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.
53. 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.
54. 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. 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.
55. 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**

56. 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.
57. Lost and Found: Found items should be turned into Student Services where they may be claimed for up to two weeks before being discarded.
58. 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.
59. 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.
60. 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:**

61. 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.*

62. No sanctions may be imposed for violations of rules and regulations for which there is not actual or constructive notice.

## **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 dishonesty 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, firearms or other weapons or controlled substances 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 publicity 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 as defined in 37.
- 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.

## **Firearms/Weapons and Materials Policy**

Dabney S. Lancaster Community College's policy for weapons on campus defines "weapons" and identifies who may carry them on campus. There is a process to grant exceptions, and actions that could be potential responses to violations. The following are general provisions:

- The only persons who are authorized to bring weapons on campus and into DSLCC buildings and college-sponsored events are currently sworn and certified law enforcement officers.
- DSLCC faculty, staff and students, if they hold a valid concealed carry permit, may bring a weapon on campus but it must be secured in a locked vehicle and completely out of sight. Under no circumstances are DSLCC personnel allowed to carry a weapon (either in open view or concealed) on DSLCC grounds, bring a weapon into a building, or carry a weapon at a DSLCC event.
- Visitors who are not affiliated with the College are entitled to carry a weapon in plain view on public property within or adjoining a campus. However, they may not bring a weapon into a DSLCC building or a sponsored college event.

## **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 for Instruction. 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 Continuing Education and Workforce Services 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.

### **Policies Specific to Grade Appeals:**

Grades issued by members of the College faculty can be appealed only if there has been a computational error or if the grade is alleged to be arbitrary and capricious. Arbitrary and capricious grading involves evaluating a student on some basis other than performance in a course, making substantial, unreasonable, and unannounced departures from the faculty member's previously published standards, or resorting to unreasonable standards different from those that are applied to other students in that same course.

The appeal of a grade must be made to the faculty member who issued the grade no later than the last day of the full semester that follows the semester in which the grade was given. If the faculty member who issued the grade is no longer at the College, the appeal must be made to the supervisor of the faculty member. If you are not sure who is the faculty member's supervisor, contact Student Services for the correct name and contact information. If the faculty member with whom you have the complaint has not responded to your multiple attempts to contact him/her over a period of time, the appeal may be made to the supervisor of the faculty member.

### **Appealing Final Grade**

Students must seek to resolve all grade problems informally with their instructors. If such problems cannot be resolved at that level, students may further appeal a grade through the Grade Appeals Committee if they believe it has been awarded in other than the prescribed manner. Grounds for the appeal are limited to the following:

1. A computational error in the grade
2. Grade computation in a manner other than that listed in the course of study or as amended with advance notice
3. Computation of grade in a manner other than that used for other students in the class Grade appeals are resolved in this manner: The grade appeal must be submitted in writing to the division dean within two (2) weeks of the availability of the grade report and must indicate clearly the reason for the grade appeal.
4. A committee of three faculty members: one appointed by the division dean from outside the division; one

by the student; and one by the instructor involved, will determine the facts of the case, which are then to be forwarded to the Vice President of Academic Affairs. The committee does not have the authority to change a grade.

5. The decision of the Vice President of Academic Affairs may be further appealed to the President, whose decision is final.

## ***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 a dean or other 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 for Instruction 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.



# **Student, Parent, and College Communication**

DSLCC's Mission Statement emphasizes the commitment of the College to student support that "respects each student's rights and responsibilities" and assists students "in achieving their potential and in making sound education, occupational and personal choices." The College believes that a supportive college environment is a good place for students to learn sound decision-making skills, and our faculty and staff members work to supply the environment needed for these skills to grow in a positive manner.

Students are responsible for their educational choices, meeting college requirements for course and program selection and completion. They are also responsible for communicating openly with their parents and other family members to the extent they feel necessary. The College encourages students to discuss their educational choices and progress openly with their parents, especially when the parents are supporting the student financially. Parents are asked to encourage their student to stay informed about DSLCC policies, procedures, and deadlines; respond promptly to College communications; and take advantage of College services and activities. In addition, they are asked to listen to student concerns and encourage the 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.

The College publishes on its web site a wealth of general information on each program, including course requirements, the academic year calendar, inclement weather schedule, and schedule of classes. Parents should refer to this source for information that may apply to their student. Under the Family Educational Rights and Privacy Act (FERPA), if the student is age 18 or older, the College policy is to communicate only general information about College standards, policies, and procedures to parents who call with questions, unless the College has written student permission to discuss personal student information.

## **Computer Guidelines**

### **Computer Lab Use Policy**

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:

1. Because of the expenses associated with operating and supporting computing facilities, 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 DSLCC library.
2. 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 file, logs, and listings) to diagnose problems and to assure these policies are being followed.
3. 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.
4. 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.
5. 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.
6. Use of the facilities for required work has priority over use for convenience. Recreational use of the equipment and software is expressly forbidden.
7. No user shall use any equipment or software in an activity which violates federal, state, or local laws.
8. 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 user of the Virginia Community College System's local and shared computer systems, I understand and agree to abide by the following acceptable use agreement terms. These terms govern my access to and use of the information technology applications, services and resources of the VCCS and the information they generate.

The college has granted access to me as a necessary privilege in order to perform authorized functions at the institution where I am currently enrolled. I will not knowingly permit use of my entrusted access control mechanism for any purposes other than those required to perform authorized functions related to my status as a student. These include logon identification, password, workstation identification, user identification, digital certificates or 2-factor authentication mechanisms.

I will not disclose information concerning any access control mechanism unless properly authorized to do so by my enrolling college. I will not use any access mechanism that the college has not expressly assigned to me. I will treat all information maintained on the college computer systems as strictly confidential and will not release information to any unauthorized person.

Computer software, databases, and electronic documents are protected by copyright law. 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, distribute it by sale, rent, license lease, or lending and/or to perform or display it. A student must either have an express or implied license to use copyrighted material or data, or be able to prove fair use. Students and other users of college 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 college 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 college's 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. § § 501-513 (<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>).

I agree to abide by all applicable state, federal, VCCS, and college policies, procedures and standards that relate to the Virginia Department of Human Resource Management Policy 1.75 ? Use of Internet and Electronic Communication Systems, VCCS Information Security Standard and the VCCS Information Technology Acceptable Use Standard. These include, but are not limited to:

- Attempting to gain access to information owned by the college or by its authorized users without the permission of the owners of that information;
- Accessing, downloading, printing, or storing information with sexually explicit content as prohibited by law or policy;
- Downloading or transmitting fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or otherwise unlawful messages or images;
- Installing or downloading computer software, programs, or executable files contrary to policy;
- Uploading or downloading copyrighted materials or proprietary agency information contrary to policy;
- Sending e-mail using another's identity, an assumed name, or anonymously;
- Attempting to intercept or read messages not intended for them;
- Intentionally developing or experimenting with malicious programs (viruses, worms, spy-ware, keystroke loggers, phishing software, Trojan horses, etc.) on any college-owned computer;
- Knowingly propagating malicious programs;
- Changing administrator rights on any college-owned computer, or the equivalent on non-Microsoft Windows

based systems;

- Using college computing resources to support any commercial venture or for personal financial gain.

Students must follow any special rules that are posted or communicated to them by responsible staff member, whenever they use the college computing laboratories, classrooms, and computers in the Learning Resource Centers. They shall do nothing intentionally that degrades or disrupts the computer systems or interferes with systems and equipment that support the work of others. Problems with college computing resources should be reported to the staff in charge or to the Information Technology Help Desk.

If I observe any incidents of non-compliance with the terms of this agreement, I am responsible for reporting them to the Information Security Officer and/or management of my college.

I understand that I must use only those computer resources that I have the authority to use. I must not provide false or misleading information to gain access to computing resources. The VCCS may regard these actions as criminal acts and may treat them accordingly. I must not use VCCS IT resources to gain unauthorized access to computing resources of other institutions, organizations, individuals, etc.

The System Office and colleges reserve the right (with or without cause) to monitor, access and disclose all data created, sent, received, processed, or stored on VCCS systems to ensure compliance with VCCS policies and federal, state, or local regulations. College or System Office officials will have the right to review and/or confiscate (as needed) any equipment (COV owned or personal) connected to a COV owned device or network.

I understand that it is my responsibility to read and abide by this agreement, even if I do not agree with it. If I have any questions about the VCCS Information Technology Acceptable Use Agreement, I understand that I need to contact the college Information Security Officer or appropriate college official.

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 agreement, 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.

# **Faculty and Staff**

## **President**

Rainone, John J.  
B.S., Southern New Hampshire University  
M.S., Southern New Hampshire University  
Ed.D., Nova Southeastern University

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## **Faculty - Full and Part-time**

Bartocci, Charles A.  
Wind Turbine Service Technology  
B.S., Western Michigan University  
M.S., Old Dominion University  
Ph.D., Old Dominion University

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Willenbring, Stanley Biology  
A.D.N., Linn-Benton Community College  
B.L.S., University of Maine at Presque Isle  
Ph.D., Dartmouth Medical School

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## **Associate Professor**

Boyer, Sr., Gary L. CLET, PI  
Program Head, Administration of Justice  
A.A. Prince Georges Community College  
B.A. Temple University  
M.S. Villanova University

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Dressler, Tina T. Business; Psychology  
A.A.S. New River Community College  
B.S., Virginia Polytechnic Institute and State University  
M.S., Virginia Polytechnic Institute and State University

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Fauber, Penny Nursing  
B.S.N., Lynchburg College

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Keener, Gary S.  
Vice President of Workforce Solutions and Community  
Education  
A.A., Louisburg College  
B.B.A., James Madison University  
M.Ed., Virginia Polytechnic Institute and State University

---

Mann, Jeanette  
Program Head, Emergency Medical Services  
A.A.S., Piedmont Virginia Community College  
BSN, Radford University  
NREMT-P Certified

---

McAllister, Lynn Nursing  
B.S.N., Old Dominion University  
M.S.N., University of Phoenix

---

Persinger, Karen Nursing  
A.S.N., Marshall University  
B.S.N. Radford University M.S., Radford University

---

Smitka, Gloria Nursing  
B.S.N. Philippine Women's University, Manila  
M.A.N., New York University

---

Van Lear, Tondalaya English/Art  
B.A., Hollins College  
M.A.L.S., Hollins University

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## **Assistant Professors:**

Bryant, Michael Program Head, Welding  
B.B.A. Roanoke College

---

Hawley, Tina Nursing  
M.S.N. Marshall University

---

Lawrence, Gloria  
Certified Massage Therapist  
Blue Ridge School of Massage & Yoga - Blacksburg, VA

---

McGraw, Matthew  
Director, Student Services  
B.S. Concord University  
M.S. Mountain State University

---

Sass, Ralph  
Program Head, Business/Economics  
B.S. Northern Illinois University  
M.B.A., University of Wisconsin-Oshkosh

---

Wallace, Elizabeth Michelle Nursing  
M.S.N. Liberty University

---

## **Instructors:**

Appel, Gary R. Mathematics  
A.B. Glenville State College  
M.A., West Virginia Graduate College

---

Benke, Sam  
Program Head, Information Systems Technology  
B.S., Lincoln University  
M. Ed., Technology University of Missouri

---

Hardbarger, Christie Director, Talent Search  
A.A.S., Dabney S. Lancaster Community College  
B.A., James Madison University  
M.S., Capella University

---

Keiling, Brian  
Program Head, Forest Management Technology  
A.A.S. Dabney S. Lancaster Community College  
B.S., Virginia Polytechnic Institute and State University

---

Lipscomb, Tamra  
Director Technical Services  
A.A.S. Northern Virginia Community College  
B.S. Strayer University  
M.S. Strayer University

---

McManus, Phillip  
Program Head, Culinary Arts and Management  
B.S., Mountain State University  
MBA Western Carolina University

---

Nicholson, Stephen  
Physics; Mathematics  
B.S., Virginia Polytechnic Institute and State University  
M.S., Virginia Polytechnic Institute and State University  
Ph.D., Virginia Polytechnic Institute and State University

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Orem, Christopher  
Director, Institutional Effectiveness  
B.A. History, Davidson College  
M.A., College Student Personnel, Bowling Green State University  
Ph.D. in Assessment and Measurement from James Madison University

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Thacker, Joseph  
Forest Management Technology  
A.A.S., Dabney S. Lancaster Community College  
B.S., West Virginia University  
M.S., West Virginia University

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Wright, Nova,  
Director Library  
A.A.S. Dabney S. Lancaster Community College  
BA, Thomas Edison State College, Trenton, New Jersey  
M. S. Library Science - University of North Texas

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### **Part-Time**

Dynak, John N. Chemistry  
B.A., Mansfield State College  
Ph.D., University of Pittsburg

---

Olson, Bruce D.  
Health and Physical Education A.B., Elon College  
M.A., Appalachian State Teachers College  
Specialist in College Teaching, Murray State University

---

Shaver, Joseph L. Speech/Theater  
B.A., University of Virginia  
M.F.A., Yale University

---

Sherrard, Robert L. Philosophy/Religion  
B.A., Hampton-Sydney College  
J.D. University of Virginia  
M. Div., Union Theological Seminary

---

Vosteen, Paul W.  
Blackboard Administrator - Website Designer/Developer  
B.F.A. Atlanta College of Art

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### **Staff**

|                     |                                           |
|---------------------|-------------------------------------------|
| Agnor, Sharon       | Administrative Assistant                  |
| Andrews, Julie      | Administrative Assistant                  |
| Armentrout, Alisa   | Financial Aid Technical Assistant         |
| Armour, Gilbert     | Network Manager                           |
| Baker, Doris        | Administrative Assistant                  |
| Bartley, Phyllis    | Accountant                                |
| Boteler, Cynthia    | Director, Student Activities              |
| Brinkley, Paul      | Grounds                                   |
| Broughman, Joyce    | On Ramp Coordinator/Adult Career Coach    |
| Brown, Pam          | Business Manager                          |
| Broyles, Joy        | Financial Aid Coordinator                 |
| Burgess, Jodi       | Administrative Assistant                  |
| Buzzard, Karen      | Mail Courier                              |
| Campbell, David     | Security                                  |
| Capps, Sandra       | Achievement Center                        |
| Cartwright, Lindsay | System Administrator                      |
| Casstevens, Kristy  | Director, Achievement Center              |
| Clark, Judy         | Marketing Assistant                       |
| Clarke, Kathie      | Public Service Specialist                 |
| Conner, Carol       | Retention Specialist                      |
| Deane, Charlie      | Mail Courier                              |
| Dressler, W. L.     | Supervisor, Grounds                       |
| Ferguson, Lorrie    | Registrar                                 |
| Ferguson, Meghan    | Academic Advisor                          |
| Fleenor, Carol      | Talent Search Counselor                   |
| Graham, Angie       | VP Financial & Administrative Services    |
| Graham, Eddie       | Director, Jackson River Governor's School |
| Hagy, Joe           | Dual Enrollment Coordinator               |
| Hale, Samantha      | Writing Center Tutor                      |
| Hall, Holly         | Talent Search Coordinator                 |
| Jarvis, Brooklyn    | Job Placement Coordinator                 |
| Jennings, Robin     | Administrative Assistant                  |
| Johnson, Gail       | Presidential Assistant                    |
| Jones, Doug         | Program Coordinator                       |
| Kenny, Ed           | Supervisor, Building & Grounds            |
| Kern, Donnie        | High School Career Coach                  |
| Keyser, Marsha      | High School Career Coach                  |

|                            |                                                                                           |
|----------------------------|-------------------------------------------------------------------------------------------|
| Leasure, Peggy             | Learning Strategic Support Specialist                                                     |
| Linkswiler, Rebecca        | Travel/Purchasing Officer                                                                 |
| Maier, Marcus              | College Success Coach                                                                     |
| Mathias, Nancy             | Learning Strategies Support Specialist                                                    |
| McGraw, Darilyn            | Library Specialist                                                                        |
| Nicely, Kathy              | Administrative Assistant                                                                  |
| Orem, Chris                | Director, Institutional Effectiveness                                                     |
| Ould, Billy                | AV Specialist                                                                             |
| Petrosky-Santiago, Antonio | Tutor                                                                                     |
| Robertson, Karen           | Talent Search Counselor                                                                   |
| Shiraki, Christopher       | College Success Coach                                                                     |
| Sloan, Muriel              | Academic Advisor                                                                          |
| Smestad, Kathy             | Administrative Assistant                                                                  |
| Smith, James               | Talent Search Counselor                                                                   |
| Smith, Sherry              | Achievement Center                                                                        |
| Swink, Susie               | Cashier                                                                                   |
| Taliaferro, Mindy          | Financial Aid Technical Assistant                                                         |
| Thompson, Rachael          | Director of Institutional Advancement Executive<br>Director, DSLCC Educational Foundation |
| Tolley, April              | Director, Human Resources                                                                 |
| Unroe, Melissa             | Research Analyst                                                                          |
| Walker, Joe                | Director, Rockbridge Regional Center                                                      |
| Williamson, Vicki          | Administrative Assistant                                                                  |
| Wiseman, Ted               | Grounds                                                                                   |
| Woodruff, Ellen            | Officer Manager                                                                           |
| Wright, Hazel              | Payroll                                                                                   |

## ***Alphabetical Listing of Programs***

|                                                                              |       |
|------------------------------------------------------------------------------|-------|
| Administration of Justice .....                                              | AAS   |
| Administration of Justice with a specialization<br>in Forensic Science ..... | AAS   |
| Administrative Support Technology.....                                       | C     |
| Advanced Health Care.....                                                    | C     |
| Advanced Manufacturing Technology .....                                      | C     |
| Advanced Manufacturing Fundamentals.....                                     | CSC   |
| Baking and Pastry Arts .....                                                 | CSC   |
| Business Administration .....                                                | AA&S  |
| Business Administration with Specialization in<br>Business Foundations ..... | AA&S  |
| Business Leadership and Communications.....                                  | C     |
| Business Leadership .....                                                    | CSC   |
| Business Management .....                                                    | AAS   |
| Business Management with Specialization in<br>Administrative Support .....   | AAS   |
| Culinary Arts .....                                                          | C     |
| Culinary Arts and Management.....                                            | AAS   |
| Education.....                                                               | AA&S  |
| Emergency Medical Services .....                                             | CSC   |
| Forensic Science.....                                                        | C     |
| Forest Management Technology .....                                           | AAS   |
| General Studies.....                                                         | AA&S  |
| General Studies.....                                                         | C     |
| Hospitality Management .....                                                 | CSC   |
| Hospitality Services.....                                                    | C     |
| HVACR.....                                                                   | CSC   |
| Information Systems Technology.....                                          | AAS   |
| Instrumentation Technology Fundamentals ..                                   | CSC   |
| Law Enforcement.....                                                         | C     |
| Massage Therapy.....                                                         | CSC   |
| Microcomputer Operations .....                                               | C     |
| Networking Technologies.....                                                 | CSC   |
| Nursing .....                                                                | AAS/C |
| Nursing PN to RN Pathway Course.....                                         | AAS   |
| Office User.....                                                             | CSC   |
| Office Management .....                                                      | C     |
| PC Repair.....                                                               | CSC   |
| Practical Nursing.....                                                       | C     |
| Private Security Services.....                                               | CSC   |

|                                      |       |
|--------------------------------------|-------|
| Renewable Energy .....               | CSC   |
| Science .....                        | AA&S  |
| Small Business Management.....       | CSC   |
| Sustainable Agriculture .....        | CSC   |
| Technical Studies:                   |       |
| Electrical and Instrumentation.....  | AAS   |
| Urban Forestry.....                  | CSC   |
| Web Page Design .....                | CSC   |
| Welding.....                         | C/CSC |
| Wind Turbine Service Technology..... | C/CSC |

**Code**

|            |                                       |
|------------|---------------------------------------|
| AA&S ..... | Associate of Arts and Sciences Degree |
| AAS .....  | Associate of Applied Science Degree   |
| C.....     | Certificate                           |
| CSC.....   | Career Studies Certificate            |

***DSLCC Local Board  
Members for 2015-2016***

|                         |                     |
|-------------------------|---------------------|
| Janet Nelson            | Alleghany County    |
| Eddie Graham            | Alleghany County    |
| Ramona Garcia           | Bath County         |
| Robert R. (Dan) Collins | Botetourt County    |
| Steven Douty            | City of Buena Vista |
| Kyle Keyser             | City of Covington   |
| Margaret Burks          | City of Covington   |
| Lawrence Goodall        | City of Lexington   |
| Laura Hoofnagle         | Rockbridge County   |
| Robert Clayton          | Rockbridge County   |

***VCCS State Board Members 2015 – 2016***

|                                      |                |
|--------------------------------------|----------------|
| Beach Dorcas Helfant-Browning, Chair | Virginia Beach |
| Carolyn Berkowitz                    | Burke          |
| Benita Thompson Byas                 | Reston         |
| Thomas Brewster                      | Falls Mills    |
| Darren Conner                        | Callands       |
| James Cuthbertson                    | Glen Allen     |
| LaVonne Ellis                        | Chesapeake     |
| Idalia Fernandez, Vice Chair         | Centreville    |
| Admiral Robert R. Fountain           | Montross       |
| William C. Hall, Jr.                 | Richmond       |
| David Nutter                         | Blacksburg     |
| Eleanor Saslaw                       | Springfield    |
| Michael J. Schewel                   | Richmond       |
| Robin Sullenberger                   | Harrisonburg   |
| Michel Zajur                         | Midlothian     |
| Glenn DuBois, Secretary              |                |
| Virginia Community College System    |                |
| 300 Arboretum Place, Suite 200       |                |
| Richmond, Virginia 23236             |                |

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# **Appendix A: POLICY ON WEAPONS**

## **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 Application:

This policy applies to all faculty, staff, students, contractors, and visitors entering campus buildings or attending college-sponsored events.

## **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 Colleges 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. Collegeboards 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.

## ***G. Further Exceptions***

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.

## ***H. Procedures***

1. If campus security guard or an administrator observes or receives a report of a violation of this policy, they will direct the individual to leave the campus building or event immediately. 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 take appropriate action, including contacting local police.
1. In cases involving an immediate threat of violence, members of the campus community are encouraged to call 911 immediately. The Campus security guard or administrator will take appropriate action, to include contacting local police.
2. 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 or an administrator 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 or administrator 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.

## ***I. 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.

# **Appendix B - 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.

Exception: at the discretion of the chief business officer, a total refund of tuition may be made from petty cash in cases where courses are cancelled by the college and the student has no election in the action. This procedure should be exercised only under extraordinary circumstances.

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 Commonwealth Accounting and Reporting System (CARS) 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 (see: <http://bit.ly/1HOyWM6>). 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 is 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.

## **Appendix C - Program Descriptions**

The following links to 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. (*Internet access is required to download the attached documents*).

### ***Degree Programs***

| <b>Arts and Sciences (AA&amp;S) Degree</b>                                                   | <b>Code</b> |
|----------------------------------------------------------------------------------------------|-------------|
| <a href="#"><u>Business Administration</u></a>                                               | 216         |
| <a href="#"><u>Business Administration with a Specialization in Business Foundations</u></a> | 216-01      |
| <a href="#"><u>Education</u></a>                                                             | 624         |
| <a href="#"><u>General Studies</u></a>                                                       | 697         |
| <a href="#"><u>Science</u></a>                                                               | 881         |

| <b>Applied Sciences (AAS) Degree</b>                                                       | <b>Code</b> |
|--------------------------------------------------------------------------------------------|-------------|
| <a href="#"><u>Administration of Justice A.A.S.</u></a>                                    | 400         |
| <a href="#"><u>Administration of Justice with a Specialization in Forensic Science</u></a> | 400-02      |
| <a href="#"><u>Business Management</u></a>                                                 | 212         |
| <a href="#"><u>Business Management with a Specialization in Administrative Support</u></a> | 212-01      |
| <a href="#"><u>Culinary Arts and Management</u></a>                                        | 242         |
| <a href="#"><u>Forest Management Technology</u></a>                                        | 328         |
| <a href="#"><u>Information Systems Technology</u></a>                                      | 299         |
| <a href="#"><u>Nursing (ADN)</u></a>                                                       | 156         |
| <a href="#"><u>PN to RN Pathway Course</u></a>                                             | 156         |
| <a href="#"><u>Technical Studies – Electrical and Instrumentation Technology</u></a>       | 718         |

### ***Certificate Programs***

| <b>Certificates</b>                                           | <b>Code</b> |
|---------------------------------------------------------------|-------------|
| <a href="#"><u>Administrative Support Technology</u></a>      | 398         |
| <a href="#"><u>Advanced Health Care</u></a>                   | 194         |
| <a href="#"><u>Advanced Manufacturing Technology</u></a>      | 722         |
| <a href="#"><u>Business Leadership and Communications</u></a> | 724         |
| <a href="#"><u>Culinary Arts</u></a>                          | 245         |
| <a href="#"><u>Forensic Science</u></a>                       | 475         |
| <a href="#"><u>General Education</u></a>                      | 695         |
| <a href="#"><u>Hospitality Services</u></a>                   | 271         |
| <a href="#"><u>Law Enforcement</u></a>                        | 463         |
| <a href="#"><u>Microcomputer Operations</u></a>               | 207         |
| <a href="#"><u>Office Management</u></a>                      | 224         |
| <a href="#"><u>Practical Nursing</u></a>                      | 157         |
| <a href="#"><u>Welding</u></a>                                | 995         |
| <a href="#"><u>Wind Turbine Service Technology</u></a>        | 824         |

| <b>Career Studies Certificates</b>                                                                          | <b>Code</b> |
|-------------------------------------------------------------------------------------------------------------|-------------|
| <a href="#"><u>Advanced Manufacturing Fundamentals</u></a>                                                  | 221-990-48  |
| <a href="#"><u>Baking &amp; Pastry Arts</u></a>                                                             | 221-242-05  |
| <a href="#"><u>Basic Wind Turbine Service Tech.</u></a>                                                     | 221-941-10  |
| <a href="#"><u>Business Leadership</u></a>                                                                  | 221-298-32  |
| <a href="#"><u>EMS - Intermediate</u></a>                                                                   | 221-146-03  |
| <a href="#"><u>Heating, Ventilation, Air Conditioning and Refrigeration Fundamentals (Under Review)</u></a> |             |
| <a href="#"><u>Hospitality Management</u></a>                                                               | 221-775-01  |
| <a href="#"><u>Instrumentation Technology Fundamentals</u></a>                                              | 221-938-21  |
| <a href="#"><u>Massage Therapy</u></a>                                                                      | 221-179-01  |
| <a href="#"><u>Networking Technologies</u></a>                                                              | 221-732-07  |
| <a href="#"><u>Office User</u></a>                                                                          | 221-298-08  |
| <a href="#"><u>PC Repair</u></a>                                                                            | 221-731-24  |
| <a href="#"><u>Private Security Service</u></a>                                                             | 221-400-60  |
| <a href="#"><u>Renewable Energy Technology Fundamentals</u></a>                                             | 221-706-40  |
| <a href="#"><u>Small Business Management</u></a>                                                            | 221-212-24  |
| <a href="#"><u>Sustainable Agriculture (Under Review)</u></a>                                               |             |
| <a href="#"><u>Urban Forestry</u></a>                                                                       | 221-328-03  |
| <a href="#"><u>Web Page Design</u></a>                                                                      | 221-352-02  |
| <a href="#"><u>Welding CSC</u></a>                                                                          | 221-995-01  |