

NSU

2000-2002 CATALOG AND STUDENT HANDBOOK

A Four Year Education Begins At DSLCC!

Dabney S. Lancaster Community College courses offer students the same high quality education as four-year schools while maintaining a low teacher to student ratio and affordable tuition.

Prior to registration, consult an advisor at the four-year school you plan to attend to insure that classes taken at DSLCC are necessary and transferable to your particular major.

DSLCC in-state tuition is \$118.11 for a 3 credit course. Contact the four year institution to compare costs.

DSLCC	William and Mary	JMU	Radford	UVA	Virginia Tech
ACC 211/212	BUS203	COB241/242	ACTG211/212	COMM201/202	ACCT211/212
ART 201/202	ARTHElective	GARH205B/206B	ART215/216	ARTH101/102	ART2385/
BIO 101/102	BIO203, Elective	BIO120/130	BIO101/102	BIOL201,203/ 202,204	BIOL1005/1 1006/
BIO 141/142	BIO304,305/308	BIO290-270	BIO310/311	BIOL206/207	Free Ele
CHM 111/112	*	CHEM131L, 131 132,132L	CHEM101/102	CHEM141 or 151 142 or 152	CHEM1035, 1036/
ECO 201/202	ECON102/101	GECO200/201	ECON105/106	ECON202/201	ECON2006/
ENG 111	WRIT101	GENG101	ENGL101	ENWR101	ENGL
ENG 112	ENG201	GENG102	ENGL102	ENWR201	ENGL
ENG 242	ENG363	GENG248	GENED	ENTL214	ENGL
ENG 244	ENG204	GENG236	GENED	ENLT212	ENGL
FRE 101/102	FR101/102	FR101/102	FREN100/200	FREN101/102	FREN1105/
GER 101/102	GER101/102	GER101/102	GRMN100/200	GERM101/102	GERM1105/
HIS 111/112	HIST103/104	GHS101/102	HIST102/102	HIST Elective	HIST1025/
HIS 121/122	HIST201/202	*	HIST111/112	HIUS201/202	HIST1115/
MTH 151/152	*	MATH103	MATH103	MATH108/111	MASC1024/
MTH 163/164	MATH103	MATH135 and 000	MATH138	*	MATH1504 or
MTH 173/174	MATH111/112	MATH235, 236, 000	MATH151/152	MATH131/132	MATH1205/
MTH 240	*	MATH220	STAT205	MATH112	STAT Ele
MUS 221/222	*	GMUS205/206	MUSC321/322	MUSI101/102	MUSC2115/
PHI 211/212	PHIL Elective	GPHIL101	PHIL114	PHIL111/112	Free Ele
PHY 241/242	PHYS101/102	PHYS240, 140L/ 250, 150L	*	PHYS231/232	PHYS2175/
PLS 135/136	GOVT Elective/353	GPOS225 POSC226/GPOS302	POSC120/330	GFAG101/ GFAG Elective	Must take t PSCI1
PSY 200	PSY201	GPSY101	PSYC121	PSYC101	PSYC2
PSY 238	PSY310	GPSY160	Elective	PSYC Elective	PSYC2
REL 200	REL Elective	REL000	RELN202	RELG Elective	REL2
SOC 200	SOC Elective	SOCI000	SOCY110	SOC Elective	SOCI1
SOC 268	SOC204	GSOC210	SOCY210	SOC222	SOCI2
SPA 101/102	SPAN101/102	SPAN101/102	SPAN101/102	SPAN101/102	SPAN1105/1
SPD 110	SPCH102	GCOM121	SPCH114	ENSP106	COMM2

*CONSULT ADVISOR

*Planned Academic Calendar
Summer 2000*

	10-Week Session	First 5-Week Session	Second 5-Week Session
Registration	May 1-31	May 1-31	May 1-June 30
Memorial Day Holiday (College Closed)	May 29	May 29	
Classes Begin	May 30*	May 30*	July 5
First Day to Add/Drop or Receive Refund	June 8	June 2	July 10
Independence Day Holiday (College Closed)	July 4**		
First Day to Withdraw Without Academic Penalty	July 7	June 19	July 19
First Day of Classes	August 3	June 29	August 4
Final Exams	August 4	June 30	August 4

Note: Friday, June 2, will be a regular class day to make up the necessary class time of the Memorial Day holiday.

Note: Friday, July 28, will be a regular class day to make up the necessary class time of the Independence Day holiday.

*Planned Academic Calendar
Fall 2000 and Spring 2001*

	Fall 2000	Spring 2001
Registration by Appointment	July 13-August 11	November 15-December 20
Walk-in Registration	August 14-22	January 2-8
Classes Begin	August 21	January 8
Labor Day (No Classes)	September 4	
First Day to Add/Drop or Receive Refund	September 5	January 22
Winter Break (No Classes)	October 3	March 12-16
Satisfactory Grade Reports	October 16	February 26
First Day to Withdraw Without Academic Penalty	October 20	March 9
Thanksgiving Holiday (No Classes)	November 22-24	
First Day of Classes	December 8	April 27
Final Exams (Reading Days, Snow Make-up)	December 11-14	April 30-May 9
Graduation		May 12

During *registration by appointment*, students must schedule an appointment with a counselor or advisor in Student Services. During *walk-in registration* students do not need an appointment and are seen on a first-come, first-served basis. The calendars presented here are subject to change. Consult the semester class schedule and any applicable DSLCC notices for changes.

*Planned Academic Calendar
Summer 2001*

	10-Week Session	First 5-Week Session	Second 5-Week Se
Registration	May 1-29	May 1-29	May 1-June 30
Memorial Day Holiday (College Closed)	May 28	May 28	
Classes Begin	May 29*	May 29*	July 2
Last Day to Add/Drop or Receive Refund	June 8	June 1	July 6
Independence Day Holiday (College Closed)	July 4**		
Last Day to Withdraw Without Academic Penalty	July 9	June 18	July 23
Last Day of Classes	August 2	June 28	August 2
Final Exams	August 3	June 29	August 3

* Note: Friday, June 1, will be a regular class day to make up the necessary class time of the Memorial Day holiday.

**Note: Friday, July 27, will be a regular class day to make up the necessary class time of the Independence Day holiday.

*Planned Academic Calendar
Fall 2001 and Spring 2002*

	Fall 2001	Spring 2002
Registration by Appointment	July 16-August 10	November 12-December 20
Walk-in Registration	August 13-21	January 2-4
Classes Begin	August 22	January 7
Labor Day (No Classes)	September 3	
Last Day to Add/Drop or Receive Refund	September 4	January 21
Semester Break (No Classes)	October 2	March 11-15
Unsatisfactory Grade Reports	October 17	February 26
Last Day to Withdraw Without Academic Penalty	October 23	March 18
Thanksgiving Holiday (No Classes)	November 21-23	
Last Day of Classes	December 11	April 26
Final Exams (Reading Days, Snow Make-up)	December 12-17	April 29-May 8
Graduation		May 10

It is the policy of Dabney S. Lancaster Community College to promote equal opportunity in educational programs and activities, and employment without regard to race, creed, gender, national origin, disability or any other non-merit factor. Questions conc policy should be directed to the DSLCC Affirmative Action Officer, whose office is located in Backels Hall and who can be reach 863-2800 (V/TDD) or 877-733-7522 when calling from the service region.

From the President



When I am thinking about Dabney S. Lancaster Community College and the vital role it plays in the lives of our students, I am struck by the many opportunities available through our College. From university parallel courses, which prepare students for transfer to four year institutions, to job-related education and training, to noncredit courses focused on personal growth, DSLCC offers many options which can change lives. We who work at DSLCC are proud of the role we play and are gratified by your continued confidence in us and our services.

This catalog provides information about DSLCC and its educational programs, policies, procedures and services to students. As you seek your future in these pages, be assured that our faculty, staff and administrators will welcome you to this community of scholars. We will challenge your thinking, support your learning and join with you as you prepare for an exciting future.

As you take advantage of our many educational opportunities, please accept my personal best wishes.

Richard R. Teaff, Ph.D.
President

Main Campus

P.O. Box 1000
Clifton Forge, Virginia 24422
(Location: Interstate 64 at Exit 24)
540/863-2800
540/862-2913 (V/TDD)
1/877-73DSLCC when calling from the service region
FAX: 540/863-2915

Rockbridge Regional Center

College Square Shopping Center
Lexington, Virginia 24450
(Location: Interstate 64 at Exit 55, then South on Route 11)
540/463-6673
FAX: 540/463-1775

Administrative Office Hours

Monday-Friday: 8:00 am-5:00 pm

Learning Resources Center Hours

Monday-Thursday: 8:00 am-9:00 pm
Friday: 8:00 am-5:00 pm
Sunday: 2:00 pm-6:00 pm

DSLCC Web Site

www.dl.cc.va.us

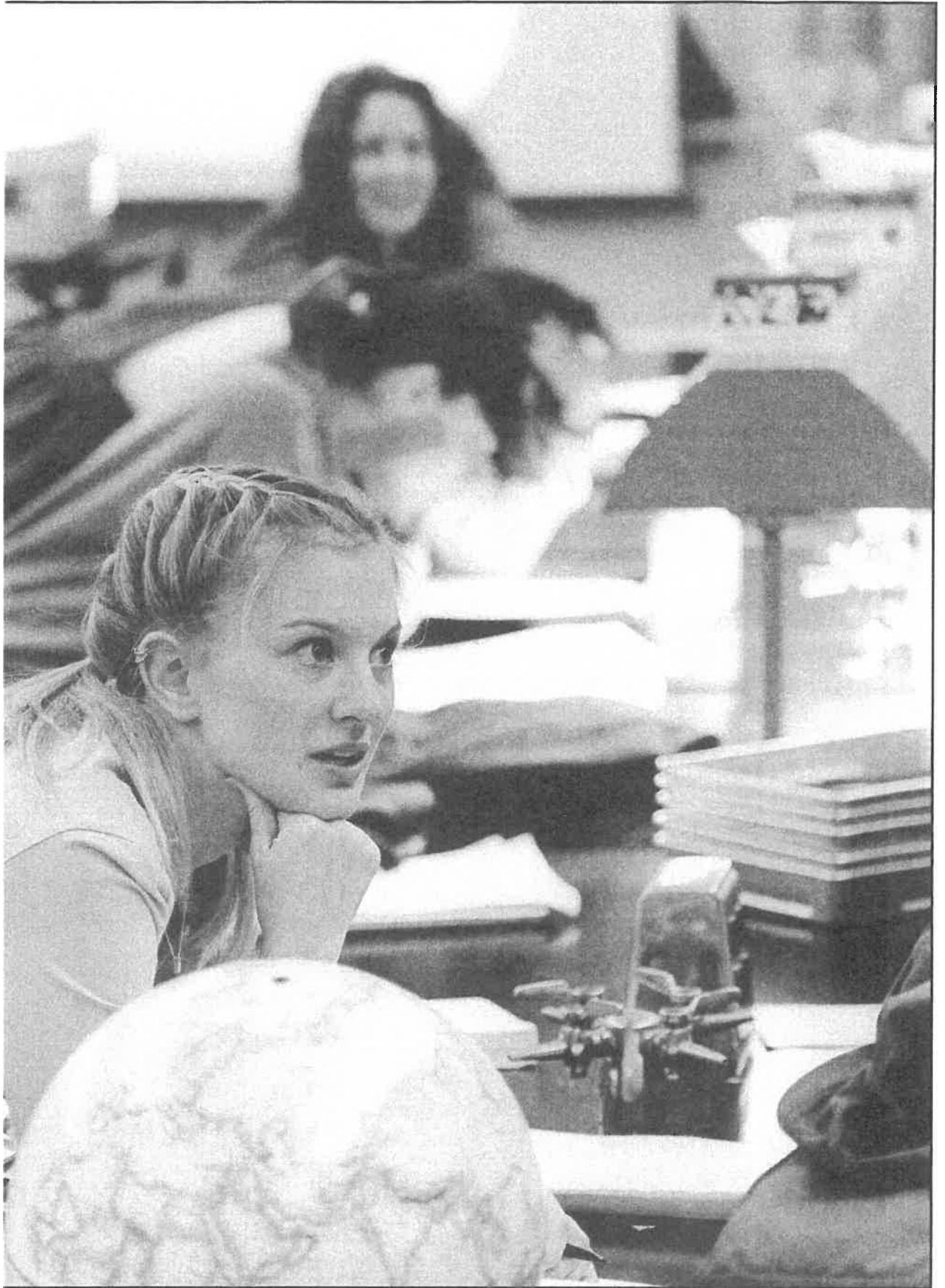
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 Computer Aided Design (CAD) Career Studies Certificate
 Hospitality Management Certificate
 Hospitality Services Career Studies Certificate
 Culinary Arts Certificate
 Manufacturing Technology Certificate
 Massage Therapy (Massotherapy) Certificate
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General Information

The College

Lancaster Community College is a two-year institution of higher education which is a member of the statewide Virginia Community College System. The College is supported by the wealth of Virginia and the citizens of the counties of Alleghany, Bath, Botetourt (northern) and Rockbridge as well as the cities of Roanoke, Vista, Clifton Forge, Covington and Harrison, but welcomes students from other areas as well.

The College operates under the policies of the State Board of Community Colleges and the Dabney S. Lancaster Community College Board. The College is financed primarily by state funds and supplemented by contributions from the service area counties and cities, the federal government, private organizations, individuals and student tuition.

Location and Facilities

The main campus is located one mile west of town Clifton Forge on a 117 acre tract bounded by the Jackson River on three sides. Buildings and Warren Halls contain offices and classrooms. The Moomaw Center houses the center for student and community services, food services and a bookstore. Scott Hall contains laboratories, classrooms and the Learning Resources Center. The Gary Lee Miller - Dale Collins Convocation Center is a joint facility for the Virginia National Guard and the College. It contains a gymnasium, classrooms, and storage space.

The College's Rockbridge Regional Center is located at College Square Shopping Center in Rockbridge County. It houses offices, a general classroom, a computer laboratory and a network connected by interactive television to the main campus.

History

In November 1964, students were admitted for the first time to the Clifton Forge-Covington branch of the Virginia Polytechnic Institute. In two years, this branch college offered the same courses available at the parent institution as well as a certificate program in secretarial science. Later in 1966, a pre-college foundation program was established. This was expanded into the general education 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 S. 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 academic standards, is financially and geographically accessible and respects each student's rights and responsibilities.

The College offers programs at the associate degree level as well as a full complement of credit and noncredit courses and resources tailored to the lifelong learning needs of local residents. On-site and long-distance options incorporate up-to-date technological support. Comprehensive guidance, counseling and tutoring services assist students in achieving their potential and in making sound educational, occupational and personal choices.

The College serves the diverse needs of the community, sponsoring a wide array of cultural events, offering training to meet changing workforce demands and providing facilities for research and recreation. In cooperation with local business, industry, government, professions and other educational institutions, DSLCC prepares students for a full range of academic choices and careers.

Mission of the Virginia Community College System

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.

To achieve this mission, the principles that guide Virginia's community colleges are:

- to provide programs and courses of instruction, through the associate degree level, encompassing occupational-technical education, college transfer education, general education, developmental education, continuing education and workforce development;
- to offer a comprehensive program of student development services;
- to provide a broad range of instructional technologies, methods, materials, facilities and instructional support services that accommodate students of varied backgrounds, interests and abilities;
- to create an educational environment that facilitates learning through a curriculum that broadens perspectives, leads to responsible citizenship and sets standards that support the highest level of performance;
- to serve as an important linkage between secondary education and four-year colleges and universities;
- to enrich local communities, by making available resources in people, facilities, libraries and programming;
- to take a leadership role in helping shape the future direction of their communities;
- to enhance economic, cultural and educational partnerships between the colleges and communities they serve;
- to ensure a healthy and safe environment on each campus; and
- to be fiscally responsible and accountable.

Academic Offerings

Dabney S. Lancaster Community College is a comprehensive institution of higher education offering programs of instruction extending not more than two years beyond high school level.

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

University Parallel-College Transfer Education: The university parallel-college transfer program includes freshman and sophomore courses in arts and sciences and pre-professional fields meeting standards acceptable for transfer to baccalaureate degree programs at four-year colleges and universities.

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

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

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

Developmental Studies Program: Developmental courses are offered to prepare individuals for admission to a curriculum in the College. These classes are designed to help the individual develop the basic skills and understandings necessary to succeed in other College programs.

ed Regional and Community Services: Faculty and personnel of the College are committed to provide educational and cultural opportunities for citizens of the region. Community services include faculty and staff engagements, cultural events, workshops, lectures, seminars, special courses, public lectures and forums, extension programs for two- and four-year institutions, films, exhibits and campus facilities and services, including the audiovisual center and recreational

General Education Objectives

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

Communication: Students will develop the ability to communicate effectively through speaking, listening, reading and writing.

Learning Skills: Students will develop a desire for continued learning by acquiring skills needed to learn and an appreciation for personal growth.

Thinking: Students will develop problem-solving and solving skills by using critical thinking, scientific principles/methods and logical reasoning.

Personal Ethics: Students will develop personal responsibility by clarifying values, developing a code of ethics, maintaining a considerate attitude toward others and accepting the responsibility of being a contributing member of the community.

Personal Skills and Human Relations: Students will develop interpersonal relationships by interacting with others, maintaining a positive, outgoing attitude and by recognizing the worth and dignity of others.

Practical and Computer Skills: Students will develop the ability to understand and apply the activities of daily living and to be productive in the use of computers.

Understanding Culture and Society: Students will develop an understanding of and appreciation for cultures and ideas by developing a historical perspective and appreciation of the arts and by learning differences and commonalities among all humans.

Understanding Science and Technology: Students will develop a responsibility toward the global environment by understanding the uses of science and technology, their impact on the environment and one's personal responsibility toward protecting the environment.

Wellness: Students will develop an understanding of the relationship between mind, body and maintenance of health.

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 Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number: 404/679-4501) to award the following degrees: Associate in Arts and Sciences (A. A. and S.) and Associate in Applied Science (A.A.S.).

DSLCC is one of 23 colleges within the Virginia Community College System. The associate degree curriculums 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.

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 accredited by the National League for Nursing (NLN) and the Forestry program is recognized 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. In accordance with the Americans with Disabilities Act of 1990, the College does not discriminate on the basis of race, color, religion, national origin, political affiliation, gender, age, handicap or other non-merit factors and complies with the Civil Rights Act of 1964. DSLCC is further committed to ensuring equal treatment and equal access to its educational programs and facilities by all students.

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 board is composed of representatives of the counties and cities 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 1996- 2001 DSLCC Master Plan

The heart and soul of this College is learning and personal growth, both of which require high 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 staff, faculty and administrators
- general education courses that enable to understand their culture and environment to develop skills needed for anal communication and that promote personal and social responsibility
- an environment conducive to scholarly
- high quality academic advising, guidance counseling, career awareness and selection placement assistance
- resources necessary for quality teaching learning
- opportunities for personal and professional development
- the free interchange of ideas, beliefs and
- assessment activities which assure improvement in institutional effectiveness
- staff, faculty and administrators to serve models in the College, the community professions
- comprehensive academic program integrate liberal arts and technology education
- opportunities for recognizing outstanding achievement

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

General Admission to DSLCC

Anyone who has a high school diploma or GED or who is 18 years of age and is not currently enrolled in a program at the College, is eligible for admission. The College reserves the right to admit students in special cases and to refuse admission to students when considered necessary in the best interests of the College. Students may be denied admission if there is reason to believe that they present a danger to themselves, other students, and/or DSLCC employees.

How to Apply

Non-degree or certificate seeking students must follow the following procedure:

1. Submit a completed Application for Admission, including completed state residency information.

2. 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 high school transcript must be approved by the registrar.

3. Complete a placement test or provide satisfactory SAT/ACT scores. (For more information, see SAT/ACT Scores section on the next page.) 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 counselor.

After individuals have been admitted to the College as degree or certificate seeking students, they will meet with a College counselor or 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 will be required to submit any 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:

1. An official Application for Admission
2. A state residency form, if applicable

NOTE: Placement tests may be required for certain courses. Check with a counselor in Student Services for more information.



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 test. Students requesting an exemption should contact Student Services.

<u>SAT/ACT SECTION</u>	<u>SAT</u>	<u>ACT</u>
Verbal	480	20
Math	440	18
Math*	480	20

*if you are planning to take precalculus or higher math.

Admission to a Curriculum

Admission to the College does not necessarily admit the student to a particular 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. 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 Description* or *Programs of Study* sections.

Admission to Non-Credit Community Service Courses

Persons applying for noncredit courses do not necessarily have to meet College admission requirements.

Veterans/National Guard Admission

Most of the College's programs are approved by the State Department of Education for veterans' benefits. Requests for benefits be directed to the Veterans' Affairs (Student Services). It is the lawful obligation of the Veterans' Affairs Officer to monitor the academic program and to inform the Administration promptly of such matters as attendance, unsatisfactory progress and enrollment. It is the student's responsibility to inform the Veterans' Affairs Officer immediately of any change in his or her 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 outlined in this catalog. All veterans must submit the Veterans' Request for Certification Form before they register in order to continue to receive benefits.

Senior Citizen Admissions

Legal residents of Virginia who are 60 years of age or older may register for credit courses, not exceeding three courses per semester on a space available basis, without paying tuition or fees. Registration for credit courses without payment, either as a full-time or part-time student, requires that taxable income not exceed \$10,000 the preceding year.

A nonpaying senior citizen may be dropped from a course if space is needed for a paying student.

Admission of International Students

It is the policy of the College to admit international students who have Resident Alien status and are already residing in the service area. The College is not authorized by the U.S. Immigration and Naturalization Service to process applications from abroad or those requiring the College to initiate or maintain an F-1 Student Visa.

Admission of High School Students

Under certain conditions, students enrolled in high school who have reached junior status, are at least 16 years old and meet all course prerequisites, may be admitted to DSLCC. These students are eligible for financial aid. High school students are categorized under one of the following programs.

Exchange: With written permission of the principal and the high school counselor, students may enroll in specific college level courses.

College Credit: Courses under this program are available to high school students, usually during the summer, and fulfill high school graduation requirements.

Information is available in Student Services.

Admission of Home Schooled Students

DSLCC will consider the admission of "home schooled students" who are at least 16 years old and comply with the following procedures.

Applicants must provide a current copy of a completed and signed home schooled agreement between the appropriate school administrator and the authorizing parent or guardian. Such documentation must be submitted to the counselor prior to admission to the College.

Applicants whose home schooling does not include a home schooled agreement must be at least 16 years of age and able to demonstrate the ability to benefit from a program at the College as evaluated by an appropriate score on the placement test.

Applicants must submit a college application and meet with a college counselor for course evaluation.

Applicants must complete placement testing in mathematics, English and reading.

Applicants must meet with a college counselor to make tentative plans concerning placement in college courses.

Residency Requirements

Mere physical presence or residence primarily for educational purposes does not confer domiciliary status. 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.

A domicile officer in Student Services is responsible for determining residency and guidance should 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.

The following general rules are among those used in determining residency: (1) the term residency means domicile when used in the context of college tuition requirements; (2) a person's domicile is the place where he or she resides with the unqualified intention of remaining permanently; (3) persons must demonstrate that they have been domiciled in Virginia for the one year immediately prior to the commencement of the semester for which they are seeking Virginia residency status; thus (a) parents of students under 18 years of age must have been domiciled in Virginia for that year; (b) 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 unless the student, regardless of age, is a "dependent student" as defined for income tax purposes, in which case the student may claim the domicile of either parent; and (c) students residing in the country on a temporary 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.

Disabled Students

Students with current documentation regarding a disability that would affect academic progress should advise the Director of Student Services of requirements for auxiliary aids, readers, interpreters, taped materials and other services.

Transferring from Other Colleges

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

If a person is ineligible to return to a particular curriculum in a previous college, generally he or she will not be allowed to enroll in the same curriculum in DSLCC until one semester has elapsed or until he or she completes an approved preparatory program at DSLCC. The Student Services Office will decide on each case and usually shall impose special conditions for the admittance of such students, including placement on academic probation.

Each student transferring credits from another college 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. DSLCC only accepts credit from regionally accredited colleges. 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 student will be informed of the amount of credit which will transfer as soon as possible, but no later than the end of the first academic term in which they are enrolled.

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.

Advanced Standing Information

DSLCC adheres to the philosophy that education is development (knowledge and/or skills gained), regardless of how or where it is worthwhile and worthy of recognition. Therefore, curriculum students may receive advanced standing for demonstrated proficiency within a particular program or course. Advanced standing is the administrative recognition of a student beyond the basic curriculum program, allowing college credit for a particular subject matter and/or other appropriate recognition upon the submission of transcripts from previous academic study, evidence of occupational experience or credit by exam. There is no hour charge for credits earned in this manner.

Credits earned by examination may be applied toward meeting degree and/or course requirements, but neither grades nor grades will be awarded. A "credit-by-examination" notation will be included on a student transcript for each course completed in this manner.

It should be noted that, although an increasing number of colleges are accepting credit 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 through the following ways:

CLEP Examinations for Advanced Standing: The College Level Examination Program (CLEP) of the Educational Testing Service has been approved for obtaining credit by examination. Many examinations such as English Composition, American History, American Government, General Psychology, Biology and Chemistry, are available. Credits are awarded depending on the score achieved. Students interested in participating in CLEP should contact their counselor and/or the appropriate division chairperson. A fee equal to that charged by the Educational Testing Service is charged for each CLEP examination.

Locally Constructed Examinations for Advanced Standing: Tests prepared by DSLCC faculty are available for several DSLCC courses. They will grant specific course credit for achievement on these locally prepared

ons. Students interested in participating edit-by-examination program should their counselor and/or the appropriate chairperson. There is no fee for locally ad tests.

ion of Competency: Students entering secondary vocational program may be for advanced placement in certain al-technical programs based on on of a competency (skill) level by the vocational teacher. Certain fundamental typewriting, keyboarding, technical and welding are taught at the area l schools. Advanced placement is based mal as well as formal articulation its with local educational agencies in the ervice area. Students interested in this of advanced placement should contact iselors, respective program head or hair.

ed Training: Successful completion of ces schooling, industrial apprenticeship s, Virginia law enforcement training Certified Professional Secretaries' exam fied Legal Secretaries' exam may merit Individuals who can provide official its certifying successful completion of the ograms (exams), who have declared a a DSLCC degree or certificate program o are currently enrolled in classes e to the program may request advanced it. The number of credit hours awarded upon formal documentation and its in force through the VCCS or locally. interested in this type of advanced it should contact a counselor, respective head or division chairperson.

d Placement Credit: Students who have id advanced work while in high school ly to the College Entrance Examination take one or more tests offered through nced Placement program. The Board he results of the examination to the DSLCC awards credit for a grade of 3 or ith the final determination of credit hours made on the basis of the exam taken.

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 a counselor or faculty advisor to arrange for testing in English, mathematics and reading prerequisite skills, if needed. No changes in program or curriculum may be made without the recommendation of a counselor and the approval of the chairperson of the instructional division to which the student wishes to transfer.

Transfer to Other Institutions

Depending on the program of study, DSLCC students may transfer credits to a four year institution. 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 the DSLCC transfer advisor in choosing courses. DSLCC maintains a file of catalogs of many four year institutions. While the transfer advisor will attempt to guide a student into the right courses, the ultimate responsibility belongs to the student.

Associate in Arts and Sciences Programs

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

Associate in Applied Science Programs

The Associate in Applied Science Degree Programs are designed as two year programs. However, many four year colleges and universities are now accepting credits earned in such programs when a student transfers into a comparable technical program. Students interested in transferring to a four-year institution after coming to the 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.

Articulation and Transfer Agreements

DSLCC and the Virginia Community College System have established articulation and transfer agreements with several colleges and universities. These agreements may enable students in certain programs who have planned to transfer to a four year college or university to transfer upon graduation to these schools without losing credits. In addition, the College transfer advisor works closely with four year colleges and universities to stay current in the requirements of those schools, so that DSLCC students can be advised to take appropriate elective courses for the most efficient transfer of credits.

In recent years, graduates transferred to:

College of West Virginia
College of Health Sciences
Concord College
Hollins University
James Madison University
Mary Baldwin College
North Carolina State University
Oakland University
Old Dominion University
Radford University
Roanoke College
University of Virginia
Virginia Tech

Guaranteed Admissions Agreements

Radford University and Roanoke College: DSLCC has entered into Guaranteed Admissions Agreements with Radford University and Roanoke College. Under the terms of these Agreements, students must declare their intention to enroll in one of these institutions prior to completing 30 credit hours.

These agreements entitle students who complete the Associate's Degree with an acceptable grade point average certain benefits including:

- status as a junior similar to students who began as freshmen (native students).
- equal access to financial aid, scholarships and housing programs as native students
- equal access to junior level classes which may have enrollment limits.
- access to RU or RC academic advisors during the freshmen and sophomore years.
- student admission to certain student activities.

Students interested in participating in a Guaranteed Admissions Agreement should contact DSLCC's transfer advisor for details and requirements.

Old Dominion University: DSLCC and Old Dominion University have signed a Guaranteed Admissions Agreement. Under this program, science and sciences students who sign the agreement and maintain a 2.0 GPA and graduate from the transfer programs at DSLCC will be granted automatic admission as juniors at Old Dominion University upon graduation from DSLCC, students can attend classes at Old Dominion University in Norfolk or remain at DSLCC and take classes through the TELETECHNET Program.

DSLCC students will be treated the same as students who start at ODU. They will take classes at the same time as other students and have the same opportunities to get into competitive majors and have the same opportunity for housing.

Students interested in this program should contact the DSLCC transfer advisor to learn the details, fill out the proper forms and determine which classes are best suited for this program.

Transcripts

A student may request that a copy of their Student Permanent Record from DSLCC be forwarded to other educational institutions or federal agencies, employers or any other entity designated by the student. The request must be made by the student in writing. There is a fee for this service. Request forms may be obtained from Student Services or the Registrar's Office.

Fax requests are honored and must have the name of the requestor, the Social Security number, complete address where the transcript is to be sent and the student's signature at the time of 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 (Public Law 93-380), telephone and fax requests for transcripts cannot be honored.

Use of Student Information

For official information about students, you should be referred to the registrar. Student information is treated as confidential information as defined by the Family Rights and Privacy Act of 1976 (Pub.L. 90-247 as amended). Information from student records cannot be released (with very limited lawful exceptions) without the student who may authorize release. Faculty and staff of the College may have access to student records when acting in the student's best interest and within the limitations of FERPA. These persons may include academic advisors and personnel in the Registrar's Office, Admissions and Records, Counseling, Financial Aid, Veterans' Affairs and Special Services.

Information including name, address, telephone number, date of birth, major field of study, dates of attendance, degrees and awards received, and previous institutions attended may be released without the consent of the student. You 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 an appropriate college official.

You have the right to inspect, review and request correction of the information contained in his/her own records.

Retention of Student Records

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

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

Tuition and Fees

General Tuition: Tuition rates are subject to change and do not include student activity fees or technology fees.

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.)

Payment of tuition also enables the student to use the Learning Resources Center, bookstore, student center and other facilities of the College. There are no special laboratory or library fees, but students are expected to pay charges for any school property (such as laboratory or shop equipment, supplies, library books and materials) that they may damage or lose.

Senior Citizen Tuition Waiver/Credit Courses: By action of the Virginia General Assembly, senior citizens in Virginia may be eligible for free tuition and fees. Under this provision, senior citizens who are legal residents of Virginia, 60 years of age or older and whose taxable income does not exceed \$10,000 during the preceding year, may register for credit courses on a credit or audit basis without paying tuition; those with a taxable income of \$10,000 or more may take a course without payment on an audit basis only. This tuition waiver is on a space available basis only.

Senior Citizen Tuition Waiver/Non-Credit Courses: Senior citizens who have reached 60 years of age, have had their legal domicile in Virginia for one year and have an annual income of \$10,000 or less shall be admitted to noncredit courses at no tuition on a space available basis after all tuition-paying students have been accommodated. Senior citizens are responsible for fees established for the purpose of paying for course materials and lab fees. Senior citizens whose annual income is greater than \$10,000 are not eligible for the waiver.

Veterans: Veterans who wish to receive education benefits must contact the Office of Veterans' Affairs 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 U.S. Armed Forces. Requests for applications should be directed to the DSLCC Office of Veterans' Affairs.

Dependents of Firefighters/Police Officers Killed in the Line of Duty: DSLCC provides free tuition to children and spouses of law enforcement officers, firefighters, correctional and jail personnel, Virginia National Guard members or rescue squad members who have been killed in the line of duty. In addition, the College provides free tuition under the Virginia War Orphans Education Program. One of the applicant's parents must have served in a branch of the Armed Forces of the United States and must have been killed or permanently disabled due to injury or disease, a prisoner of war or missing in action during a time of war or armed conflict. Additional qualifications apply and are available from the 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. Tuition refunds are processed after the end of the add/drop period. These refunds are disbursed by the Commonwealth of Virginia Treasury Department and are mailed directly to the student's address of record.

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

Other Costs

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

Technology Fee: A technology fee is charged to all students for each credit hour taken. Monies collected are used to purchase new technology equipment for academic purposes.

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

Fines

Students who damage or lose school (laboratory or shop equipment, supplies, materials, etc.) are expected to pay their losses. In addition, students are expected to pay for overdue library books, improper use of library materials, etc. such infractions as determined by DSLCC with the approval of the State Board for Community Colleges and Universities.

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 College bookstore or library have been paid in full.

Library Fine Policy

Fines of 5¢ per day, including weekends, are levied on overdue books from the library collection. When a book is thirty days overdue, the borrower is considered delinquent and must return all library materials until the fine is paid and has returned or paid for the delinquent materials. The fine cannot exceed the cost of the book. A fine of 25¢ per hour, including the hours that the library is closed, are levied on overdue reserve materials. Students may not graduate or register for the next semester until all obligations are satisfied.

Books and Materials

Students are expected to obtain the books and materials needed in their studies. The estimated cost of these items will cost **\$250-300 per semester** for the average full-time student.

Failure to Meet Financial Obligations

Students failing to meet a financial obligation to the College are placed on financial suspension. Students who fail to meet financial obligations to the College are placed in placement of the delinquent accounts with a collection agency, withholding from student returns, litigation and other collection actions. Payment is necessary to settle the account. The student is responsible for any additional costs in connection with the collection of delinquent accounts. Librarian returned checks similarly affect student status. A charge of \$10 will be assessed for all returned checks.

Student Financial Assistance

Aid: The purpose of the College's aid program is to provide financial aid to qualified students who, without such aid, would be unable to attend college.

The College offers several programs of financial aid by the Federal Government, the Commonwealth of Virginia, the College itself, area organizations, clubs, businesses and private

When to Apply for Financial Aid: The best time to apply for financial aid is during the first half of January and February preceding the first fall semester entrance into the College. The priority application deadline for federal financial aid is March 15. Students who are considered for campus-based funds must apply by this deadline. Eligible students who apply after March 15 may receive an award of campus-based aid if funds are still available. Awards are given on a first-come, first-served basis until the funding is exhausted.

Students should apply for financial aid by November 15 to allow ample time for the aid to be processed. Students may apply late; however, financial aid may not be available in time to be available at the start of the semester.

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

1. Apply as a curricular student to DSLCC.

2. Complete the Free Application for Federal Student Aid (FAFSA) and send it to the processing center using one of the methods shown below:

• Complete and mail the FAFSA paper form. These applications are available in the financial aid office.

• Complete the electronic FAFSA directly on the web. This newest electronic option permits students to access the FAFSA on the Internet and enter data and submit the FAFSA on the web. This can be used on a home computer with the domestic version of Netscape. At DSLCC, computers in the Learning Resources Center, Student Services and

at the Rockbridge Regional Center offer FAFSA on the web. The address is www.fafsa.ed.gov on the web.

Students are encouraged to utilize one of the electronic options. This method is simple and user friendly, cuts down on errors and most importantly, cuts processing time in half.

When the FAFSA has been processed, the student will receive a Student Aid Report (SAR) by mail. Schools listed by Title IV code on the FAFSA will receive an electronic version of the SAR. Students usually do not need to submit an SAR to the financial aid office.

3. Contact the financial aid office when the SAR is received to be certain the school received the electronic report. This is also a good time to determine if additional information is required for the completion of the student file.
4. Complete the DSLCC Financial Aid Application and return it to the DSLCC Financial Aid Office.

Ability to Benefit Procedure

To receive financial aid, students without a high school diploma or GED must demonstrate the ability to benefit from a course of study. In order to show an ability to benefit, a student must receive a passing score on a DSLCC Placement Test as established by the Department of Education. Test results will serve as official documentation of the student's ability to benefit.

Students not eligible for financial aid because they cannot demonstrate the ability to benefit may enroll at their own expense.

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 also

include all terms of enrollment, not only those terms when aid was awarded or received. Developmental studies 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 rates. GPA requirements will be evaluated after each term and credit completion rates 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 Office of Student Financial Aid.

The Student Financial Aid Committee, composed of representatives of the administrative, counseling and instructional staff, is appointed by the President for the purpose of reviewing student appeals concerning financial aid matters.

Refund and Repayment Policy

Any student receiving Title IV financial assistance who drops or adds a class during the add/drop period may be responsible for reimbursing the Title IV program from which the aid was disbursed. Full refund of all Title IV aid (less Federal Work Study earnings) must be made by those students who withdraw from school during the add/drop period.

Financial aid recipients who fail to document attendance in each class will have their financial aid awards recalculated and may be required to repay any difference. If no classes are attended, all aid disbursements must be repaid, including funds that were used to pay tuition.

All students who withdraw before completing 60 percent of their first semester of enrollment and who receive federal student aid from the Federal Educational Loan Program, Federal Pell Grant Program or the Federal SEOG Program will receive a prorated refund for charges assessed the student by the College. This refund will be credited to the federal aid programs in the following order: Federal Stafford, FSLS, FPLUS Loan Programs; Federal Pell Grants; Federal SEOG awards; other Title IV programs; and any state financial aid programs. The student shall not be entitled to any portion of a refund until outstanding balances on all Title IV and state and other aid programs have been credited. A five percent administrative

Financial Aid Disbursement

Disbursements of financial aid awards appropriate tuition, fees and bookstore excluding loans, are usually available at the fifth week of classes each semester. Financial checks are disbursed from the DSLCC Office between 8:00 am and 5:00 pm through Thursday and 8:00 am to 3:00 pm on Friday. Evening students who are not able to pick up a check during the day should contact the Office of Student Financial Aid for alternative arrangements.

Bookstore Charges

Eligible financial aid grant recipients may be required to charge textbooks and/or supplies in the College Bookstore up to the amount of the grant award minus appropriate tuition and fee charges. Charges may be made during the first two weeks of classes each semester.

Veterans' Services

Applications for VA benefits and assistance in applying are available from the College's Veterans Affairs 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 re-register for classes and make adjustments to class registrations (such as add/drop, withdrawal from classes, changes in academic program, etc.) through the College's Veterans' Affairs Office. These changes may affect a student's VA benefits. Students must certify the enrollment status of veteran students only those courses applying to their current curriculum. VA benefits will not be certified to the Veterans' Administration for payment of benefits.

In addition to monthly benefits, the Veterans Administration will pay tutorial assistance for students who are urged to visit the Achievement Center which provides free tutoring for students.

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 Veterans' Affairs Office.

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

Scholarships

DSLCC offers many scholarships to qualified students through the Dabney S. Lancaster Community College Educational Foundation or other business and civic groups.

Additional scholarships are offered through the Dabney S. Lancaster Community College Educational Foundation to graduating college students. Information about these additional scholarships may be obtained at the Financial Aid Development Office or the Office of Student Aid.

Educational Foundation

Scholarships

- Abraham Lincoln Memorial Scholarship
- Electric Co-Op Scholarship
- Communications Foundation Endowed Scholarship
- Honors Scholarship
- Dabney S. Lancaster Memorial Scholarship
- John and Karin Ellis Scholarship
- Wells Fargo Bank
- Local Business/Entrepreneurial Scholarship
- Local Scholarship
- International American Management and Investment*
- Businessman Loan/Scholarship
- Cooper Jerry L. Hines Scholarship
- Book Scholarship
- Memorial Scholarship
- Person Forestry Scholarship
- Scholarship
- Scholarship Incentive for Tomorrow*
- Communications Scholarship
- and Cecil May Scholarship
- Penel Brooks OCC Scholarship
- Part-Time Scholarship
- Scholarship
- National Association of the Pulp and Paper Industry*
- Smith, 116 Infantry, Veterans of Foreign Wars, Post 1033 Scholarship
- Bell Dabney Literary Scholarship
- Pulp and Paper Scholarship
- Night Memorial Scholarship

*Nursing and Medical Arts**

- Allegheny Regional Hospital Book Scholarship
- Allegheny Regional Hospital Nursing Scholarship
- Betty Andrews Memorial Nursing Scholarship
- Tammy Caul Carter Book Scholarship
- Madge Chandler Carr Book Scholarship
- George N. Chucker Memorial Scholarship
- Raymond L. Claterbaugh, Sr. Memorial Scholarship
- Ethel Mae Grimes Dorsey Memorial Scholarship
- Durvin Family Scholarship for Nurses
- Julia E. Edmunds Memorial Scholarship
- Madonna Hepler Nursing Scholarship
- Martha Hudson Memorial Nursing Scholarship
- Louise Kern Lemon Nursing Scholarship
- Mark W. Lockhart Memorial Scholarship
- Mae S. Tucker Memorial Nursing Scholarship
- Lydia M. Woods Memorial Nursing Scholarship

*All nursing and medical arts scholarships, except the George N. Chucker Memorial Scholarship and the Julia E. Edmunds Memorial Scholarship, are available only to second-year nursing students.

Additional scholarships may be offered through civic and business organizations. For more information on scholarships, qualifications and how to apply, contact the Financial Aid Office.

HOPE Scholarship Tax Credit

This tax credit can be taken by eligible students for tuition paid during the freshman and sophomore years, to a maximum of \$1500. To obtain additional information about the requirements for claiming this tax credit, contact Student Services or visit the financial aid page of the DSLCC web site at www.dl.cc.va.us. To determine specifically if you qualify, you must seek the advice of a tax expert.

Student Financial Assistance Programs

Aid Program	Who May Apply	Amount of Aid <i>Subject to Change</i>	Eligibility	How to Apply	Other
Federal Pell Grant	All students who are U.S. citizens or lawful permanent residents.	\$400-\$3000	All undergraduates who show a demonstrated financial need, as determined by the Department of Education.	File a Free Application for Federal Student Aid (FAFSA) and a DSLCC Financial Aid Application. Must apply each academic year.	Other may This grant
Federal Work Study (FWS)	All students who are U.S. citizens or lawful permanent residents.	Varies, depending on need.	All undergraduates who show a demonstrated financial need, as determined by the Department of Education.	File a FAFSA and a DSLCC/FAA and a work study application.	The prov opp student time colle
Federal Supplemental Educational Opportunity Grant (FSOEG)	All students who are U.S. citizens or lawful permanent residents.	\$100-\$4000 per academic year.	All undergraduates who demonstrate financial need, as determined by the Department of Education.	File a FAFSA and a DSLCC/FAA.	This is grant exce need
Commonwealth Award (COMA)	Virginia residents attending at least half time.	Varies, depending on need.	Virginia residents with remaining need as approved by SCHEV.	File a FAFSA and a DSLCC/FAA.	The ' a non fundi progr
Virginia Guarantee Assistance Program (VGAP)	Virginia residents who are high school graduates attending college for the first time, full-time.	Varies, depending on need.	Dependent Virginia residents with a high school GPA of 2.5.	File a FAFSA, a DSLCC/FAA and a verification of high school GPA.	VSFA repa fundi progr
College Scholarship Assistance Program (CSAP)	Virginia residents attending at least half time.	\$400-\$2000 per academic year	All Virginia residents who show a demonstrate financial need.	File a FAFSA and a DSLCC/FAA.	CSAI repay unde d e n exce need
Undergraduate Student Financial Assistance (Last Dollar) Program (LDGP)	Degree seeking, financially needy, minority, in-state, first time freshmen students.	\$200 up to actual tuition and fees per academic year.	All minority, first time freshmen who show a demonstrated financial need.	File a FAFSA and a DSLCC/FAA.	The L is a state progr
Part-Time Tuition Assistance Program (PTAP)	Virginia residents enrolled for 3-5 credits per semester.	Maximum of tuition charges (<i>does not include fees</i>).	All undergraduates who show a demonstrated financial need.	File a FAFSA and a DSLCC/FAA.	This repa funde
Short-Term Loans (limited)	Any DSLCC Student.	Varies.	Emergency need for tuition or help.	File an application with DSLCC Financial Aid Office.	Repa made of rec
Educational Foundation Scholarships	High School honor graduates or second-year nursing students.	Maximum of tuition and fees.	Based on academic achievement and extracurricular activities.	File and application with the Development Office.	Appl prece whic enroll
Veterans Educational Benefits	All Veterans.	Varies.	Determined by Veterans Administration.	File a VA application with the DSLCC Veteran Affairs Office.	May : work financ
Local Grants and Scholarships	Any DSLCC Student.	Varies.	Need-based. In some cases, special guidelines must be met.	File FAFSA and DSLCC/FAA. May require other applications.	Fund Colle and p
Virginia War Orphans Education Act	A child of a Virginian who, as a member of the armed forces, was killed or disabled in action.	Tuition and fees.	Must be a Virginia resident between the ages of 16-25 and meet criteria.	File an application with the DSLCC Veterans Affairs Office.	Proce week shoul
Children of Deceased Police Officers, Firefighters and Rescue Squad Members	A child of a Virginia police officer, firefighter or rescue squad member killed in the line of duty.	Tuition and fees.	Must be a Virginia resident between the ages of 16-25 and meet criteria.	File an application with the DSLCC Financial Aid Office.	Proce week

NOTE: All selected applicants and those students applying for educational student loans must provide a copy of their parent's a

Academic Awards

Degrees and Certificates

offers the following degrees or certificates to students who successfully complete approved curricula at the College.

Associate Degree in Arts and Sciences (A.A. and S.):

awarded to students majoring in one of the approved curricula (Business Administration, General Studies and Science) who plan to transfer to a four-year college or university to complete their respective program.

Associate Degree in Applied Science (A.A.S.):

awarded to students majoring in one of the occupational curricula and who may either plan to seek full-time employment immediately upon graduation from DSLCC or transfer to an approved bachelor's degree program.

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

General Studies Certificates: awarded to students who complete approved curricula with nine to 29 semester hours.

Associate Degree Requirements

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

completed at least 61-62 semester hours in the Associate in Arts and Sciences degree program, 65-69 semester hours in the Associate in Applied Science degree program or 30 semester hours applicable to the Certificate, of which 25 percent (excluding those received through advanced placement or credit by exam) must be acquired at DSLCC.

filled all of the course requirements of the particular curriculum as outlined in the college catalog.

been recommended for graduation by the appropriate instructional authority in the curriculum.

completed at least the required minimum credits applicable to the associate degree,

of which 25 percent, excluding those received through credit by examination, must be acquired at DSLCC.

5. completed the general education requirements (course work in English, Health, Mathematics/Science, Orientation, Physical Education, Humanities and Social Science) for an associate degree.
6. earned a grade point average of at least 2.0 on all studies which are applicable toward graduation in the particular curriculum.
7. filed a Graduation Credentials Checklist with a faculty advisor in early December and an Application for Graduation in the Office of Student Services in early March.
8. resolved all financial obligations to the College and returned all materials, including library books.
9. completed all assessment projects including a test(s) of competency in general education.
10. attended graduation exercises.

Certificate Requirements

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

A student may enroll in a certificate program with that certificate as a goal or may, with the approval of the Dean of Instruction, be awarded a certificate as part of a degree program when the portion of study completed is equivalent to a certificate program offered at DSLCC.

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 Continuing Education and Workforce Services Division.

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, out-of-class study, laboratory, shop study or a combination thereof as follows:

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

Fixed credit and variable hours with behavioral objectives are assigned to each developmental course (courses numbered 01-99). Varying credit is granted for all supervised study, seminar and project and coordinated internship courses.

Grading System for Curriculum Students

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): No credit is awarded until the objectives are finished. This grade is used for developmental courses (numbered 01-99) and special courses as approved by the Dean of Instruction and Student Services. The "R" grade will be given in only those courses in which the student can re-enroll the following semester to complete the remaining objectives without repeating the entire course over. The dean keeps a list of courses in which the "R" grade may be given. The dean must approve each course eligible for a "R" grade. When a student re-enrolls for a course, he/she must pay for the course again.

Incomplete (I): No credit is awarded; the grade denotes that the student did not complete the course for verifiable, unavoidable reasons. The "Incomplete" extends enrollment in the course until the requirements for satisfactory completion are established through student/faculty consultation. Courses for which the grade of "I" has been awarded must be completed by the end of the subsequent semester or another grade (A, B, C, D, F) must be awarded by the instructor upon course work which has been completed. Students must complete at least 80 percent of the course requirement to be eligible for an "I" grade.

Withdrawal (W): A grade of "W" carries no credit and is awarded to students who withdraw from a course after the add/drop period and before the completion of 60 percent of the course. After this time, the student will receive a grade of F except under mitigating circumstances which must be documented. A copy of the documentation is placed in the student's file.

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.

Pass (P) and Unsatisfactory (U): Grade of Pass (P) or Unsatisfactory (U) may be used as an option in Developmental Studies and Special Interest classes. Permission of the division or another appropriate academic administrator is required.

Pass grades in courses numbered 10-29 carry academic credit but are not included in the student's average calculations.

um of seven (7) credit hours in courses
the "P" grade has been awarded may
ed toward completion of a degree,
or certificate.

ory (S): A grade of "S" is assigned for
ory completion of each course in
mental Studies numbered 01-99.

Developmental Studies

velopmental Studies Program at DSLCC
classes in basic reading, writing and
tics. Instructors of these classes give
ersonal attention to students and
y work one-on-one with them during
as and office hours.

in Developmental Studies may fall into
veral categories. They may be taking a
dule of developmental courses or taking
. They may be enrolled in any one of
oma or certificate programs, working
ulfilling requirements for entry into a
or pursuing a GED. Developmental
ourses are available for day and night
who are either part-time or full-time.

ievement Center provides facilities for
port of students in Developmental Studies
The A-Center has an impressive collection
ng, writing and math software in a
r lab staffed at specified hours by an
t. Many of the computers in the
ment Center also have word processing
s for writing papers. The A-Center offers
of modern technology and a genuine
for the individual student who needs
al support.

Grading Developmental Courses

Courses numbered 01-99

; making satisfactory progress but not
ng all of the instructional objectives for
n Developmental Studies shall be graded
t and will be able to re-enroll in the course
lete the instructional objectives.

s not making satisfactory progress in
omental Studies shall be graded
actory and counselors will recommend
tion with the instructor to determine the
ent sequence of courses for the student
eives 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 may be
computed if needed 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 mailed at the end of each
semester to the student's residence as shown on
his or her records. 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:

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:

1. The grade appeal must be submitted in writing to the division chair within two (2) weeks of the student's receipt of the grade report and must indicate clearly the reason for the grade appeal.

2. A committee of three faculty members, one appointed by the division head (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 Dean of Instruction. The committee does not have the authority to change a grade.
3. The decision of the Dean of Instruction 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. 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. Permission of the instructional division chair and the Dean of Instruction is required to audit a course. 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. A student desiring to take a course more than twice should formally request permission through a counselor in Student Services. This request will be forwarded to the Dean of Instruction and 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 or developmental studies, 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 student, (8) general or requirements pending and (9) auditing

Developmental Student: A developmental student is one enrolled in development preparing for admission to an occupational, technical or college transfer program.

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

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

Freshman: Students are classified as freshmen until they have completed 30 credits in a designated curriculum.

Sophomore: Students are classified as sophomores after they have completed more than 30 credits in a designated curriculum. Transfer credits are included, providing they are meeting the requirements of the designated curriculum.

Academic Standing

President's List: Students who carry a minimum of twelve non-developmental credit hours with a grade point average of 3.91 and have no D's or F's will be on the President's List each semester.

Dean's List: Students who carry a minimum of twelve non-developmental credit hours with a grade point average of 3.25 or higher and have no I's, D's or F's will be on the Dean's List each semester.

Graduation Honors

Appropriate honors are awarded for degree 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 (high honors)

3.2 grade point average—Cum Laude (honors)

Academic Warning

Student who fails to maintain a grade point average of 2.0 for any semester or who fails any class will receive an Academic Warning.

Academic Probation

Students who fail to maintain a cumulative GPA of 2.0 will 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 appointment to office in student organizations unless permission is granted by the Director of Student Services or other appropriate college administrator. Students may be required to carry a normal course load the following semester and must consult with their counselor for appropriate courses and academic support. Students shall be placed on probation only after having attempted twelve (12) semester credit hours.

Academic Suspension

Students on academic probation who fail to attain a cumulative GPA of 1.5 shall be placed on suspension only if they have attempted twenty-four (24) semester credit hours. Academic suspension shall be for one semester unless the student reapplies and is accepted for readmission to their curriculum of the College. The statement "Academic Suspension" shall be placed on the student's permanent record. Students who are on suspension are informed that they are on academic suspension and may submit an appeal in writing to the Director of Student Services for consideration of their cases. Suspended students may be readmitted after termination of suspension period and upon formal written appeal to the Director of Student Services.

Academic Dismissal

Students who do not maintain at least a 2.0 GPA for any semester of reinstatement to the college after suspension shall be permanently dismissed. Students who have been readmitted from academic suspension must achieve a cumulative GPA for the semester of their reinstatement, and the next 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:

1. Make an appointment with the program counselor and obtain an application for reinstatement
2. Submit a completed application for reinstatement to the Director of Student Services
3. 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.

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 published each semester. Failure to do so could place a student's academic records in jeopardy.

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. Failure to do so could place academic records in jeopardy.

Academic Advising

Upon full admission to a specific curriculum, most students are assigned a faculty advisor or counselor. 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 B average or higher and must have the approval of both the Dean of Instruction and the appropriate advisor.

If the student has received academic warning or academic probation, he/she 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 Dean of Instruction.

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 successful 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. Frequent unexplained absences may result in dismissal from a course. Instructors may have a definitive attendance policy for any or all courses for which they are responsible.

Examinations

All students are expected to take examinations at the regularly scheduled times. Exceptions will be made without the permission of the Dean of Instruction and the class instructor.

Withdrawal from Class

A student may withdraw from a course without academic penalty within the first three weeks of the semester. Otherwise, the student will receive a grade of "F." Students must withdraw in correct procedures. They must contact their advisor prior to requesting withdrawal. Forms are available from counselors/advisors.

A student may be withdrawn administratively for prolonged absence from a course (Administrative Withdrawal).

Administrative Withdrawal

As announced by each instructor at the beginning of each course and specified in the course syllabus, a student can be withdrawn from a course for prolonged, consecutive, unexcused absence. An absence of two weeks is considered prolonged. A student withdrawn from a course in this manner will receive written notification. During a one-week grace period beginning with the date of administrative withdrawal, the student is allowed to return to class. At the end of the grace period, the student's name will be removed from the class roll. The student may appeal or her removal to the Dean of Instruction within one week of the effective date.

Withdrawal from the College

Any 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 the student's return to this or another college.

Cancellation of Classes

Students registered for classes which are cancelled for lack of enrollment or other reasons must follow the standard procedures for withdrawal from class.

Commencement

Complete the Credentials Checklist, Application for Commencement and the Graduation Information Sheet which are picked up in Student Services and returned by early December. Attendance at the commencement ceremony is required of all graduating students unless special permission to be absent is obtained from the Dean of Commencement.

Scholastic Dishonesty

The College's degrees and certificates are based on the academic integrity of the work of each student; therefore, it is imperative that students maintain a high standard of individual integrity 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:

- (a) Copying from another student's paper.
- (b) Use during the examination of prepared materials, notes or tests other than those specifically permitted by the instructor.
- (c) Collaboration with another student during the examination.

(d) 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.

(e) Substituting for another person during an examination or allowing such substitutions for one's self.

(f) Bribery of any person to obtain examination information.

3. 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 or pamphlets without credit.

4. Collusion, collaboration with another person in the preparation or editing of notes, themes, reports or other written work offered for credit.

Examples of collusion include extensive use of another's ideas for preparing a creative assignment or undue assistance in the preparation or editing of written materials. Collusion may be specifically approved in advance by the instructor.

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 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.

Each institution must insure that a computer competent student will:

- be able to demonstrate a working knowledge of computing concepts, components and operations to accomplish educational and career tasks
- be able to use appropriate components of an integrated productivity software package involving word processing, spreadsheet, database, presentation and/or communication applications
- be able to access, retrieve, assess and apply networked information resources, e.g., on-line catalog, virtual libraries, the Internet and World Wide Web
- be able to use telecommunication software, e.g., electronic mail, listservs, bulletin boards and/or newsgroups, to communicate with faculty, students and information providers

DSLCC requires courses in each associate curriculum which give students the opportunity to master the above skills. In addition, elective courses are offered which give the additional opportunity for skill building.

Student Support Services

Achievement Center: A Student Support federally funded grant program, operates Title IV, administered by the U.S. Department of Education. The Center staff offers the following free services to help students to be successful in their academic pursuits as well as in their personal and career goals:

- tutoring (group or individual) in over 25 subjects
- computer usage with a variety of word processing programs for papers and resumes and building programs in reading, writing and mathematics
- study skills instruction in note-taking, management, test-taking and stress management
- peer mentoring for students struggling with academic or personal issues who may benefit from a role model in a one-on-one relationship
- counseling in personal or family matters and referrals to DSLCC or community professional services
- transfer assistance in choosing a college, completing admissions and financial applications and free trips to visit nearby colleges
- cultural activities outside the classroom, free or greatly reduced tickets to concerts and plays
- special accommodations for students with documented disabilities

Career Exploration and Job Placement

College offers career exploration and job placement services. Occupational information is available for those individuals who wish to explore or change a career. Notices of job openings and employment needs of area employers are on file.

The Career Exploration and Job Placement Center is located in the Office of Student Services, Backels Hall. Individuals are encouraged to visit the center and make use of the services available.

tests and inventories are available for those who desire help in determining their occupational and educational plans.

Counseling and Advising: As a service to students in the community, the College maintains a professional counselors and advisors in instructional program.

Counselors and advisors strive to assist students in making intelligent decisions regarding their educational, occupational and personal/social plans. As a result of this assistance, students have available available tests, inventories, occupational and personal information and information regarding financial assistance or employment.

Counseling available provides individual and supplementation to the instructional program of the College.

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

Education: Responding to the increasing needs of its students, DSLCC plays an active role in implementing cutting edge innovations to reach a variety of students in a variety of situations. Through the Distance Education Network, the Learning Resources Program brings media based, independent learning courses from all VCCS campuses to provide breadth and depth to the curriculum. By studying at home and in convenient locations, students can attain educational goals within the flexibility of their schedules.

The circuit system and facilities are also available to receive teleconferences, international broadcasts and telecourses via satellite, providing global access and perspective to an ever-changing world.

DSLCC broadcasts courses over state-of-the-art telecommunication equipment to reach off-campus sites and participates in the VCCS statewide compressed video network. These options still maintain the more personal teacher-student interaction in which DSLCC takes great pride.

The newly engineered statewide computer network adds another component by electronically joining student and instructor and DSLCC is poised to implement that mode of access and delivery to further provide educational opportunity at a distance. Web-based courses are a newly emerging reality on the DSLCC campus.

Education for Independence Program: DSLCC receives grant funding to serve single parents (unmarried, divorced or separated), displaced homemakers (homemakers who need a job skill due to disability or layoff of a spouse) and single pregnant women. The grant provides financial assistance for tuition, textbooks and supplies on a semester by semester basis. Participants may also be eligible for stipends for child care and transportation. In addition to financial assistance, the program provides a support network for all participants through group and individual counseling as well as seminars on life skills, adaptation to the work site, the work ethic and learning independence and self-reliance.

The program is open to all eligible students who have full or joint custody of dependent children. The program is designed to assist students in obtaining a GED and/or a marketable vocational skill in degree or certificate programs.

Learning Resources Center: Located in Scott Hall, the LRC is composed of the Library and the Audio-Visual Department. Its goal is to provide 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. Normal hours are from 8:00 am to 9:00 pm, Monday through Thursday; 8:00 am to 5:00 pm on Friday; and 2:00 pm to 6:00 pm Sunday.

The LRC contains a collection of over 47,000 volumes to support DSLCC's curriculum as well as provide for a wide range of interests. It subscribes to over 450 serials and has extensive holdings of video cassettes, computer software, compact discs and other nonprint 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.

The Audio-Visual Department is located adjacent to the library. The department supports modern, creative instruction through supplying a large variety of AV equipment and services to classrooms, library users and nonprofit organizations. All media are acquired, cataloged and distributed by the department and help is available for instructors who would like to create their own media.

Audio-Visual materials and testing services for "independent learning" and distance education courses are also available. The LRC coordinates teleconferencing and instruction via satellite, interactive video, compressed video or other telecommunication formats.

Orientation: An orientation program is required to acquaint new curriculum students with the procedures and policies of the College. It consists of a required orientation session before classes begin for the semester and a one credit semester course in college survival skills required of all curriculum-placed entering students.

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. DSLCC has an active Student Senate. 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 at DSLCC are welcome to participate in a variety of club and intramural sports, including flag football, baseball, volleyball and softball. All participants in the intramural sports program participate at their own risk and are responsible for treatment of their own injuries.

Student Government: The Student Senate is a vital link of communication between administration and faculty. It works to the legislative leadership necessary for the benefit of the students and DSLCC. The Senate has the responsibility of initiating new policies, setting priorities and conducting other activities for the benefit of the students.

Tutoring: The Achievement Center staff consists of paraprofessional and peer tutors who provide tutoring services to students who request them. Tutors meet with individuals and small groups to provide assistance and understanding for any course taught at DSLCC.

Veterans' Affairs: A Veterans' Affairs Office is maintained to provide veterans and their dependents with information on Veterans Administration programs, certification of educational benefits and counseling and referrals to outside agencies.

Special Programs

Cooperative Education and Cooperative 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 a requirement for courses in the respective degree or certificate program or may be a requirement for a Forestry degree program. Depending on the nature and number of hours per week in the paid employment or volunteer work, students may earn from one to five college credits per semester. Students are assigned a faculty supervisor who evaluates job performance and job duties. Students become involved in the program through their respective course faculty advisor.

Auxiliary Services

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

Students may purchase computer supplies through the bookstore at special academic discounts during enrollment and up to six months before graduation.

Store 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.

A full refund will be given if the return is made within one week of purchase or the first day of class.

Eighty percent of the purchase price will be refunded if the return is made the second week after the purchase or the first day of class.

No refund will be given after two weeks.

Service: Snacks, hot meals and a variety of choices are available in the grill in the Convocation Center. Vending machines for snacks and drinks are located in Moomaw Center and in Convocation/Convocation Center.

Continuing Education and Workforce Services

The Continuing Education and Workforce Services Division administers programs at DSLCC to provide continuous educational opportunities and experiences for all college area residents and a comprehensive workforce services program for business and industry.

Continuing Education: Continuing Education is a process of lifelong learning for individuals who are not enrolled in a formally structured curriculum. Continuing Education includes credit courses offered independent of a curriculum to enable individuals to continue their learning experiences, as well as noncredit 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 Development: More and more frequently, the key to a company's economic future is the ability to have a productive and skilled workforce. Because of this link between a firm's workforce and profitability, education and training can have a direct effect on a firm's competitiveness. DSLCC offers a package of workforce services designed to prepare the workforce with the knowledge and skills needed to be competitive in the global marketplace. These services range from training needs assessment to training delivery and evaluation.

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 service area by providing a comprehensive workforce services program.

Miscellaneous Information

Accident and Health Insurance: 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.

Bulletin Boards: Glass-enclosed bulletin boards are official bulletin boards. All notices posted must have the approval of the President or, in his absence, the Dean of Instruction and Student Services. 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.

Children: 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.

HIV/AIDS Policy: 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 the counselor in Student Services and a variety of community agencies. Information concerning an individual's HIV status will not be provided to anyone without the expressed written permission of the individual.

Inclement Weather Policy: Decisions concerning the closing or late opening of DSLCC in inclement weather will be made by a college official early each day. The following radio stations will be contacted as soon as it is determined to close school or delay opening (in all cases prior to 6:30 am for day classes and 3:30 am for night classes):

Radio Stations

WKEY/WIQO-Covington
 WREL/WVLI-Lexington
 WXCF-Clifton Forge
 WSLC 610 AM/WSLQ 99 FM-Roanoke
 WSLW/WKCJ-White Sulphur Springs, WV
 WXLK 92 FM-Roanoke
 WRON FM98-AM 140-Ronceverte, WV
 WVTF (NPR) 89.1 FM-Roanoke

Television Stations

WSLS 10-Roanoke
 WDBJ 7-Roanoke

Students are urged to listen for information concerning school closing. Each student must ultimately decide whether it is possible to come to class when the College is open. An attempt will be made to work with students who are forced to be absent due to weather.

Day Classes: During inclement weather the College either will be closed or on a delayed snow schedule. If newscasts state that the College is opening on a delayed schedule, the following schedule will be observed:

Monday, Wednesday and Friday Classes

<i>Regular Schedule</i>	<i>Snow Schedule</i>
8:00-8:50 am	10:00-10:45 am
9:00-9:50 am	10:45-11:20 am
10:00-10:50 am	11:30-12:15 pm
11:00-11:50 am	12:15-12:50 pm
12:00-12:50 pm	1:00-1:40 pm
1:00-1:50 pm	1:45-2:25 pm
2:00-2:50 pm	2:30-3:10 pm
3:00-4:15 pm	3:15-4:15 pm
4:30-5:45 pm	4:30-5:45 pm

Tuesday and Thursday Classes

<i>Regular Schedule</i>	<i>Snow Schedule</i>
8:00-9:15 am	10:00-11:15 am
9:30-10:45 am	11:15-12:20 pm
11:00-12:15 pm	12:30-1:45 pm
2:00-3:15 pm	2:00-3:15 pm
3:30-4:45 pm	3:30-4:45 pm

Classes: Decisions concerning cancellation of 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.

Academic Grievances: In nonacademic matters when a student's own efforts to solve a problem fail, he or she will present the grievance, in writing, to the Student Senate at a regularly scheduled meeting. After investigation, the Student Senate will report its findings in writing to the student. If further action is required, the student will be referred to the appropriate dean or administrator. On request, will select a committee to investigate the matter. The committee will consist of faculty members (one appointed by the appropriate dean and one appointed by the president of Student Senate). The committee's findings will be forwarded to the College President, whose decision is final.

Regulations: Parking space is provided for students subject to the following regulations:

- motorized vehicles regularly operated on campus by faculty, staff and students must be registered in Student Activities and suitably marked with the registration label.

- vehicles shall be parked on the campus for more than 12 consecutive hours without written permission.

- motorized vehicles shall be operated in compliance with Virginia state law.

- the maximum safe speed on campus is indicated by speed limit signs.

Photographs: Photographs taken of individual students or groups of students in buildings or on campus may be used by the College for use in newspapers or other media and for publication in the College's publications. If a student does not want a photograph to be used for publication of the College, that student must inform the photographer at the time the photo is taken. The student must notify the College Public Officer within 24 hours after the photograph is taken.

Reservations: In order to avoid confusion in the rooms for extracurricular activities, all groups requesting facilities should make reservations through the Dean of Instruction for Scott and Warren Halls; through the

Business Office for Moomaw Center; and through the Maintenance Office for the Armory/Convocation Center. 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.

Sexual Harassment and Assault: DSLCC will not tolerate sexual harassment or sexual assault in any form. Sexual assault is a flagrant violation of the values and behavioral expectations for the college community and all reported violations will be investigated. Sexual assault is punishable through civil and criminal proceedings, as well as through college disciplinary processes.

Since sexual harassment and assault may involve students, staff and faculty, specific policies have been developed that affect each group. These policies can be found in this catalog, in the Classified Staff Handbook, the Faculty Handbook and the VCCS Policy Manual (Sec. 3.11). For more information on these policies, contact the Director of Student Services.

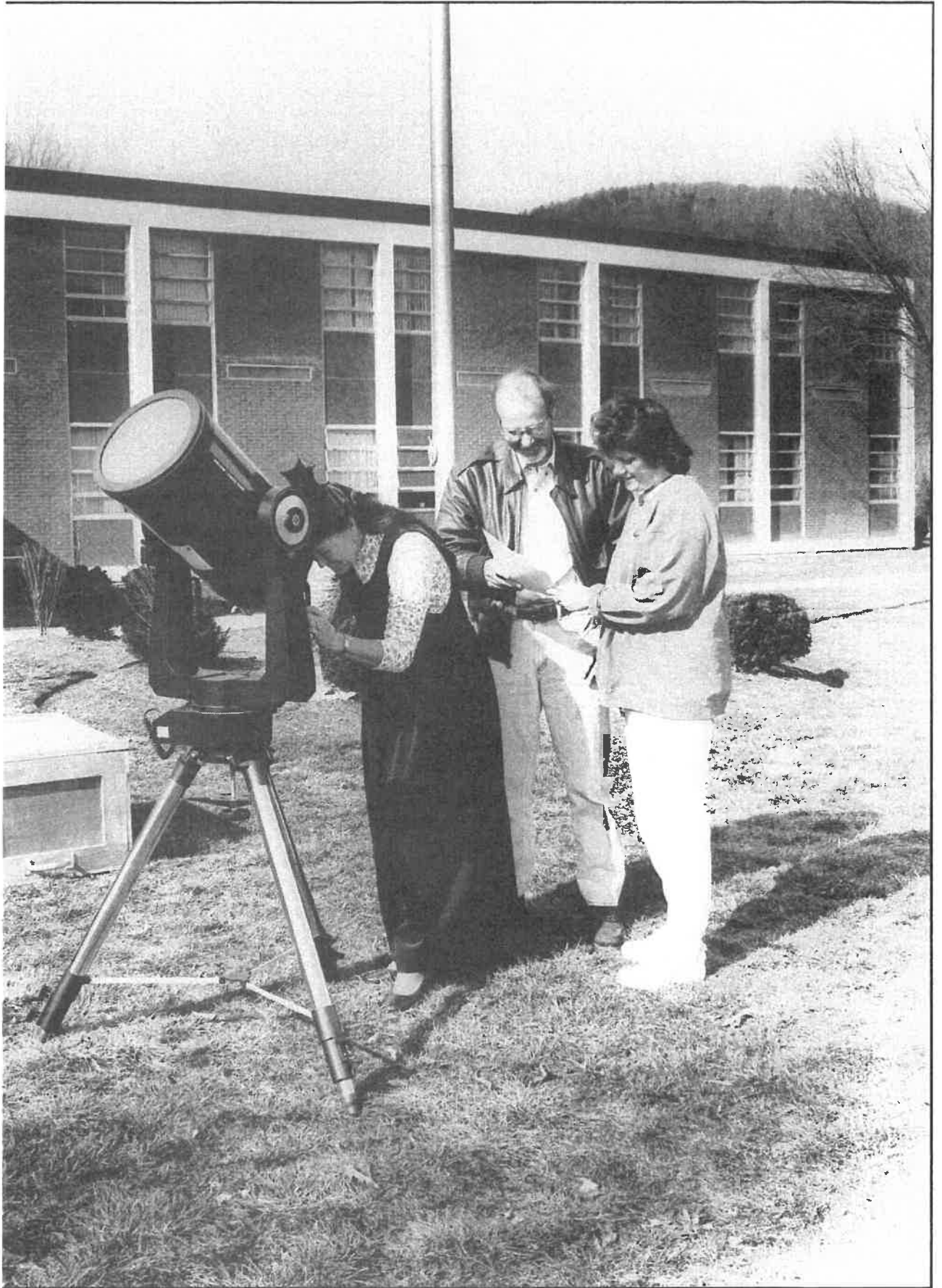
Smoking: Smoking is prohibited by state law in all buildings on campus.

Substance Abuse: 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.

Telephones: Pay telephones for student use are located in Moomaw Center, Scott Hall, Backels Hall and the Armory/Convocation Center. Office telephones should not be used by students.

Weapons Policy: Firearms and other dangerous weapons are not permitted on campus unless secured in a locked vehicle. Under no circumstances are such items to be removed from a vehicle and carried on the grounds or into the buildings.



Arts and Sciences Programs

Associate in Arts and Sciences

Associate in Arts and Sciences (A.A. and S.) degrees are designed for students who plan to complete a baccalaureate degree program at a college or university. Courses permitting specialization in areas of particular interest are included in each student's program. The Associate in Arts and Sciences programs each take four semesters or two years of full-time study.

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 units of college preparatory mathematics, including one on major
- 1 unit of laboratory science
- 1 unit of social science

Course requirements for the Associate in Arts and Sciences degree are intended to provide a broad transferrable foundation in general education. Approximately one-third of the degree consists of elective courses which the student chooses in accordance with the course of study or she plans to pursue at a four-year college or university. Students planning to transfer to a particular institution should work with both a community college transfer counselor and an advisor at the four-year college or university of their choice to ensure that all courses taken at DSLCC are accepted and transferable to their chosen four-year program.

The following is a list of typical Humanities Electives and Social Science Electives from which to choose:

Humanities Electives

ART	201, 202	History of Art I, II
ENG	241, 242	American Literature I, II
ENG	243, 244	English Literature I, II
FRE	101, 102	Beginning French I, II
FRE	201, 202	Intermediate French I, II
GER	101, 102	Beginning German I, II
GER	201, 202	Intermediate German I, II
MUS	221, 222	History of Music I, II
PHI	211, 212	History of Western Phil. I, II
REL	200, 210	Survey Old/New Testament
REL	231, 232	Religions of the World I, II
SPA	101, 102	Beginning Spanish I, II
SPA	201, 202	Intermediate Spanish I, II
SPD	151, 152	Film Appreciation I, II

Additional "Distance Learning" Humanities electives may be offered.

Social Science Electives

ECO	201,202	Principles of Economics I, II
HIS	111,112	History of World Civ. I, II
HIS	121,122	U.S. History I, II
PLS	135	American National Politics
PLS	136	American State and Local Politics
PSY	200	Principles of Psychology
PSY	238	Developmental Psychology
SOC	200	Principles of Sociology
SOC	268	Social Problems

Additional "Distance Learning" Social Science electives may be offered.

The specific curricula for the Business Administration, Education, General Studies and Social Science programs are located on the following pages.

Business Administration

The Business Administration program 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. 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 one of the following fields:

- Accounting*
- Economics*
- Finance*
- Management*
- Marketing*

Other Course Options Business Administration and Science

For Course Listed:	May Substitute:
BIO 101	CHM 111 PHY 201 PHY 241
BIO 102	CHM 112 PHY 202 PHY 242
ENG 241 ENG 242	ENG 243 ENG 244
HIS 111 HIS 112	HIS 121 HIS 122
IST 114	IST 113
MTH 163 MTH 164	MTH 173 MTH 174 MTH 240

Curriculum

First Semester (Fall)

ENG 111	English Composition I
STD 100	Orientation
HIS 111	History of World Civ. I
BIO 101	General Biology I
ECO 201	Principles of Economics
PED EEE	Elective

Second Semester (Spring)

ENG 112	College Composition II
HIS 112	History of World Civ. II
BIO 102	General Biology II
ECO 202	Principles Economics II
IST 114	Fundamentals of Comp Information Systems

Third Semester (Fall)

ENG 241	American Literature I
ACC 211	Principles of Accounting
SPD 110	Intro. to Speech Comm
PED EEE	Elective
MTH 163	Pre-Calculus I
SOC EEE	Elective

Fourth Semester (Spring)

ENG 242	American Literature II
ACC 212	Principles of Accounting
MTH 164	Pre-Calculus II
HUM EEE	Elective
HUM EEE	Elective

Minimum credit hours for degree:

A list of humanities/social science electives is on

Education

Education program represents the first two years of a four-year college or university degree program. This curriculum provides a broad general education background in a variety of areas leading to a career in teaching at the elementary, middle school, high school, 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 program designed to prepare students to teach in various educational settings.

Major Objectives: Students who transfer into this program may wish to pursue a degree in one of the following fields:

- Early Childhood Education*
- Elementary Education*
- Secondary Education*

Other Course Options
Education and General Studies

For Course Listed:	May Substitute:
BIO 101	CHM 111 PHY 201 PHY 241
BIO 102	CHM 112 PHY 202 PHY 242
ENG 241 ENG 242	ENG 243 ENG 244
HIS 111 HIS 112	HIS 121 HIS 122
IST 114	IST 113
MTH 151	MTH 163 MTH 173
MTH 152	MTH 164 MTH 174 MTH 240

Curriculum

First Semester (Fall)

ENG 111	English Composition I	3
HIS 111	History of World Civ. I	3
BIO 101	General Biology I	4
MTH 151	Math/Arts I	3
STD 100	Orientation	1
PED EEE	Elective	<u>1</u>
		15

Second Semester (Spring)

ENG 112	English Composition II	3
HIS 112	History of World Civ. II	3
BIO 102	General Biology II	4
MTH 152	Math/Arts II	3
SPD 110	Intro. to Speech Comm.	<u>3</u>
		16

Third Semester (Fall)

ENG 241	American Literature I	3
ECO 201	Principles of Economics I	3
PSY 200	Principles of Psychology	3
HUM EEE	Elective	3
HLT EEE	Elective	1
IST 114	Fundamentals of Computer Information Systems	<u>3</u>
		16

Fourth Semester (Spring)

ENG 242	American Literature II	3
SOC EEE	Elective	3
SOC EEE	Elective	3
HUM EEE	Elective	3
HUM EEE	Elective	<u>3</u>
		15

Minimum credit hours for degree: 62

¹A list of humanities/social science electives is on page 41.

Engineering

VWCC/DSLCC Joint Program

Pending Approval

Award: Associate in Science Degree from Virginia Western Community College.

Purpose: Engineers are the planners and designers of the technological systems that are the backbone of our modern society. They apply principles of science and mathematics to meet the needs or solve the problems of humankind. These problems typically are multifaceted and involve the interplay of technological, economic, environmental, sociological and political components. For this reason, the engineer requires a background in the humanities and social sciences as well as in mathematics and the natural sciences.

The Associate in Science Degree program in Engineering offered by VWCC/DSLCC is designed for persons who plan to transfer to a four-year college or university to complete a baccalaureate degree. The following engineering fields are supported by this program: **chemical and mechanical**.

In order to prepare for junior class standing at a four year college or university, the student usually must complete a program at the community college that is comparable in length and course content to the first two years of the program at the four-year institution. Students are urged to acquaint themselves with the requirements of the department in the college or university to which transfer is contemplated and also to consult with the counseling office of the community college in planning their program and selecting electives.

Curriculum Admission Guidelines: 4 units of English, 5 units of mathematics (2 units of algebra, 1 unit of geometry and 1 unit of advanced math or trigonometry and 1 unit of precalculus); 1 unit of laboratory science; and 1 unit of social studies. Developmental courses may be recommended for students with deficiencies in English and mathematics.

Articulation Agreement: An articulation agreement with Virginia Tech guarantees admission to the College of Engineering for all students who graduate from this program with a 3.0 GPA or higher.

Note: The Virginia Tech engineering curriculum is undergoing changes which may result in adjustments to the VWCC engineering curriculum for students who wish to transfer to that university.

Curriculum

2 Offered by VWCC via Compressed Video. If no video is not available, students may be required to travel to Virginia Western Community College for class.

	Lec. Hrs.	Lab Hrs.	Course Hrs.
First Semester (First)			
1 College Chemistry	3	3	4
5 Engineering Graphics	1	3	2
4 Intro. to Engineering and Engineering Methods	3	0	3
1 College Composition I	3	0	3
3 ¹ Calculus/Anal. Geo. I	5	0	5
0 Orientation	<u>1</u>	<u>0</u>	<u>1</u>
	16	6	18

Second Semester (Second)			
2 College Chemistry II	3	3	4
6 Computer Programming for Engineers (C++)	3	0	3
0 Engr. Mech.—Statics	3	0	3
2 College Composition II	3	0	3
4 ¹ Calculus/Anal. Geo. II	<u>5</u>	<u>0</u>	<u>5</u>
	17	3	18

Third Semester (For CE Majors Only)			
1 Organic Chemistry I	3	3	3
5 Lab-Org. Chemistry I	1	3	2
2 Organic Chemistry II	3	3	3
6 Lab-Org. Chemistry II	<u>1</u>	<u>3</u>	<u>2</u>
	8	12	10

Fourth Semester (Third)			
5 Engineering Mechanics Dynamics (for ME Majors only)	3	0	3
7 Vector Calculus	4	0	4
1 University Physics I	3	3	4
Humanities Elective	3	0	3
Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
	16	3	17

Fifth Semester (Fourth)			
6 Mechanics of Materials (For ME Majors Only)	3	0	3
Health or Physical Ed.	2	0	2
11 Differential Equations	3	0	3
12 University Physics II	3	3	4
0 Speech Comm.	3	0	3
Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
	17	3	18

**Minimum Credits for Degree: 75 for CE
71 for ME**

¹Students must complete the entire sequence of MTH 173 and 174 in order to satisfy VWCC's MTH 175 Calculus of One Variable I (3 credits), MTH 176 Calculus of One Variable II (3 credits), MTH 177 Introductory Linear Algebra (2 credits) and MTH 178 Topics in Analytic Geometry (2 credits).

²Students should work with their course advisors to select a humanities elective that will be applicable at the senior institution's baccalaureate program to which they wish to transfer. One three-credit humanities elective is required; however, the completion of a sequence would insure transferability. Recommended electives: ENG 241-242, ENG 243-244. Additional transfer electives may be chosen from the list on page 45. However, students should consult with an advisor before making any selections.

³ Students must complete six credit hours in social science by taking either PSY 200 and SOC 200 or one of the following two semester sequences: ECO 201-202, HIS 111-112, HIS 121-122 or PLS 135-136.

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.

Transfer Major Objectives: Students who transfer after completing this program may wish to major in one of the following fields:

- Criminal Justice*
- Economics*
- English*
- Foreign Language*
- Government*
- History*
- Humanities*
- Journalism*
- Philosophy*
- Political Science*
- Pre-Law*
- Psychology*
- Sociology*

Other Course Options

Education and General Studies

For Course Listed:	May Substitute:
BIO 101	CHM 111 PHY 201 PHY 241
BIO 102	CHM 112 PHY 202 PHY 242
ENG 241 ENG 242	ENG 243 ENG 244
HIS 111 HIS 112	HIS 121 HIS 122
IST 114	IST 113
MTH 151	MTH 163 MTH 173
MTH 152	MTH 164 MTH 174 MTH 240

Curriculum

First Semester (Fall)

ENG	111	College Composition I
HIS	111	History of World Civ. I
BIO	101	General Biology I
MTH	151	Math/Arts I
STD	100	Orientation
PED	EEE	Elective

Second Semester (Spring)

ENG	112	English Composition II
HIS	112	History World Civ. II
BIO	102	General Biology II
MTH	152	Math/Arts II
SPD	110	Intro. to Speech Comm

Third Semester (Fall)

ENG	241	American Literature I
HUM	EEE	Elective
SOC	EEE	Elective
HLT	EEE	Elective
SOC	EEE	Elective
IST	114	Fundamentals of Computer Information Systems

Fourth Semester (Spring)

ENG	242	American Literature II
HUM	EEE	Elective
SOC	EEE	Elective
HUM	EEE	Elective
SOC	EEE	Elective

Minimum credit hours for degree

¹A list of humanities/social science electives is on...

Science

ce program represents the first two years
 year college or university degree in one
 ny natural sciences. In this program a
 ill engage in the rigorous study of initial
 mathematics and sciences which lead
 re advanced courses to be taken when
 nt transfers into the third year of a four
 ge or university. Also during the first
 , the student will complete humanities
 il science requirements and electives,
 ore time in his or her final two years
 ive study in a science major.

Major Objectives: Students who transfer
 pleting this program may wish to major
 the following fields:

- Agriculture*
- Biology*
- Chemistry*
- Engineering*
- Environmental Protection*
- Forestry*
- Geology*
- Mathematics*
- Nursing*
- Pharmacology*
- Physical Therapy*
- Physics*
- Pre-Dental*
- Pre-Medicine*

Other Course Options

Business Administration and Science

For Course Listed:	May Substitute:
BIO 101	CHM 111 PHY 201 PHY 241
BIO 102	CHM 112 PHY 202 PHY 242
ENG 241 ENG 242	ENG 243 ENG 244
HIS 111 HIS 112	HIS 121 HIS 122
IST 114	IST 113
MTH 163 MTH 164	MTH 173 MTH 174 MTH 240

Curriculum

First Semester (Fall)

ENG 111	English Composition I	3
HIS 111	History of World Civ. I	3
MTH 163	Pre-Calculus I	3
BIO 101	General Biology I	4
STD 100	Orientation	1
PED EEE	Elective	<u>1</u>
		15

Second Semester (Spring)

ENG 112	College Composition II	3
HIS 112	World Civilization II	3
MTH 164	Pre-Calculus II	3
BIO 102	General Biology II	4
HLT EEE	Elective	<u>1</u>
		14

Third Semester (Fall)

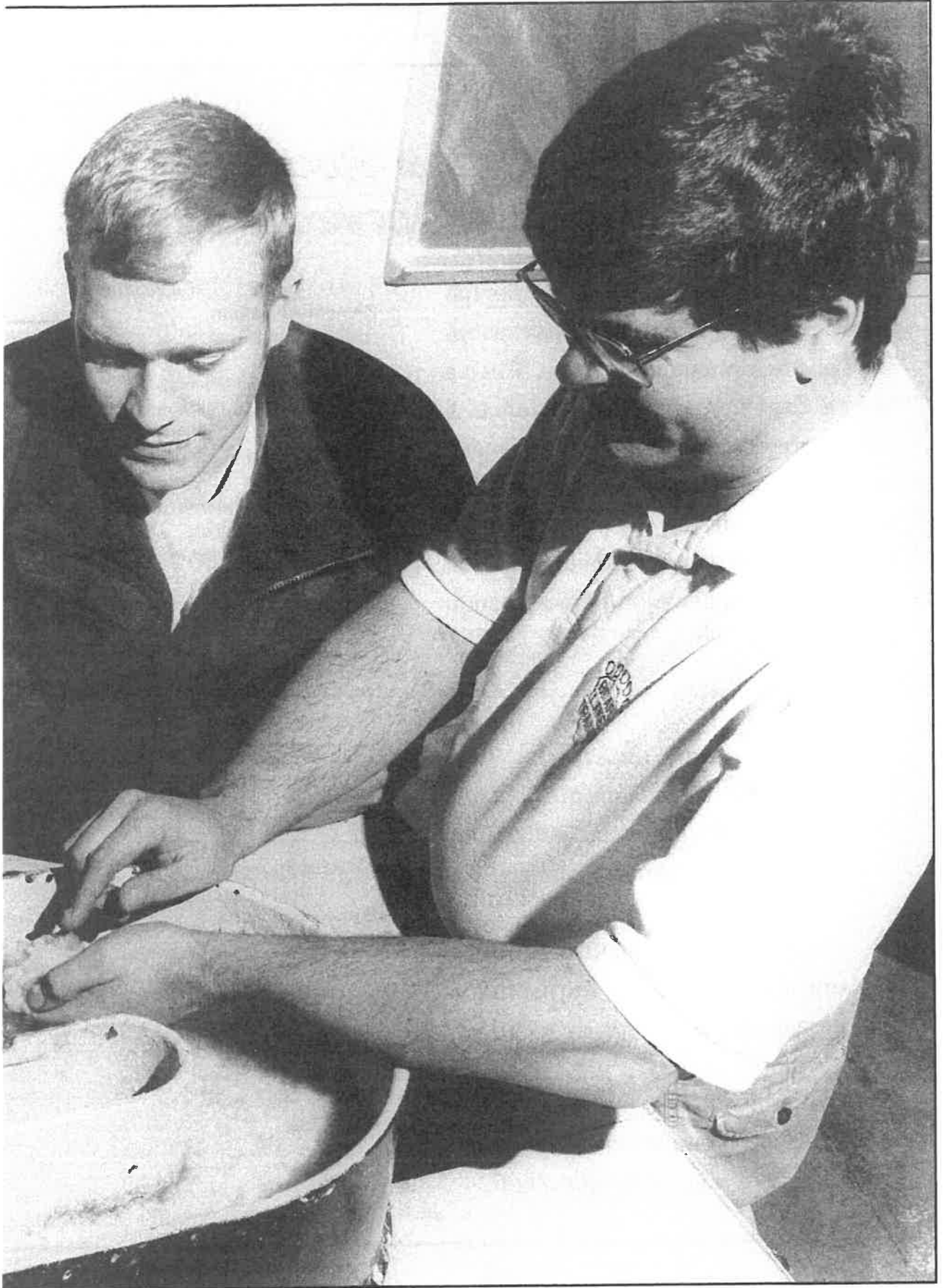
ENG 241	American Literature I	3
BIO 101	General Biology I	4
SPD 110	Intro. to Speech Comm.	3
HUM EEE	Elective	3
IST 114	Fundamentals of Computer Information Systems	<u>3</u>
		16

Fourth Semester (Spring)

ENG 242	American Literature II	3
BIO 102	General Biology II	4
HUM EEE	Elective	3
SOC EEE	Elective	3
SOC EEE	Elective	<u>3</u>
		16

Minimum credit hours for degree: 61

¹A list of humanities/social science electives is on page 41.



Occupational/Technical Programs

New at DSLCC

Technical Studies Associate in Applied Science

The A.A.S. degree in Technical Studies has been developed in cooperation with various firms and the community colleges. This is a unique degree proposal, in as much as it will provide a structure for developing major areas of study identified by local industry and formal experiential learning experiences into a cohesive degree program to meet immediate and often short-term education and training needs.

Program Goals

1. To provide a mechanism for quick responses to business and industry for short-term education and training.
2. To provide a mechanism to meet employer needs for customized program design.
3. To provide a framework for students to be able to complement training and experience with formal education.

Curriculum

General Education

English Composition
Humanities
Social/Behavioral Sciences
Mathematics/Natural Science
Wellness
Student Development

Technical Foundations

Principles of Technology
Microcomputers/Programming/Software
Technical Writing
Quality Control
Team Concepts/Problem Solving

Content Skills and Knowledge

Option 1:
Courses selected from a single existing cert diploma plus electives to define a content area

Option 2:
Two or more content areas of 6-12 credits each selected to meet student goals and employer plus related courses and electives.

Work-based Learning

6-1

Total credit hours for degree: 65-66

Occupational and Technical Programs

Associate in Applied Science

(A.S.) Degree Programs

Lancaster Community College awards Associate in Applied Science degrees in seven (7) occupational/technical areas. The Associate in Applied Science degree programs are designed for immediate employment and are based on occupational needs and trends within the area of the College. The semester credit hours required in most programs range from 65 to 75 credit hours.

Each 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 requires one or more courses which support occupational competency.

Students may aspire to transfer to a four year college. Students planning to transfer should consult with their counselor and faculty advisor to determine transferable arts and sciences courses.

Students entering from high school vocational programs may receive advanced placement (See Advanced Placement). In addition, several programs are Tech Prep Associate Degree programs which allow entering students to receive credit for course work previously completed, as outlined in the official Tech Prep curriculum and to coordinate with feeder high schools. The College is a member of the Tech Prep Educational Consortium of Western Virginia, with eight area colleges/universities.

Each program contains two major components of the A.A.S. Degree program. The first component is built upon the knowledge, skills and abilities that students need to perform successfully in the chosen field. Careful attention should be given to the academic standards which are needed to succeed in each of the degree programs, including the required courses and prerequisites or prerequisites required.

Certificate Programs

In addition to Associate in Applied Science Degree Programs, Dabney S. Lancaster Community College 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.

Many certificate programs are related to an Associate in Applied Science degree program, while others are self-contained. When the program is part of an Associate in Applied Science degree program, credits will be applied toward the degree program requirements, should the student pursue further study.

A certificate program requires a minimum of 30 semester credit hours. The majority of the courses relate specifically to employment skills, but each Certificate program contains a general education component that includes a course in English.

Certificate programs not related to other programs are described beginning on page 69.

Career Studies Certificate Programs

Career studies certificates require between nine and 29 semester credit hours and are intended for the part-time and evening student wishing to focus on job-related skill courses. While some career studies certificates are related to certificate or Associate in Applied Science programs, others are self-contained.

Career studies certificate programs not related to other programs are described beginning on page 69.

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.

Occupational Objectives

*Commercial or Industrial Security Officer
City, County or State Law Enforcement Officer
Private or Government Investigator
Correctional Officer/Jailer*

Admission Requirements: In addition to general requirements for admission to the College, 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.

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

Program Requirements: Approximately two-thirds of the program consists of courses in law enforcement, with remaining courses in related areas, general education and electives. Instruction will include both the theoretical concepts and practical applications needed for future success in law enforcement or related activities. Upon satisfactory completion of the curriculum with a 2.0 GPA or "C" average in all applicable courses, individuals will be awarded the A.A.S. Degree with a major in Administration of Justice.

Curriculum

First Semester (Fall)

ADJ	100	Survey of Criminal Just
ADJ	201	Criminology
ADJ	247	Criminal Behavior
ENG	111	College Composition I
STD	100	Orientation
SOC	200	Principles of Sociology
EEE	***	PED Requirement

Second Semester (Spring)

ADJ	105	Juvenile Justice System
ADJ	228	Narc. and Dangerous
ENG	112	College Composition II
IST	114	Fund. of Comp. Info. I
ETR	166	Fund. of Computer Tec
EEE	***	HLT/PED Requirement
SOC	268	Social Problems

Third Semester (Fall)

ADJ	211	Criminal Law, Evidence Procedures I
ADJ	236	Principles of Criminal I
HUM	***	Requirement
MTH	120	Introduction to Math
EEE	***	Free Elective
SOC	***	Requirements

Fourth Semester (Spring)

ADJ	***	Elective
ADJ	212	Criminal Law, Evidence and Procedures II
ADJ	237	Adv. Criminal Investigat
SOC	***	Social Science Elective <i>PSY 200 Recommended</i>
EEE	***	Free Elective

Minimum credit hours for degree

A list of humanities/social science electives is c

Law Enforcement Certificate



This program is designed for those who wish to upgrade skills in their occupational field or to acquire a certificate prior to a degree program in school.

Occupational Objective

to improve skills and employment marketability.

Prerequisites: In addition to the requirements for admission to the College, students are advised that virtually all law enforcement agencies set physical standards and evaluate the moral character of all applicants.

Requirements: The Certificate in Law Enforcement includes basic courses in writing skills, mathematics and first aid or emergency skills as well as specialized courses in administration of law enforcement. Upon successful completion of the program, the student will be awarded a Certificate in Law Enforcement. At least 50 percent of the courses must be DSLCC course credits. Students must achieve an overall grade point average of (2.0) in all applicable courses to receive the Law Enforcement Certificate.

Occupational Related

ADJ	110	Intro. to Law Enforcement	3
ADJ	111	Law Enforcement and Administration I	3
ADJ	211	Criminal Law, Evidence and Procedures I-II	6
ADJ	228	Narc. and Dangerous Drugs	3
ADJ	236	Principles of Criminal Investigation	3
EEE	***	Career Electives	<u>6</u>
			24

General Education

ENG	***	Requirement	3
EEE	***	Social Science Elective	3
HLT	106	First Aid and Safety	<u>2</u>
			8

Minimum credit hours for certificate: 32

Administrative Support Technology

Purpose: With the constant growth of business, industry and government offices in our area, there is a continuing demand for qualified men and women in office technologies. This degree program is designed to prepare individuals for full-time employment upon graduation or to upgrade skills of those who are seeking promotion or specialization. This program was formerly called Office Systems Technology.

Occupational Objectives

*Administrative Office Assistant
Secretary
Technical Office Occupations
Word Processing Specialist*

Admission Requirements: In addition to the general requirements of the College, entry into this program requires proficiency in writing and reading skills. Students not proficient in these skills will be required to enroll in appropriate developmental classes. Students who have had training in keyboarding, computer use or other skill areas may be granted advanced placement or elective course credit.



Program Requirements: This curriculum combines instruction in general education and those subjects required for competency as an administrative office assistant, secretary and in specializations such as legal or medical secretary training. Students must receive a grade of "C" or better in Keyboarding I and Word Processing I or repeat the course to earn a grade of "C" or better before continuing to the next sequenced course. The student should consult with the faculty advisor in planning a program and approving electives. Upon completion of the program and maintaining an overall "C" average (2.0 GPA) in all applicable classes, the student will be awarded the Associate in Applied Science Degree with a major in Administrative Support Technology.

Curriculum

First Semester (Fall)

AST	101	Keyboarding I
AST	107	Editing/Proofreading
AST	236	Spec. Software Applical
ENG	111	College Composition I
BUS	121	Business Math I
STD	100	Orientation

Second Semester (Spring)

AST	102	Keyboarding II
AST	141	Word Processing I
BUS	236	Comm. in Management
MTH	120	Introduction to Math
SPD	110	Intro. to Speech Comm
EEE	***	PED/HLT Elective

Third Semester (Fall)

AST	142	Word Processing II
AST	243	Office Administration I
IST	123	Spreadsheet Software I
ACC	105	Office Accounting
EEE	***	Social Science Elective
EEE	***	Humanities Elective ⁴

Fourth Semester (Spring)

AST	253	Advanced Desktop Pub
AST	137	Records Management
AST	244	Office Administration II
EEE	***	PED Elective
EEE	***	Social Science Elective ⁴
EEE	***	Free Elective

Minimum credit hours for deg

¹ Prerequisite 25 wpm

² See course description in catalog for prerequi

³ Upon approval of the advisor, students may a either ENG 112 or ENG 115 to satisfy degree req

⁴ A list of humanities/social science electives is o Students wishing to transfer should contact th advisor and the transfer counselor.

Clerical Support Certificate

This program is designed to provide the student with the employment skills for occupations in support areas.

Occupational Objectives

- Bookkeeper
- Clerk-Typist
- File Clerk
- Receptionist
- Word Processing Clerk

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

Prerequisite Requirements: The curriculum requires the student to complete office skills courses, including communications and mathematics, to function in a modern office. Students must receive a "C" or better in the Keyboarding I and Word Processing I before proceeding to the advanced course. Upon completion of the program and maintaining an overall "C" average in all applicable classes, the student will be awarded the Clerical Support Certificate.

Curriculum

Semester (Fall)		
101	Keyboarding I	3
107	Editing/Proofreading	3
105	Office Accounting	3
141	Word Processing I	3
111	College Composition I	<u>3</u>
		15

Semester (Spring)		
236	Comm. in Management	3
102	Keyboarding II	3
137	Records Management	3
142	Word Processing II	3
236	Specialized Software App.	3
***	Social Science Elective	<u>3</u>
		18

Total credit hours for certificate: 33

Word Processing Career Studies Certificate

Purpose: 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.

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 Career Studies Certificate is awarded upon completion of the program with an overall "C" average (2.0 GPA) and may be earned in more than one option.

Curriculum

*AST	141	Word Processing I	3
AST	142	Word Processing II	3
AST	236	Specialized Software App.	3
AST	253	Advanced Desktop Publishing	<u>3</u>
			12

*Prerequisite: 25 wpm keyboarding skills

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 in Applied Science Degree with a major in Business Management is designed for persons who seek full-time 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.

Occupational Objectives

Management Trainee

Small Business Owner

Salesperson

Retail Manager, Supervisor or Representative

Accounting

Banking

Admission Requirements: In addition to the admission requirements established for the College, entry into this program requires proficiency in English, mathematics and reading. Students who do not meet entry requirements or whose test scores indicate a need for further preparation, will be placed in prerequisite skills courses.

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.

Program Requirements: Students must achieve an overall grade of "C" (2.0 GPA) in the curriculum's required courses to be awarded a degree. Upon satisfactory completion of the curriculum, the student will be awarded the Associate in Applied Science Degree with a major in Business Management.

Curriculum

First Semester (Fall)

BUS	100	Introduction to Business
ENG	111	College Composition I
IST	114	Software Applications -
ETR	166	Fund. of Computer Tec
MTH	120	Introduction to Math
MKT	100	Principles of Marketing
STD	100	Orientation

Second Semester (Spring)

BUS	200	Principles of Management
BUS	122	Business Mathematics II
ENG	112	College Composition II
SPD	110	Intro. to Speech Comm
EEE	***	HLT/PED Elective
EEE	***	Social Science Elective ²

Third Semester (Fall)

ACC	211	Principles of Accounting
BUS	201	Organizational Behavior
BUS	241	Business Law I
PED	***	Requirement
EEE	***	Humanities Elective ²
EEE	***	Free Elective

Fourth Semester (Spring)

ACC	212	Principles of Accounting
BUS	236	Communications in Mgt
ECO	202	Principles of Economics
FIN	215	Financial Management
EEE	***	Career Elective(s)

Minimum credit hours for degree

¹Prerequisite 25 WPM Keyboarding Skills

Proficiency testing available first week of classes

²A list of humanities/social science electives is o.

Students wishing to transfer should contact th
advisor and the transfer counselor.

General Business Management: All prefixed ACC, AIR, AST, BUS, DRF, ECO, E, FIN, FOR, IND, IST, MKT, PPT, SAF or V qualify as career-related electives with of the advisor/counselor. Cooperative E 197 and 297 and Coordinated Internship 290 are acceptable electives, with a max seven credit hours applicable toward the Enrollment is subject to approval of the i

Banking Certificate

This program is designed to provide skills for entry-level bank employees who are seeking employment. It can also serve the educational needs of those seeking to enter the banking field.

Occupational Objectives

- Bank Teller
- Head Cashier
- Head Teller

Admission Requirements: In addition to the general requirements of the College, entry into this certificate curriculum requires a strong background in mathematics. In order to succeed in this program, students should also possess a proficiency in math, writing and reading skills. Students not proficient in these subject areas will be required to enroll in appropriate prerequisite courses.

Program Requirements: The program of study includes mathematics, accounting, business law and English. Additionally, courses are included specifically to banking and economics. Students must achieve an overall grade point average of (2.0) in all applicable courses to receive the Banking Certificate.

<i>Curriculum</i>		
Semester (Fall)		
241	Business Law	3
201	Principles of Economics I	3
***	Requirement	3
110	Principles of Banking	3
105	Office Accounting	3
120	Introduction to Mathematics	<u>3</u>
		18
Semester (Spring)		
236	Software Applications	3
121	Business Mathematics I	3
236	Comm. in Management	3
202	Principles of Economics II	3
***	IST/FIN/BUS Elective	<u>3</u>
		15

Minimum credit hours for certificate: 33

Site 25 WPM Keyboarding Skills
Proficiency testing available first week of classes.

Office Management Certificate

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. Career possibilities available through this program include bookkeeper, office assistant and office supervisor.

Occupational Objectives

- Bookkeeper
- Office Assistant
- Office Supervisor

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, math and business. Students must receive an overall 2.0 or "C" average in all applicable courses in order to receive the Certificate of Office Management.

First Semester (Fall)

IST	114	Fund. of Comp. Information	3
BUS	100	Introduction to Business	3
ENG	***	Requirement	3
ACC	105	Office Accounting	3
MTH	120	Introduction to Math	3
EEE	***	Social Science Elective	<u>3</u>
			18

Second Semester (Spring)

AST	236	Software Applications	3
BUS	111	Principles of Supervision	3
BUS	121	Business Math I	3
BUS	236	Comm. in Management	3
EEE	***	AST/IST/BUS Elective	<u>3</u>
			15

Minimum credit hours for certificate: 33

A list of humanities/social science electives is on page 41.

Career Studies Certificates in Basic Banking, Business Industrial Supervision and Small Business Management

Purpose: 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.

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 Career Studies Certificate is awarded upon completion of the program with an overall "C" average (2.0 GPA) and may be earned in more than one option.

Curriculum

Basic Banking

BUS	121	Business Math I
ECO	201	Principles of Economics
ECO	202	Principles of Economics
FIN	110	Principles of Banking

Business/Industrial Supervisor

BUS	111	Principles of Supervisor
BUS	236	Comm. in Management
HLT	105	CPR
HLT	106	First Aid and Safety
BUS/IND		Career Elective

Small Business Management

ACT	115	Applied Accounting
BUS	165	Small Business Management
AST	236	Software Applications
MKT/BUS		Electives

Computer and Electronics Technology

The rapid growth of electronics and industries has created a steady demand for trained electronic technicians. This program is designed to train persons for full-time employment immediately upon completion. The program also helps employed electronics technicians in local industry to upgrade their skills in this rapidly changing field. Evening courses in this program are often scheduled to meet the needs of employed full-time students.

The Computer and Electronics Technology program is also a Technical Associate Degree Curriculum in cooperation with local high schools.

Occupational Objectives

Communications Technician

Electronics Technician

Industrial Electronics Technician

Laboratory Technician

Admission Requirements: In addition to the admission requirements of the College, entry into the Associate in Applied Science program with a major in Electronics requires proficiency in reading, writing, and mathematics, including one unit of algebra and one unit of geometry or the equivalent. Students who do not meet these requirements or whose test scores indicate a need for preparation will be placed in prerequisite courses. Students should complete prerequisite math courses in the summer session starting the program in the fall. Failure to complete prerequisites will extend studies one year.

Prerequisite Requirements: The first year of the program is designed to establish a base in mathematics, electronic circuits and computers. The second year expands to a number of important areas of electronics, such as computers, control circuits, machinery and communications. Approximately one-half of the program includes courses in electronics technology. The remaining courses are in related fields, general education and electives. Each student must consult with a faculty advisor in selecting a program and selecting electives.

Students must achieve an overall grade of "C" (2.0) in all the required courses of the curriculum to be awarded a degree. Upon satisfactory program completion, the student will be awarded the Associate in Applied Science Degree with a major in Computer and Electronics Technology.



Curriculum

First Semester (Fall)

ENG	111	College Composition I	3
MTH	115	Technical Math I	3
STD	100	Orientation	1
ETR	279	Digital Principles	4
ETR	149	PC Repair	3
EEE	***	Social Science Elective	<u>3</u>
			17

Second Semester (Spring)

ETR	166	Fund. of Computer Tech.	3
MTH	116	Technical Math II	3
ETR	115	DC & AC Circuits	3
ETR	280	Digital Logic Circuits	4
ENG	115	Technical Writing -or-	
ENG	112	College Composition II	3
EEE	***	PED or HLT Elective	<u>1</u>
			17

Third Semester (Fall)

ETR	261	MP Applications I	3
ELE	239	Programmable Controllers	3
IST	200	Networking	3
ETR	141	Electronics I	3
EEE	***	Humanities Elective	3
EEE	***	PED or HLT Elective	<u>1</u>
			16

Fourth Semester (Spring)

IST	153	Comp. Programming Design	3
ETR	285	Fund. of Computer Repair	4
ETR	262	MP Applications II	3
ETR	142	Electronics II	-or-
DRF	231	CAD I	3
EEE	***	Social Sciences Elective	<u>3</u>
			16

Minimum credit hours for degree: 66

Students wishing to transfer should contact the program advisor and the transfer counselor.

Electronics Certificate

Purpose: This program is designed for entry and advancement in electronics-related occupations. It provides the foundation for electronics courses needed for success in these occupations and builds on the knowledge and skills of residential or industrial electricians.

Admission Requirements: In addition to the general requirements for admission to the College, students will be evaluated on an individual basis for entry into this program. Students who have some previous training in electricity/electronic troubleshooting or the use of electronic instruments may be granted advanced standing upon demonstration of proficiency.

Program Requirements: The Certificate in Electronics includes basic courses in technical mathematics, English and social sciences, as well as specialized courses in electricity/electronics. The program of study is designed to assist students in meeting both the entry skill requirements of the job and providing the theory needed to advance to a higher-level electronics program. Students must achieve an overall grade point average of 2.0 in all applicable courses to receive the Electronics Certificate.

Curriculum

First Semester (Fall)

ENG	111	English Composition I	3
ETR	279	Digital Principles	4
ETR	149	PC Repair	3
MTH	115	Technical Math I	-or-
MTH	163	Precalculus I	3
STD	100	Orientation	1
EEE	***	HLT or PED Elective	1
EEE	***	Social Science Elective	<u>3</u>
			18

Second Semester (Spring)

ETR	115	DC & AC Circuits	3
ETR	280	Digital Logic Circuits	4
ETR	166	Fund. of Comp. Technology	3
MTH	116	Technical Math II	-or-
MTH	164	Precalculus II	3
ENG	115	Technical English	-or-
ENG	112	English Composition II	<u>3</u>
			16

Minimum credit hours for certificate: 34

Electronics Career Studies Certificate

Purpose: The Career Studies Certificate is a response to the short-term program many adults. Many of the courses are during evening hours so that an individual can earn a certificate while remaining employed.

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

Program Requirements: The program includes specialized courses. Electives must be chosen prior to enrollment. The Certificate is awarded upon completion with an overall "C" average (GPA).

Curriculum

Core

ETR	115	DC and AC Fundamentals
ETR	279	Digital Principles
ETR/ELE		Electives: See Options

Minimum Credits

Computer Options

ETR	149	PC Repair
ETR	285	Fund. of Microcomp. Re
ETR	267	Microprocessor Applicat

Digital Options

ETR	267	Microprocesor Appl. I
ETR	280	Digital Systems II

Industrial Options

ELE	131	National Electric Code
ELE	239	Programmable Controlle

Forestry Technology

Forestry and related occupations are vital to the economy of Virginia, where 60 percent of the total land area is forested. Most of these jobs are done by forest workers and land management agencies. Forestry workers are trained in forest management, timber production, and utilization.



in these courses until such deficiencies are eliminated. Any student who needs prerequisite math courses should anticipate a three-year program of study. This program serves residents throughout the Commonwealth. Students may complete preliminary general education studies at another

Virginia community college and transfer to DSLCC to complete the forestry courses needed for the A.A.S. Degree. Two years at DSLCC will still be necessary to complete the forestry courses.

Transfer to the DSLCC forestry technology program necessitates close coordination of required courses or their equivalent with the DSLCC counselors/forestry advisors. To enter the DSLCC forestry program, admission should be requested in the fall semester of the student's first year at his/her local community college.

Occupational Objectives

- Biologist Aide*
- Equipment Operator*
- Firefighter*
- Forest Recreation Aide*
- Forest Technician*
- Forestry Aide*
- Logger*
- Log and Lumber Grader*
- Sawmill Technician*
- Surveying Aide*
- Tree Care Technician*
- Wildlife Aide*

Admission Requirements: In addition to the admission requirements for the College, the program requires proficiency in mathematics and reading. The applicants have completed at least one unit of algebra and one unit of high school geometry or its equivalent. One unit of biology is helpful. Students whose records or test scores indicate a need for prerequisite skills courses will be placed

in these courses until such deficiencies are eliminated. Any student who needs prerequisite math courses should anticipate a three-year program of study. This program serves residents throughout the Commonwealth. Students may complete preliminary general education studies at another

Virginia community college and transfer to DSLCC to complete the forestry courses needed for the A.A.S. Degree. Two years at DSLCC will still be necessary to complete the forestry courses.

Program Requirements: The first year of the forestry technology curriculum provides general education as well as basic forestry subjects.

During the summer, students are required to complete approximately 225 clock hours of paid work/field experience or 180 hours of volunteer experience. The College will assist with placement; however, the student is ultimately responsible for locating and retaining the position as a volunteer or paid employee. The employment must be approved by a forestry instructor and registration must be completed prior to beginning the assignment.

Students must achieve an overall grade of "C" (2.0 GPA) in the curriculum's required courses to be awarded a degree. Upon successful completion of the program, the student will be awarded the Associate in Applied Science Degree in Forestry Technology.

Curriculum**First Semester (Fall)**

ENG	111	College Composition I	3
FOR	105	Forest and Wildlife Ecology	4
FOR	115	Dendrology	4
MTH	115	Technical Math I	-or-
MTH	163	Precalculus I	3
STD	100	Orientation	1
HLT	106	First Aid and Safety	2
			<u>17</u>

Second Semester (Spring)

IST	114	Fund. of Comp. Technology -or-	
ETR	166	Fund. of Comp. Info. Systems	3
FOR	125	Forest Fire Control	1
FOR	201	Forest Mensuration I	4
EEE	***	Social Science Elective	3
EEE	***	Social Science Elective	3
SPD	110	Intro. to Speech Comm.	3
			<u>17</u>

Summer Session

FOR 290/297 Co-Op Education

Third Semester (Fall)

FOR	202	Forest Mensuration II
FOR	227	Timber Harvesting
FOR	245	Forest Products
FOR	246	Urban Forestry
EEE	***	Humanities

Fourth Semester (Spring)

BUS	111	Principles of Supervisio
FOR	135	Wildlife and Fisheries M
FOR	215	Applied Silviculture
FOR	229	Sawmilling

Minimum hours for degree: 7

**Students considering transfer to a bachelor degr. may need to take specific social science elective the program advisor and the transfer counselo.*

Information Systems Technology

With the rapid development of computer information systems occupations in business, government and industry in Virginia, there is an increasing demand for qualified personnel to provide information for management decision making. This program is designed to serve the needs of those seeking initial employment within the information systems technology field plus on-the-job and in-service training for those employed in related occupations. This program was formerly called Computer Information Systems.

Occupational Objectives

Microcomputer Applications Specialist
Microcomputer Operator
Microcomputer Programming Trainee

Admission Requirements: In addition to the admission requirements established for the program, this program requires a strong background in mathematics, writing and reading skills. Students must demonstrate proficiency in these areas will be required to enroll in appropriate prerequisite skills courses. Students who do not have computer keyboarding skills of 25 words per minute will be required to enroll in the appropriate class to achieve this proficiency prior to moving into the second semester.

Program Requirements: The curriculum includes several courses in information systems, mathematics, business and a core of general education. The first year of the curriculum includes general education courses and introductory courses in information systems and computer programming concepts. The second year expands on microcomputer applications, programming and computer information systems management, culminating in a systems management project. Students must receive an average "C" (2.0 GPA) in all degree requirements in order to receive the A.A.S. Degree in Information Systems Technology.

Curriculum

First Semester (Fall)

BUS	100	Introduction to Business	3
IST	114	Fundamentals of Computer Information Systems	3
ENG	111	College Composition I	3
MTH	151	Math for Liberal Arts I	-or-
MTH	163*	Precalculus I	3
AST	141	Word Processing I	3
STD	100	Orientation	<u>3</u>
			16

Second Semester (Spring)

ETR	166	Fund. of Comp. Technology	3
IST	153	Computer Program Design	3
IST	133	Database Mgt. Software	3
EEE	***	PED Elective	1
EEE	***	Social Science Elective	<u>3</u>
			16

Third Semester (Fall)

ACC	211	Principles of Accounting I	3
IST	123	Spreadsheet Software	3
IST	251	IST Development	3
IST/BUS***		Elective	3
EEE	***	HLT/PED Elective	1
EEE	***	Humanities Elective	<u>3</u>
			16

Fourth Semester (Spring)

IST	200	Local Area Networks	3
IST	258	System Development Project	3
MTH/BUS		Business Statistics	3
BUS	236	Comm. in Management	3
EEE	***	Restrictive Elective	3
EEE	***	Social Sciences Elective	<u>3</u>
			18

Minimum credit hours for degree: 66

*Strongly suggested for those transferring to ODU
Restrictive Elective subject to advisor approval.

Electives are to be chosen from these courses:

BUS	200	Principles of Management
ETR	149	PC Repair
IST	218	Multimedia Production
IST	220	Microcomputer Operations System, Architecture and Hardware
IST	278	Computer Programming: C++
IST	172	Computer Programming: C
IST	212	Introduction to Telecommunications

Students wishing to transfer should contact the program advisor and the transfer counselor.

Microcomputer Operations Certificate

Purpose: This curriculum is designed to train individuals for entry-level employment in microcomputer related occupations.

Occupational Objectives
Data Entry Clerk
Microcomputer Operator Trainee



Admission Requirement: In addition to the admission requirements of the College, entry into this program requires proficiency in mathematics, writing and reading. Students who are not proficient in these areas must enroll in appropriate developmental skills courses.

Students who do not have basic skills in computer keying with proficiency at 25 wpm will be required to enroll in a keyboarding class. Free computer keying skill testing will be available the first week of classes.

Program Requirements: The curriculum includes technical courses utilizing computer software, accounting and general education. Students must achieve an overall grade point average of 2.0 in all applicable courses to receive the Microcomputer Operations Certificate.

Curriculum

First Semester (Fall)

AST	141	Word Processing I	3
IST	114	Fundamentals of Computer Information Systems	3
IST	123	Spreadsheet Software	3
ENG	111	College Composition I	3
MTH	120	Introduction to Math	<u>3</u>
			15

Second Semester (Spring)

ACC	105	Office Accounting	3
ETR	166	Fund. of Comp. Technology	3
IST/AST/BUS		Micro. Software Electives*	6
EEE	***	Social Science Elective	<u>3</u>
			15

Minimum credit hours for certificate: 30

*Subject to advisor approval

Data Entry Career Studies Certificate

Purpose: The Career Studies Program is a response to the nontraditional term educational needs of many adults. Many courses are offered in evening hours so it is possible for an individual to earn a certificate while remaining employed.

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

Program Requirements: The program requires the completion of selected specialized courses. Electives must be approved prior to enrollment. A Career Studies Certificate is awarded upon completion of the program with an overall average (2.0 GPA) and may be earned in more than one option.

Curriculum

AST	141	Word Processing I
AST	236	Specialized Software Applications
IST	114	Fundamentals of Computer Information Systems
EEE*	***	Software Elective

*Subject to advisor approval

Nursing

LPN to RN Ladder Program

Level I: Licensed Practical Nursing

Accreditation: The Nursing Program is accredited by the Virginia State Board of Nursing.

Description: The three-year program leading to a Certificate in Practical Nursing is designed to prepare students to deliver competent nursing care to patients with usual health-related outcomes. Graduated nurses work under the supervision of practitioners with higher education in acute and non-acute care settings. After successful completion of Level I, students will be eligible to take the National Council Licensing Examination leading to licensure as a licensed practical nurse (LPN). Students may also choose to continue into Level II of the program and earn an Associate in Applied Science Degree and be eligible to take the National Council Licensing Examination leading to licensure as a registered nurse (RN).

Occupational Objectives: Employment opportunities for the licensed practical nurse include staff positions with hospitals, physicians' offices, and nursing homes.

Level II: Associate in Applied Science in Nursing Degree

Accreditation: The Associate Degree Nursing Program is accredited by the Virginia State Board of Nursing and the National League for Nursing.

Description: This portion of the LPN to RN Ladder Program is designed for students who have already earned a Certificate in Practical Nursing and who wish to continue their education for an additional two years to earn an Associate in Applied Science Degree. Students will be prepared to serve as qualified members of the health team, providing safe, direct patient care as beginning practitioners of nursing in a variety of health care settings. After successful completion of the program, students will be eligible to take the National Council Licensing Examination leading to licensure as a registered nurse (RN).

Occupational Objectives: Employment opportunities for the registered nurse include staff positions with hospitals, nursing homes, physicians' offices, community agencies, schools, industry and home health care providers.



Admission Requirements for the LPN to RN Ladder:

Early application is suggested since space is limited. Applications for the new class beginning in the fall semester may be made to the nursing

department beginning in November of the preceding year.

In addition to requirements for general admission to the College, entry into the nursing curriculum is based on the following requirements:

1. Applicants must have graduated from high school or hold a GED.
2. Applicants must have taken high school courses in biology, algebra and chemistry. High school records of achievement must reflect a "C" average in academic subjects.
3. Students' DSLCC records must show a GPA of 2.0 or higher.
4. Students must achieve satisfactory placement test scores in reading, writing, basic math and algebra. Applicants with deficiencies may qualify for admission through satisfactory completion of a prescribed developmental and/or pre-nursing program. All developmental courses must be completed prior to applying to the program. Students must complete physical and dental examinations following admission. Immunization and laboratory testing are included. Applicants must be free of any physical or psychosocial problems which adversely affect their performance as practitioners of nursing.

5. Applicants must satisfy the point system qualification. Students are admitted based on a point system. Information on the point system may be obtained in the nursing office or in Student Services. Preference is given to residents of the service region.
7. Students must have no legal impediment. The State Board of Nursing has the authority to deny licensure to any applicant who has violated any of the provisions of 54-367.32 of the Code of Virginia. Any student entering the nursing program who has committed any legal offenses other than minor traffic violations should discuss these matters with the Nursing Program Head for clarification prior to admission.
8. Students must hold current CPR certification by the end of the first semester.

Admission with Advanced Standing: Admission for former nursing students, transfers and others with previous nursing experience is considered for advanced placement on an individual basis. LPN's may apply to the LPN Bridge Program.

Program Requirements: It is the responsibility of the student to refer to the Nursing Student Handbook for clarification of nursing program policies and legal limitations for licensure.

The student must complete all support courses either preceding or concurrently with the appropriate nursing course as indicated in the curriculum plan. This requirement does not apply to electives.

A student receiving a final grade lower than a "C" in any nursing course, the biology courses or in nutrition will be ineligible to continue in the nursing courses.

The student is required to complete a plan of courses and learning experiences provided at the college and selected community agencies, such as special and general hospitals, nursing homes, clinics, physicians' offices and comparable facilities. The nursing faculty will observe and evaluate the student's suitability for nursing and direct patient care.

Transportation to and from institutions and clinical agencies is each student's personal responsibility.

Clinical Contracts: Individual contract effect with each affiliate clinical agency as contracts differ in requirements made of The general stipulations are as follows:

1. Clinical agencies reserve the right to remove a student from their agency at any time with due cause. This will be done with advance notice except in an emergency.
2. Proper uniform must be worn.
3. Students must adhere to published policies of the hospitals.
4. Immunizations must be current.
5. Student releases the hospital, its staff and employees from liability for death to himself or damage to his property arising out of agreement or use of hospital's facilities.
6. Student releases hospital and its staff from medical expenses arising from injuries that occur during clinical rotations.

Contracts for each agency are available in the nursing office and may be reviewed by the student upon request.

Program Cost: In addition to the regular tuition and cost of books, students in the program are required to buy uniforms and access to clinical agencies.

Curriculum LPN Certificate Program

First Semester (Fall)

BIO	141	Anatomy and Physiology
ENG	111	College Composition I
NUR	105	Nursing Skills
PNE	186	Nursing Concepts I
NUR	136	Principles of Pharmacology
STD	100	Orientation

Second Semester (Spring)

BIO	142	Anatomy and Physiology
ENG	112	College Composition II
NUR	137	Principles of Pharmacology
PNE	187	Nursing Concepts II

Third Semester (Summer)

149	Microbiology for Allied Health	1
138	Principles of Nutrition	1
238	Developmental Psychology	3
188	Nursing Concepts III	6
145	Trends in Practical Nursing	<u>1</u>
		12

Students will be granted a certificate in practical nursing and will be eligible to take boards for RN licensure at this point.

Curriculum

Associate in Applied Science

First Semester (Fall)

205	Intro. to Second Level Nursing	6
226	Health Assessment	2
***	Humanities Elective	<u>1</u>
		11

Second Semester (Spring)

208	Acute Med-Surg Nursing	6
254	Dimensions of Prof. Nursing	1
***	Social Science Elective	3
113	Comp. and Info. Systems	<u>1</u>
		11

Total Semester Hours: 69

Nursing Credits: 42

Support Course Hours: 27

¹ Recommended

² Recommended.

³ IST 113 is an accelerated course for students already possessing computer skills, there will be an assessment exam given the first day of class on these same competencies. Students who are unable to achieve the cutoff score will be required to drop the course and enroll in IST 114 or ETR 166 instead.

Students will be granted and A.A.S. in nursing and will be eligible to take boards for RN licensure at this point.

Curriculum

Accelerated Bridge for LPNs

Prerequisites

STD	100	Orientation	1
BIO	141	Anatomy and Physiology I	4
BIO	142	Anatomy and Physiology II	4
BIO	149	Microbiology for Allied Health	1
ENG	111	College Composition I	3
ENG	112	College Composition II	3
PSY	238	Developmental Psychology	3
HLT	138	Principles of Nutrition	1
NUR	136	Principles of Pharmacology I	1
NUR	137	Principles of Pharmacology II	<u>2</u>
			23

One Week Summer Bridge Course

NUR	116	Selected Nursing Concepts	1
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Fourth Semester (Fall)

EEE	***	Humanities Elective	3
NUR	205	Intro. to Second Level Nursing	6
NUR	226	Health Assessment	<u>2</u>
			11

Fifth Semester (Spring)

² EEE	***	Social Science Elective	3
³ IST	113	Comp. and Info. Systems	1
NUR	208	Acute Med-Surg Nursing	6
NUR	254	Dimensions of Prof. Nursing	<u>1</u>
			11

¹PHI 200 Recommended

²SOC 200 Recommended

³Since IST 113 is an accelerated course for students already possessing computer skills, there will be an assessment exam given the first day of class on these same competencies. Students who are unable to achieve the cutoff score will be required to drop the course and enroll in IST 114 or ETR 166 instead.

Advanced Health Care Certificate

Purpose: The Certificate in Health Care includes courses which are valuable for those who plan to enter a career related to health care. These courses would also prove useful for those students who wish to pursue a nursing degree since many of them are required in that curriculum as well.

Occupational Objectives

Nursing Assistant

Home Health Assistant

Admissions Requirements: In addition to the general admission requirements of the College, entry into the health care curriculum is based on the following requirements:

1. Graduation from high school or GED
2. High school courses in biology, algebra and chemistry
3. GPA of 2.0 or higher
4. Satisfactory scores on placement tests in reading, algebra, basic math and writing

Students not achieving satisfactory scores may enroll in additional courses to correct deficiencies.

Program Requirements: A student must achieve a grade of "C" or better in health and biology.

Curriculum

First Semester

BIO	141	Anatomy and Physiology I	4
ENG	111	English Composition I	3
HLT	105	CPR	1
HLT	106	First Aid and Safety	2
HLT	121	Drug Use and Abuse	3
HLT	143	Medical Terminology I	<u>3</u>
			16

Second Semester

BIO	142	Anatomy and Physiology II	4
PSY	238	Developmental Psychology	3
HLT	144	Medical Terminology II	3
HLT	230	Nutrition	3
NUR	135	Dosage and Calculations	2
EEE	***	Humanities Elective	<u>3</u>
			18

Introductory Health Care Career Studies Certificate

Purpose: The Career Studies Certificate is a response to the nontraditional student program educational needs of many adults. The courses are offered during evening hours so that it is possible for an individual to earn the certificate while remaining employed.

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

Program Requirements: The program requires completion of selected specialized courses. Electives must be approved prior to enrollment. A Career Studies Certificate is awarded upon completion of the program with an overall average (2.0 GPA) and may be earned through more than one option.

Curriculum

HLT	105	CPR
BIO	141	Anatomy and Physiology I
HLT	143	Medical Terminology I
HLT	106	First Aid and Safety I
HLT	230	Nutrition
HLT	121	Drug Use and Abuse

Workforce Services

CC Division of Continuing Education and Career Services Division provides certificates or studies certificates which are not related to degree programs. These are designed for students with programs in specific workskills. The College works with local employers to design programs which will lead to employment in local businesses and industries.

Options of Workforce Services certificates and studies certificates follow this page.

Other Programs: The curricular details of certificates related to other DSLCC programs are listed in this catalog with those programs. Please see the general description of certificate programs on page 51 of this catalog, as well as admission requirements and program requirements on this page.

Studies Certificate Programs: The Career Studies Certificate Program is a response to the educational short-term program educational needs of many adults in the College's service area designed for a series of specialized program options. These options represent a wide variety of career and academic interest areas. Many of these are offered during evening hours so it is possible for an individual to earn a certificate while remaining employed.

Options are developed and implemented when community needs are identified and educational resources permit. These courses are available when all of the following conditions are met: (1) justifiable student enrollment, (2) facilities available, (3) qualified instructors and (4) adequate financial resources.

Curricular details of Career Studies Certificates and other DSLCC programs are listed in this catalog with those programs. A complete list of all program options is given below, with references to page numbers where the certificates' descriptions are found. Please see the general information on career studies programs found on page 51 of this catalog as well as the admission requirements and program requirements on this page.

Program Options

Basic Banking	page 58
Business/Industrial Communications	page 70
Business/Industrial Supervision	page 58
Child Care	page 78
Computer Aided Design	page 71
Culinary Arts	page 72
Data Entry Operations	page 64
Electronics	page 60
Communications	
Digital	
Industrial	
Heating, Ventilation, Air Conditioning and Refrigeration	page 84
Hospitality Management	page 72
Hospitality Services	page 72
Industrial Maintenance	page 78
Introductory Health Care	page 78
Manufacturing Technology	page 73
Massage Therapy (Massotherapy) ...	page 74, 75
Pulp and Paper Technology	page 76
Small Business Management	page 58
Welding	page 77
Word Processing	page 55

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. The student is expected to select one of the program options during registration.

Program Requirements: Each option requires completion of selected specialized courses. All electives must be approved prior to enrollment. A Certificate or Career Studies Certificate is awarded upon completion of the core component of the program with an overall "C" average (2.0 GPA).

Business and Industrial Communications Certificate

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 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 Career Studies Certificate is awarded upon completion of the program with an overall "C" average (2.0 GPA) and may be earned in more than one option.

Curriculum

Core Component**

BUS	100	Introduction to Business
ENG	101	Practical Writing I
SPD	110	Intro. to Speech Comm
BUS	195	Business Protocol
BUS	236	Comm. in Management

Technical Components

BUS	209	Cont. Qual. Improvement
ETR	166	Fund. of Computer Tech
IND	137	Team Concepts/Prob. Sol.
EEE	***	Restricted Elective

Minimum credit hours for certificate

**Students will select six (6) credit hours of approved for the program. Other course substituted as restrictive electives on a case-by-case basis after the review and recommendation of the committee. The restrictive electives should be selected to provide training that will fill gaps in the knowledge required to maintain job level or advance.*

***Completion of the core component results in a Career Studies Certificate in Business Communications.*

Computer Aided Design Certificate

Pending Approval

The program is designed to prepare students for entry level positions in the field of technical design. Many courses are offered during evening hours over several years so that it is possible for an individual to earn a certificate while remaining employed.

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. A certificate is awarded upon completion of the program with an overall "C" average (2.0 GPA).

Curriculum

111	Technical Drafting I	3
112	Technical Drafting II	3
116	Jig and Fixture Design	3
132	Electrical & Electronic Draft. I	3
155	Fund. of Arch. Drafting	3
211	Advanced Drafting Tech. I	3
231	Computer Aided Drafting I	3
232	Computer Aided Drafting II	3
101	Practical Writing I	-or-
111	College Composition I	3
103	Applied Technical Math I	<u>3</u>
		30

Total credits required for certificate: 30



Computer Aided Design Career Studies Certificate

As this catalog is being prepared, the Computer Aided Design programs are being redesigned to meet the needs of local employers. **Please contact the Workforce Services Division for the latest curriculum specifications.**

Purpose: The program is designed to meet the nontraditional short-term

educational needs of many adults who need training in computer aided design. Many of the courses are offered during evening hours so that it is possible for an individual to earn a certificate while remaining employed.

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 Career Studies Certificate is awarded upon completion of the program with an overall "C" average (2.0 GPA) and may be earned in more than one option.

Curriculum

DRF	111	Technical Drafting I	3
DRF	112	Technical Drafting II	3
DRF	231	Computer Aided Drafting I	3
DRF	232	Computer Aided Drafting II	3
EEE	***	AST, IST or ETR 166 Elective	<u>3</u>
			15

Hospitality Management Certificate

BUS	117	Human Relations and Leadership Development	3
BUS	207	Interviewing and Counseling Skills for Business	3
BUS	236	Comm. in Management	3
HRI	140	Fundamentals of Quality for the Hospitality Industry	3
HRI	154	Principles of Hospitality Management	3
HRI	159	Intro. to Hospitality Industry Computer Systems	3
HRI	235	Marketing of Hospitality Services	3
HRI	255	Human Resource Management/ Training for Hospitality and Tourism	3
IND	137	Team Concepts/Prob. Solving	3
ENG	***	English Elective	3
SOC	***	Social Science Elective	3
			33



Culinary Arts Certificate

HRI	115	Food Service Managers Sanitation Certification	
HRI	119	Applied Nutrition for Food Service	
HRI	128	Principles of Baking	
HRI	140	Fundamentals of Quality the Hospitality Industry	
HRI	158	Sanitation and Safety	
HRI	159	Introduction to Hospitality Industry Computer Syst	
HRI	218	Fruit, Vegetable and Starch Preparation	
HRI	219	Stock, Soup and Sauce Preparation	
HRI	220	Meat, Seafood and Poultry Preparation	
HRI	228	Food Production Operation	
IND	137	Team Concepts and Problem Solving	
ENG	***	English Elective	
SOC	***	Social Science Elective	

Hospitality Services Career Studies Certificate

Purpose: This program is designed to give the student an introduction to the hospitality industry. It offers a broad overview of management issues, including those specific to food production. Upon completion of this introductory program, a student may choose to focus more specifically on hospitality management or culinary arts.

Curriculum

HRI	115	Food Service Managers Sanitation Certification	1
HRI	140	Fundamentals of Quality for the Hospitality Industry	3
HRI	154	Principles of Hospitality Management	3
HRI	159	Introduction to Hospitality Industry Computer Systems	3
IND	137	Team Concepts and Problem Solving	3
HRI	***	Electives**	6
			19

***Choose two of the following. Each course applies to the Hospitality Management or Culinary Arts Certificate.*

HRI	119	Applied Nutrition for Food Service
HRI	158	Sanitation and Safety
HRI	228	Food Production Operation
HRI	235	Marketing of Hospitality Services
HRI	255	Human Resource Management and Training for Hospitality and Tourism

Manufacturing Technology Certificate

The program is designed to provide a work for training to upgrade the technical skills of employees in a manufacturing environment, for employees whose skills have become obsolete or prepare potential employees for entry level positions.

Admission Requirements: Students must meet general admission requirements of the College. Successful completion of the curriculum requires proficiency in communications, an understanding of algebra and mathematics, a moderate level of reading and average mechanical aptitude.

Program Requirements: The Manufacturing Technology Certificate has been designed to provide a core of requirements determined applicable for all employees in a manufacturing environment, general education requirements in English and restrictive electives. The elective electives allow flexibility for individuals to receive training in various disciplines that meet individual needs and/or desires of an individual in the industry.

Curriculum

Core Courses

BUS	209	Cont. Quality Improvement	3
ETR	166	Fund. of Comp. Technology	3
IND	221	Production and Inventory Management I	3
IND	222	Production and Inventory Management II	3
MAC	150	Intro. to Computer Aided Manufacturing	3

General Education

ENG	101	Practical Writing I	3
MTH	21	Survey of Technical Math I	3

Restricted Electives

*EEE	***	Restricted Electives	9
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Minimum credit hours for certificate: 30

**Students will select, with the approval of the Workforce Services Program Development Committee, nine (9) credit hours of electives. The restricted electives should be selected to provide training that meets the needs and/or desires of an individual or an industry related to the manufacturing environment.*

Massage Therapy (Masseotherapy) Certificate

Pending Approval

Purpose: The program is designed to enable graduates to qualify for national certification in Massage Therapy (Masseotherapy) as well as obtain course work that will prepare graduates to operate and manage their own business in massage therapy and bodywork.

National Certification: Graduates of the program will be prepared to take the National Certification Examination in Massage Therapy (Masseotherapy) & Bodywork. The National Certification Board for Massage Therapy (Masseotherapy) requires applicants have at least 500 in-class clock hours* of formal training. Passage of the exam will allow graduates to become licensed as Massage Therapists by the Commonwealth of Virginia.**

Coordination with Business and Industry: The Homestead has agreed to provide their spa facilities for the laboratory portion of the course work.

Admission Requirements: Students must meet the general admission requirements of the college.

Job Outlook: Graduates with national certification can work in a variety of health care, business and recreational settings as well as self-employment. Businesses using massage therapists include the spa at the Homestead, cruise ships, hospitals, corporations, doctors offices and chiropractic clinics, sports and fitness facilities, beauty and skin care salons and personal wellness agencies. This occupation is in a major growth phase and is projected to continue rapid growth for at least the next ten years.



Curriculum

HLT	195	Introduction to Massage
PTH	151	Musculoskeletal Structure and Function
HLT	190	Therapeutic Massage I
HLT	290	Therapeutic Massage II
HLT	295	Therapeutic Massage III
HLT	105	CPR
HLT	106	First Aid and Safety
HLT	117	Individual Health Aware
AST	206	Professional Development
BUS	116	Entrepreneurship
BUS	121	Business Mathematics I
ENG	111	English Composition I

**One (1) in-class clock hour equals 50 minutes supervised instruction.*

- **Each applicant's official transcript must include:*
- a. At least 100 in-class clock hours in Physiology.*
 - b. At least 200 in-class clock hours in Massage or Bodywork theory and Application. include at least two (2) in-class clock Ethics.*
 - c. The remainder of the in-class clock hours be in a related field that completes the massage and/or bodywork program of*

Massage Therapy (Masseotherapy) Career Studies Certificate

The program is primarily designed to prepare graduates for national certification in Massage Therapy (Masseotherapy).

Certification: Graduates of the program are prepared to take the National Certification Exam in Massage Therapy (Masseotherapy) coursework. The National Certification Board for Massage Therapy (Masseotherapy) requires students have at least 500 in-class clock hours* of training. Passage of the exam will allow students to become licensed as Massage Therapists by the Commonwealth of Virginia.

Partnership with Business and Industry: The College has agreed to provide their spa facilities for the laboratory portion of the course work.

Admission Requirements: Students must meet all admission requirements of the College.

Outlook: Graduates with national certification can work in a variety of health care, business and community settings as well as self-employment. Employers using massage therapists include the Homestead, cruise ships, hospitals, nursing homes, doctors offices and chiropractic offices, sports and fitness facilities, beauty and skin care centers and personal wellness agencies. This industry is in a major growth phase and is expected to continue rapid growth for at least the next 10 years.

<i>Curriculum</i>			
HLT	195	Introduction to Massage	1
PTH	151	Musculoskeletal Structure and Function	4
HLT	190	Therapeutic Massage I	3
HLT	290	Therapeutic Massage II	3
HLT	295	Therapeutic Massage III	3
HLT	105	CPR	1
AST	206	Professional Development	<u>3</u>
			18

**One (1) in-class clock hour equals 50 minutes of supervised instruction.*

***Each applicant's official transcript must include:*

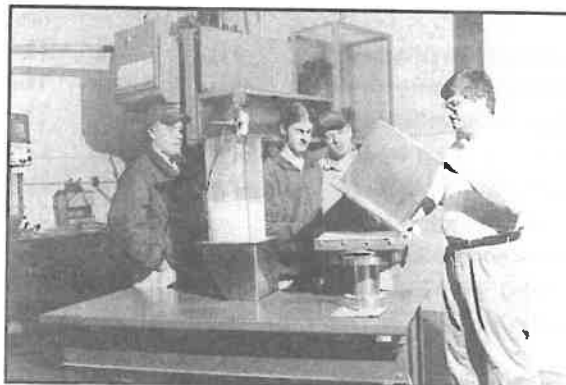
- 1. At least 100 in-class clock hours in Anatomy and Physiology.*
- 2. At least 200 in-class clock hours in Massage and/or Bodywork theory and Application. This must include at least two (2) in-class clock hours of Ethics.*
- 3. The remainder of the in-class clock hours must be in a related field that completes the applicant's massage and/or bodywork program of study.*

Pulp and Paper Technology Certificate

Pending Approval

Pulp and Paper Techn Career Studies Certif.

As this catalog is being prepared, the program is being redesigned to meet the specific needs of local employers. Please contact the Workforce Services Division for the latest curriculum specifications.



As this catalog prepared, the p being redesigne the specific nee employers. Plea the Workforce Division for th curriculum speci

Program Requirements: Students must achieve an overall grade point average of 2.0 in all applicable courses to receive the Pulp and Paper Technology Certificate.

Curriculum

In addition to the courses required for the Career Studies Certificate, the following courses complete the certificate.

PPT	EEE	Elective	3
ENG	115	Technical Writing	-or-
ENG	111	Composition	3
MTH	103	Applied Technical Math	-or-
MTH	163	Pre-Calculus	3
PPT	EEE	Electives or TBA	9

Total credits required for certificate: 33

Purpose: The Studies Ce Program is a res the nontradition

term educational needs of many adults. the courses are offered during evening that it is possible for an individual t certificate while remaining employed.

Admission Requirements: Admissio program is based upon the general req for admission to the College. Deficiencies i education may require prerequisite skills

Program Requirements: The program completion of selected specialized cot electives must be approved prior to en. A Career Studies Certificate is award completion of the program with an ov average (2.0 GPA) and may be earned than one option.

Curriculum

FOR	226	Woodlot Management
PPT	198	Pulp Mill Operations
PPT	195	Recovery, Power House Steam Usage and Bleach Plant Operations
PPT	295	Paper Mill Operations, / Water Conservation and Converting
SAF	127	Industrial Safety
ENV	217	Industrial Waste Treatme
PPT	290/297	Co-op Education

Welding Certificate

With the trend toward a global economy and the production of new exotic materials with various processes and procedures to weld them, there is a great demand for highly skilled, highly motivated welders possessing decision making as well as technical skills. This program is designed to help students to meet this exciting challenge and to prepare them for certification tests.

Occupational Objective *Welder*

Prerequisites: Students must meet the general admission requirements of the College. Successful completion of the curriculum requires proficiency in communications, an understanding of mathematics, a moderate level of physical fitness and average mechanical aptitude.



Students who have completed a high school welding or industrial courses in welding may receive credit and/or advanced placement upon demonstration of proficiency.

The curriculum provides an introduction to various welding equipment and materials used in welding.

The curriculum includes mathematics, blueprint reading, completion skills, safety and numerous skill areas of welding, i.e., gas tungsten arc welding, shielded metal-arc welding, gas metal arc welding, pipe welding and oxyacetylene and plasma cutting.

Welding Program Requirements: Students must achieve an overall grade of "C" (2.0 GPA) in the curriculum's applicable courses to be awarded a certificate. Upon satisfactory completion of the program, the student will be awarded the Certificate in Welding.

Curriculum

First Semester (Fall)

HLT	106	First Aid and Safety	2
MTH	103	Basic Technical Math	3
WEL	130	Inert Gas Welding I	3
WEL	117	Oxy. Welding and Cutting	3
WEL	123	Arc Welding I	3
WEL	145	Welding Metallurgy	<u>3</u>
			17

Second Semester (Spring)

DRF	166	Welding Blueprint Reading	2
ENG	101	Practical Writing I	3
WEL	124	Arc Welding II	3
WEL	126	Pipe Welding I	3
WEL	135	Inert Gas Welding II	<u>2</u>
			13

Minimum credit hours for certificate: 30

Welding Career Studies Certificate

Purpose: 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.

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 Career Studies Certificate is awarded upon completion of the program with an overall "C" average (2.0 GPA) and may be earned in more than one option.

Curriculum

DRF	166	Welding Blueprint Reading	2
WEL	123	Arc Welding I	-or-
WEL	124	Arc Welding II	3
WEL	126	Pipe Welding I	3
WEL	130	Inert Gas Welding I	3
WEL	145	Welding Metallurgy	3
			14

Additional Career Studies Certificates

The following three career studies certificate offerings in educational areas in which does not have either certificates or associated programs. They are designed for vocational training. Please see the description of career studies programs in general on page 73.

Child Care

CHD	118	Methods and Materials in the Language Arts
CHD	120	Introduction to Early Childhood Education
CHD	125	Creative Activities for Children
CHD	205	Guiding the Behavior of Children
EDU	235	Health, Safety and Nutrition Education

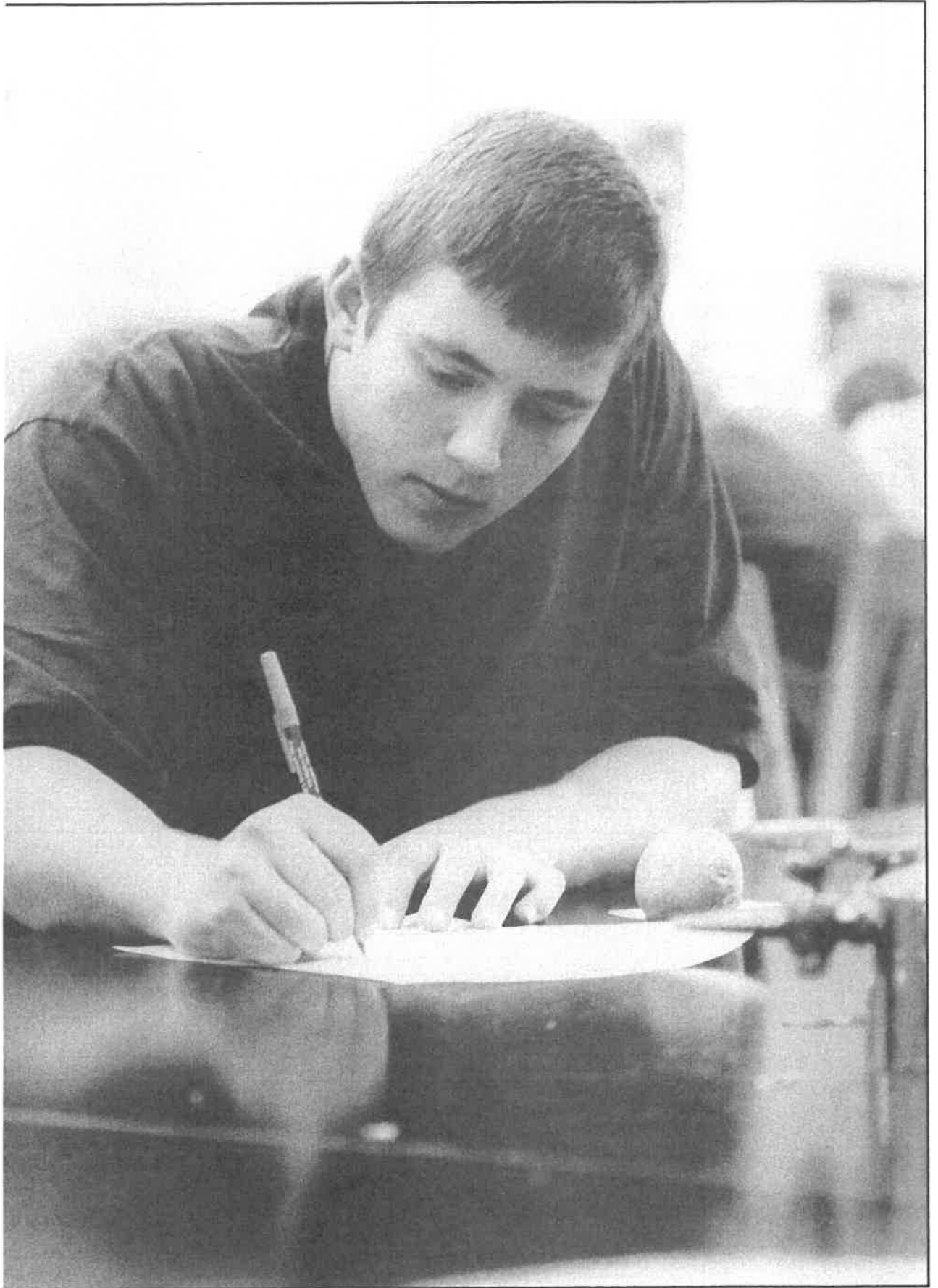
Industrial Maintenance

DRF	161	Blueprint Reading I
ELE	115	Electricity
MAC	195	Topics in Industrial Machine Repair
MAC	175	Pipefitting I
MEC	161	Hydraulics and Pneumatics
MTH	21	Survey of Technical Mathematics
SAF	126	Principles of Industrial Safety
WEL	120	Fund. of Welding Technology
*EEE	***	Restrictive Elective

**In addition, students will select, with the approval of the Workforce Services Program Development Committee, a 2-3 hour elective. The restricted elective should provide training related to the industrial maintenance environment.*

Heating, Ventilation, Air Conditioning and Refrigeration

AIR	111	Air Cond. and Refrigeration Controls I
AIR	121	Air Cond. and Refrigeration Controls II
AIR	134	Circuits and Controls
AIR	154	Heating Systems I
AIR	155	Heating Systems II
WEL	116	Welding I (Oxyacetylene)



Description of Courses

Description of Courses

Numbers: Courses numbered 01-09 are 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) times until the course objectives are met. Permission of the Dean of Instruction 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.

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

Hours: The number of lecture hours in class each week (including lecture, seminar and discussion hours) and/or the number of laboratory class each week (including laboratory, 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 are 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, students must also spend some time on out-of-class assignments under his or her own supervision. Usually a student may expect to spend one to two hours on out-of-class work each week for every 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) require that prior courses or their equivalent be completed before enrolling in the advanced courses in the sequence. When corequisites are required, this means that two courses identified in the description must be taken at the same time.

Courses Offered: The following is a listing of courses which may be offered during any calendar year. Additional courses may be offered as demand dictates. Many courses (required or elective) are offered in the evening program.

Accounting

ACT 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. Prerequisite MTH 02.

ACT 211 Principles of Accounting I (3-4 cr)

Presents accounting principles and their application to various businesses. Covers the accounting cycle, income determination and financial analysis. Includes an introduction to cost and managerial accounting. A laboratory co-requisite (ACT 213) may be required as identified by the college. Lecture 3-4 hours per week.

ACT 212 Principles of Accounting II (3-4 cr)

Continues Accounting Principles 211 with emphasis on the application to partnerships, corporations and the study of financial analysis. Includes an introduction to cost and managerial accounting. A laboratory co-requisite (ACT 214) may be required as identified by the college. Lecture 3-4 hours per week.

ACT 213-214 Principles of Accounting Lab(1 cr)(1 cr)

Provides problem solving experiences to supplement instruction in ACT 211-212. Should be taken concurrently with ACT 211-212. Laboratory 2 hour 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 ENG 01 and 05. Lecture 3 hours per week.

ADJ 110 Introduction to Law Enforcement (3 cr)

Studies the philosophy and history of law enforcement, presenting an overview of the crime problem and policy response issues. Surveys the jurisdictions and organizations of local, state and federal law enforcement agencies. Examines the qualification requirements and career opportunities in the law enforcement profession. Prerequisites ENG 01 and 04. Lecture 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 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

ADJ 195 Special Topics in Criminal Justice

Considers contemporary issues, problems and controversies in modern law enforcement. Prerequisite ENG 01 and 04. Lecture 3 hours per week.

ADJ 201 Criminology

Studies current and historical data pertaining to crime and other deviant behavior. Examines theories of crime and criminal behavior in human society. Prerequisites ENG 01 and 04. Lecture 3 hours per week.

ADJ 211-212 Criminal Law, Evidence and Procedures I-II

Teaches the elements of proof for major and minor crimes and the legal classification of offenses. Examines 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. courts with focus on the Virginia jurisdiction. Prerequisite ENG 01 and 05. Lecture 3 hours per week.

ADJ 228 Narcotics and Dangerous Drugs

Surveys the historical and current usage of narcotics and dangerous drugs. Teaches the identification, classification of such drugs and emphasizes the effects and effects on their users. Examines investigative methods and procedures utilized in law enforcement efforts to control illicit drug usage. Prerequisites ENG 01 and 04. Lecture 3 hours per week.

ADJ 236 Principles of Criminal Investigation

Surveys the fundamentals of criminal investigation procedures and techniques. Examines crime scene processing, collecting, handling and preserving of evidence. Prerequisites ENG 01 and 04. Lecture 3 hours per week.

ADJ 237 Advanced Criminal Investigation

Introduces specialized tools and scientific aids used in criminal investigation. Applies investigative techniques to specific situations and preparation of trial exhibits. Prerequisite ENG 01, ENG 04 and ADJ 236 or permission of instructor. Lecture 3 hours per week.

ADJ 247 Criminal Behavior

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 ENG 01 and 04. Lecture 3 hours per week.

Administrative Support Technology

AST 101 Keyboarding I

Teaches the alpha/numeric keyboard with emphasis on correct techniques, speed and accuracy. Includes the formatting of basic personal and business correspondence reports and tabulation. Lecture 3 hours per week.

Keyboarding II (3 cr)
Keyboarding and document production skills basis on preparation of specialized business forms. Continues skill-building for speed and accuracy. Prerequisite AST 101. Lecture 3 hours per week.

Editing/Proofreading Skills (3 cr)
Skills essential to creating and editing business documents. Covers grammar, spelling, diction, punctuation, and other usage problems. Prerequisite ENG 101. Lecture 3 hours per week.

Keyboarding for Computer Usage (1 cr)
Alphabetic and numeric keys; develops correct touch and competency in the use of computer keyboard. May include basic correspondence and report writing. Lecture 1 hour per week.

Word Processing I (1 cr)
Introduces students to a word processing program to create, edit, and print documents. Lecture 1 hour per week.

Word Processing II (1 cr)
Formatting and editing features of a word processing program. Lecture 1 hour per week.

Records Management (3 cr)
Creating and records management procedures for electronic and micrographic systems. Identifies problems; supplies and solutions to records management issues. Lecture 3 hours per week.

Word Processing I (3 cr)
Creating and editing documents, including line layouts, columns, fonts, search/replace, cut/paste, macros and advanced editing and formatting with word processing software. Prerequisite AST 101 or equivalent. Lecture 3 hours per week.

Word Processing II (3 cr)
Advanced software applications. Prerequisite AST 101 or equivalent. Lecture 3 hours per week.

Introduction to Presentation Software (1-2 cr)
Discusses presentation options including slides, graphics and other forms of presentations. Lecture 1-2 hours per week.

Desktop Publishing I (1 cr)
Desktop publishing features including page layout, font selection and use of graphic images. Lecture 1 hour per week.

Professional Development (3 cr)
Professional awareness in handling business and industry situations. Emphasizes goal setting, critical thinking, decision making and employment skills. Lecture 3 hours per week.

Specialized Software Applications (Microsoft Office) (3 cr)
Specialized integrated software applications on a computer. Emphasizes document protection to security and industry standards. Prerequisite AST 101 or equivalent. Lecture 3 hours per week.

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 102, 142. Lecture 3 hours per week.

AST 244 Office Administration II (3 cr)
Enhances skills necessary to provide organizational and technical support in a contemporary office setting. Emphasizes administrative and supervisory role of the office professional. Includes travel and meeting planning, office budgeting and financial procedures, individual issues and career development. Prerequisite AST 243 or equivalent. 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 142 or equivalent and experience in using a word processing package. Lecture 3 hours per week.

AST 260 Presentation Software (2-4 cr)
Teaches creation of slides including use of text, clip art and graphics. Includes techniques for enhancing presentations with on-screen slide show as well as printing to transparencies and handouts. Incorporates use of sound and video clips. A laboratory co-requisite (AST 261) may be required. Lecture 2-4 hours per week.

Air Conditioning and Refrigeration

AIR 111-112 Air Conditioning and Refrigeration Controls I-II (2-3 cr)(2-3 cr)
Presents electron theory, magnetism, Ohm's Law, resistance, current flow, instruments for electrical measurement, A.C. motors, power distribution controls and their application. Lecture 1-2 hours per week; laboratory 2-3 hours per week.

AIR 121-122 Air Conditioning and Refrigeration I-II (3-4 cr)(3-4 cr)
Studies refrigeration theory, tools and equipment, soldering, brazing, refrigeration systems, system components, compressors, evaporators, metering devices. Provides laboratory application of refrigerators and freezers. Lecture 2 hours per week; laboratory 2 hours per week. Total 4-6 hours per week.

AIR 123-124 Air Conditioning and Refrigeration III-IV (3 cr)(3 cr)
Explores psychometric properties of air, heat load and gain calculation, heated and chilled water systems, duct design, air distribution and air comfort requirements. Prerequisite AIR 122. Lecture 2 hours per week; laboratory 2 hours per week.

AIR 134-135 Circuits and Controls I-II(3-4 cr)(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 systems. Lecture 2-3 hours per week; laboratory 2-6 hours per week.

AIR 154-155 Heating Systems I-II (3-4 cr)(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. Lecture 2-3 hours per week; laboratory 2-6 hours per week. Total 4-8 hours per week.

Art

ART 201-202 History of Art I-II (3 cr)(3 cr)
Studies the historical context of the art of the ancient, medieval, renaissance and modern worlds. Includes research project. Lecture 3 hours per week. Prerequisite ENG 01 and 04; corequisites ENG 03 and 05.

Astronomy

NAS 130 Elements of Astronomy (4 cr)
Covers the history of astronomy and its recent developments. Stresses the use of astronomical instruments and measuring techniques and includes the study and observation of the solar system, stars and galaxies. Lecture 3 hours per week; recitation and laboratory 3 hours.

NAS 131-132 Astronomy I-II (4 cr)(4 cr)
Studies the major and minor bodies of the solar system, stars and nebulae of the milky way and extra galactic objects. Examines life and death of stars origin of the universe, history of astronomy and instruments and techniques of observation. Lecture 3 hours per week; recitation and laboratory 3 hours per week.

Biology

BIO 100 Basic Human Biology (3 cr)
Presents basic principles of human anatomy and physiology. Discusses cells, tissues and selected human systems. Prerequisites ENG 01 and 04. Corequisite ENG 05. Lecture 3 hours per week.

BIO 101-102 General Biology I-II (4 cr)(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 ENG 01, ENG 04 and MTH 03. Corequisites ENG 03 and 05 lecture 3 hours per week; recitation and laboratory 3 hours per week.

BIO 141-142 Human Anatomy and Physiology I-II (4 cr)(4 cr)
Integrates anatomy and physiology of cells, tissues and systems of the human body. Integrates chemistry, physics and pathology. Lecture 3 hours per week; laboratory 2-3 hours per week.

BIO 149 Microbiology for Allied Health (3 cr)
Studies the characteristics of microorganisms especially important to programs in the allied health. This course also emphasizes these characteristics to individual and community health. Prerequisites ENG 03, ENG 05, MTH 04 and NAS 05. Lecture 3 hours per week; laboratory 2-3 hours per week.

BIO 150 Introductory Microbiology (3 cr)
Studies the general characteristics of microorganisms. Emphasizes their relationships to individual and community health. Prerequisites ENG 03, ENG 05, MTH 04 and 05. Lecture 3 hours per week; recitation and laboratory 2-3 hours per week.

BIO 195 Topics in Microbiology (1 cr)
Studies the general characteristics of microorganisms. Emphasizes their relationship to individual and community health. Prerequisites ENG 03, ENG 05, MTH 04 and 05. Lecture 1 hour per week.

BIO 215 Plant Life of Virginia (3 cr)
Focuses on identification and ecological relationships of the native plants of Virginia. Emphasizes shrubs, wildflowers, ferns and mushrooms. Prerequisites ENG 01 and 04. Lecture 2 hours per week; recitation and laboratory 3 hours per week.

BIO 270 General Ecology (3 cr)
Studies interrelationships between organisms and their natural and cultural environments with emphasis on populations, communities and ecosystems. Prerequisites ENG 01, ENG 04 and BIO 101-102 or divisional approval. Lecture 1 hours per week; recitation and laboratory 2 hours.

BIO 275 Marine Ecology (3 cr)
Applies ecosystem concepts to marine habitats. Includes laboratory and field work. Prerequisite BIO 101 or divisional approval. Lecture 3 hours per week; recitation and laboratory 3 hours per week.

Building

BLD 111 Blueprint Reading and the Building Code (3 cr)
Introduces reading and interpreting various blueprints and working drawings with reference to state and national building codes.

Business

Introduction to Business (3 cr)

Broad introduction to the functioning of business within the U.S. economic framework. Introduces systems, essential elements of business, production, human resource management, finance and risk management. Develops vocabulary. Lecture 3 hours per week

Business Protocol (3 cr)

Basic business etiquette, customs and protocol for individuals desiring to succeed in the global business environment. Presents information on new manners, diversity, plurality, family values, sexual freedom, abuse, hiring and firing practices. Discusses dress, communication traditions, socializing, traveling and protocol. Lecture 3 hours.

Principles of Supervision I (3-4 cr)

The fundamentals of supervision, including the responsibilities of the supervisor. Introduces factors that affect the work of supervisor and subordinates. Covers aspects of leadership, job management, work environment, training and orientation, performance and effective employee/supervisor relationships. Lecture 4 hours per week.

Organizational Behavior (3 cr)

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 behavior patterns, conflict management and resolution, group functioning and process, the psychology of decision making and the importance of recognizing and managing change. Lecture 3 hours per week.

Entrepreneurship (3 cr)

The various steps considered necessary when going into business. Includes areas such as product-service market research evaluation, setting up books, ways to start a business, operations of the business, development of business plans, buyouts versus starting from scratch and going public. Uses problems and cases to demonstrate application of these techniques. Lecture 3 hours per week.

Human Relations and Leadership Development (3 cr)

Interpersonal relations in hierarchical structures. The dynamics of teamwork, motivation, handling conflict and how to achieve positive results through leadership. Lecture 3 hours per week.

Concepts of Supervision (4 cr)

The five functions of management: planning, organizing, staffing, directing and controlling. Includes instruction in leadership skills, problem solving and decision making, effective communications, dealing with conflict and employee relations, time management, motivation and delegation. Lecture 4 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. 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. 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. Lecture 3 hours per week.

BUS 205 Human Resource Management (3 cr)

Introduces employment, selection and placement of personnel, usage levels and methods, job descriptions, training methods and programs, employee evaluation systems, compensation and labor relations. Includes procedures for management of human resources and uses case studies and problems to demonstrate implementation of these techniques. Lecture 3 hours per week.

BUS 206 Public Relations in Management (3 cr)

Presents public relations as a management responsibility and introduces the theory of public relations. Focuses on public relations techniques and their application to gaining and maintaining understanding and support for an organization from the employee, community, customer, supplier and stockholder. Uses lectures, demonstrations and case problems. Lecture 3 hours per week.

BUS 207 Interviewing and Counseling Skills for Business (3 cr)

Examines various types of interviewing situations that generally arise in the workplace such as hiring, orienting, coaching, motivating, problem solving, disciplining, appraising performance and terminating an employee. Includes variables that affect interviews and increase confidence in this type of interpersonal communication. Prerequisite BUS 115. 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 or division 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.

BUS 241 Business Law I (3 cr)
Presents a broad introduction to legal environment of U.S. business. Develops basic understanding of contract law, agency and government regulation. Lecture 3 hours per week.

Chemistry

CHM 100 Introduction to Chemistry (3 cr)
Introduces chemical concepts to students not including to specialize in a chemistry field. Emphasizes basic inorganic/organic principles. Prerequisites ENG 04 and MTH 02. Lecture 2 hours per week; laboratory 2 hours per week.

CHM 111-112 College Chemistry I-II (4 cr)(4 cr)
Explores the fundamental laws, theories and mathematical concepts of chemistry. Designed primarily for science and engineering majors. Prerequisites ENG 04 and MTH 03. Corequisite ENG 05. 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 divisional approval. Corequisites 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 division approval. Laboratory 3 hours per week.

CHM 245-246 Organic Chemistry Laboratory I-II (2cr)(2cr)
Includes qualitative organic analysis. Shall be taken concurrently with CHM 241 and CHM 242. Laboratory 6 hours per week.

Child Care

CHD118 Language Arts for Young Children
Presents techniques and methods for encouragement of development of language and perceptual skills in children. Stresses improvement of vocabulary, methods to stimulate discussion. Surveys literature, examines elements of quality story reading and stresses the use of audiovisuals. Lecture 2 hours per week; laboratory 2 hours per week.

CHD120 Introduction to Early Childhood Education
Introduces early childhood development through experiences in nursery, pre-kindergarten, kindergarten and primary programs. Investigates classroom organization and procedures and uses of classroom time and approaches to education for young children. Emphasizes professionalism and curricular procedures. Lecture 2 hours per week.

CHD 125 Creative Activities for Children
Prepares individuals to work with young children in arts and other creative age-appropriate activities. Emphasizes affective classroom experiences and open-ended activities. Lecture 2 hours per week; laboratory 2 hours per week.

CHD205 Guiding the Behavior of Children
Explores positive ways to build self-esteem in children and help them develop self-control. Presents procedures for engineering pro-social behavior in children. Emphasizes basic skills and techniques in classroom management. Lecture 3 hours per week.

Drafting

DRF 111-112 Technical Drafting I-II (4 cr)(4 cr)
Introduces technical drafting from the fundamentals through advanced drafting practices. Teaches geometric construction, technical sketching or projection, sections, intersections, development theory and applications of dimensioning and includes pictorial drawing and preparation of work detail drawings. Lecture 2 hours per week; laboratory 2 hours per week.

DRF 132 Electrical and Electronic Drafting I
Teaches the design of block and logic, schematic diagrams, house wiring plans, printed circuit board layouts. Lecture 2 hours per week; laboratory 2 hours per week.

DRF 155 Fundamentals of Architectural Drafting
Introduces fundamentals of architectural drafting and planning of functional buildings. Presents architectural lettering, symbols and dimensioning and working drawings including site plans, floor plans, elevations, sections and details. Prerequisite DRF 111 or equivalent and division approval. Lecture 2 hours per week; laboratory 2 hours per week.

Blueprint Reading I (2 cr)

Use application of basic principles, visualization, isometric projection, detail of drafting shop processes, orthography, assembly drawings and exploded views. Dimensioning, changes and corrections, classes, tolerances and allowances, sections and convention of reading. Lecture 1 hour per week; laboratory 1 hour per week.

Welding Blueprint Reading (2 cr)

Welding procedures and applications. Stresses steel, design, layout. Explains industrial symbols. Lecture 1 hour per week; laboratory 3 hours per week.

Advanced Technical Drafting I (3 cr)

Use of drafting equipment and applications, engineering knowledge and skills required for industrial drawings. Includes developments, gearing, cams, geometric tolerances and 2D/3D drawing layout. Prerequisite DRF 231. Corequisite DRF 112. Lecture 2 hours per week; laboratory 3 hours per week.

Computer Aided Drafting I (3 cr)

Computer aided drafting concepts and equipment used to develop a general understanding of CAD systems and operate a typical CAD system. Prerequisite DRF 112 or equivalent. Lecture 2 hours per week; laboratory 3 hours. Total 5 hours per week.

Computer Aided Drafting II (3 cr)

Advanced operation in computer-aided drafting using 3D modeling techniques. Prerequisite DRF 231. Lecture 2 hours per week; laboratory 3 hours per week.

Economics

Principles of Economics I

Macroeconomics (3 cr)

Studies macroeconomics including the study of supply and demand, classical, monetarist principles and theories, effects of national economic growth, inflation, recession, unemployment, financial markets, money and banking, effects of government spending and taxation, along with international trade and instruments. Lecture 3 hours per week.

Principles of Economics II

Microeconomics (3 cr)

Studies the basic concepts of microeconomic. Explores market concepts with coverage of economic equilibrium and graphs, scarcity and choices, supply and demand, marginal benefits and costs, profits maximization and distribution. Lecture 3 hours per week.

Education

Introduction to Child Care (3 cr)

Prepares students for participation in child care setting. Discusses adjusting to institutional life, family and cultural differences and factors and understanding physical, social and emotional needs of children. Lecture 3 hours per week.

EDU 118 Methods and Materials in the Language Arts for Young Children (3 cr)

Presents techniques and methods for encouraging the development of language and perceptual skills in young children. Stresses improvement of vocabulary, speech and methods to stimulate discussion. Surveys children's literature, examines elements of quality story telling and story reading and stresses the use of audiovisuals materials. Lecture 2 hours per week; laboratory 2 hours per week.

EDU 120 Introduction to Early Childhood Education (3 cr)

Introduces early childhood development through activities and experiences in nursery, pre-kindergarten, kindergarten and primary program. Investigates classroom organization and procedures, use of classroom time and materials, approaches to education for young children, professionalism and curriculum procedures. Lecture 3 hours per week.

EDU 235 Health, Safety and Nutrition Education(3 cr)

Focuses on the physical needs of children and explores strategies to meet these needs. Emphasizes positive health routines, hygiene, nutrition, feeding and clothing habits, childhood diseases and safety. Places emphasis on the development of food habits and concerns in food and nutrition. Variable lecture/laboratory hours per week.

Electricity

ELE 131 National Electrical Code I (3 cr)

Provides comprehensive study of the purpose and interpretations of the National Electric Code as well as familiarization and implementation of various charts, code rulings and wiring methods, including state and local regulations. Lecture 3 hours per week.

ELE 239 Programmable Controllers (3 cr)

Deals with installation, programming, interfacing and concepts of troubleshooting programmable controllers. Co/Prerequisite ELE 211 or equivalent or permission of instructor. Lecture 2 hours per week; laboratory 2 hours per week.

Electronics

ETR 115 D.C. and A.C. Circuits (3-4 cr)

Studies current flow in direct and direct and alternating current circuits with emphasis upon practical problems. Reviews mathematics used in circuit calculations. Introduces concepts of resistance, capacitance, inductance and magnetism. Focuses on electronics/circuits application. Lecture 3-4 hours per week.

ETR 123 Electronic Applications (2 cr)

Provides laboratory and shop assignment/jobs as applied to basic electronic devices, circuits and systems with emphasis on practical measurements. May require preparation of a report as an out-of-class activity. Lecture 1 hour per week; laboratory 2 hours per week.

ETR 141-142 Electronics I-II (3 cr)(3 cr)
Introduces electronic devices as applied to basic electronic circuits and systems. Lecture 3 hours per week. Must be taken in sequence.

ETR 149 PC Repair (2-3 cr)
Teaches the maintenance, troubleshooting and repair of personal computer systems. Uses IBM or compatible computer systems to provide fault isolation drill and practice. Lecture 1-2 hours per week; laboratory 2-6 hours. Total 3-7 hours per week.

ETR 166 Fundamentals of Computer Technology (3 cr)
Introduces computer use and literacy. Includes operating systems, high level language programming, word processors, spreadsheets and other generic software. Uses engineering terms, standards and methods. Lecture 3 hours per week.

ETR 260 Electronic Circuits and Instrumentation (4-5 cr)
For Non-Electrical/Electronic Majors
Covers electronic circuits, devices and instrumentation, A.C. and D. C. circuit theory, electronic circuits involving amplifiers, oscillators and their applications. Includes troubleshooting practices. Lecture 3-4 hours per week; laboratory 3 hours per week.

ETR 261-262 Microprocessor Application I-II (3-4 cr)(3-4 cr)
Teaches the fundamentals of microprocessors including architecture, internal operations, memory, I/O devices machine level programming and interfacing. Emphasizes instrumentation and microprocessor. Lecture 2-3 hours per week; laboratory 3 hours per week.

ETR 267 Microprocessor Applications I (3 cr)
Includes interfacing the CPU to peripheral equipment, displays, control circuits and systems. Teaches sequential operation, the programming and analysis of microprocessor and complementary chips. Emphasizes instrumentation and microprocessor. May require preparation of a report as an out-of-class activity. Lecture 2 hours per week; laboratory 2 hours per week. Prerequisites ETR 279, 280.

ETR 279 Digital Principles, Terminology and Applications (4 cr)
Studies digital principles, terminology and applications covering number systems, arithmetic, Boolean algebra, Karnaugh maps and advanced logic circuits such as A/D, D/A displays and others. Prerequisite ETR 113 or equivalent. Lecture 3 hours per week; laboratory 3 hours per week.

ETR 280 Introduction to Digital Logic Circuits and Computers (4 cr)
Studies digital logic, Boolean algebra and arithmetic circuits, using standard integrated circuits and the functional block approach. May include the study of registers, encoding and decoding and multiplexing. Introduces concepts of computers, the internal option and control language. Prerequisite ETR 279 or equivalent. Lecture 3 hours per week; laboratory 3 hours per week.

ETR 285 Fundamentals of Microcomputer Repair

Provides the student with an exposure to the techniques and procedures used to troubleshoot a microcomputer. May include an overview of a microprocessor system, use of isolation flow charts, point charts, prints, diagnostic routines, component testing and fault isolation labs. Lecture 3 hours per week; laboratory 3 hours per week.

Engineering

EGR 124 Introduction to Engineering and Engineering Methods

Introduces the engineering profession, professional ethics. Covers problem presentation, engineering calculations, digital computer applications, word processing, worksheets, programming in FORTRAN, C++ and elementary numerical methods. Lecture 3 hours per week.

EGR 130 Statics and Strength of Materials for Engineering Technology

Presents principles and applications of free-body diagrams and force systems in equilibrium. Analyzes frames and trusses. Presents principles and applications to problems involving centroids and moments of inertia. Includes properties of materials, stress, strain, elasticity, design of columns under shear and bending in statically determined beams and axially loaded columns. Prerequisite MTH 116. Lecture 3 hours per week; laboratory 5 hours per week.

EGR 140 Engineering Mechanics-Statics

Introduces mechanics of vector forces and moments, equilibrium, mass and time, including S.I. and U.S. custom units. Teaches equilibrium, free-body diagrams, force couples, distributed forces, centroids, moments and analysis of two-force and multi-force members. Lecture 3 hours per week.

EGR 245 Engineering Mechanics-Dynamics

Presents approach to kinematics of particles in 1 and 2 dimensions, curvilinear motion. Teaches Newton's second law, energy and power, impulse and momentum and solving using computers. Lectures 3 hours per week.

EGR 246 Mechanics of Materials

Teaches concepts of stress, strain, deformation, equilibrium and basic properties of engineering materials. Analyzes axial loads, torsion, bending, shear and combined loading. Studies stress transformation and principal stresses. Includes column analysis and energy principles. Lecture 3 hours per week; laboratory 3 hours per week.

English

ENG 01 Preparing for College Writing I

Helps students discover and develop writing skills needed to bring their proficiency to the level necessary for entrance into their respective curricula. Guides students through the process of starting, composing, revising and editing. Variable hours per week.

Preparing for College Writing II (3 cr)

Students use strategies within the writing process to help with specific writing situations. Develops strategies to improve clarity of writing and raise writing to the level necessary for entrance into curricula. Prerequisite ENG 01. Variable hours

Reading Improvement I (3 cr)

Students learn to improve their reading processes to increase understanding of reading materials. Includes word meanings, comprehension techniques and ways to increase reading pace. Variable hours per week.

Reading Improvement II (3 cr)

Students learn to read critically and increase application of reading skills. Guides students in making inferences, drawing conclusions and developing relationships between main ideas and supporting details. Prerequisite ENG 01. Variable hours per week.

ENG 102 Practical Writing I-II (3 cr)(3 cr)

Develops writing ability for study, work and other areas of emphasis on occupational correspondence and guides students in learning writing as a process: identifying audience and purpose, exploring ideas and organizing, composing, revising and editing. Supports students in integrating experiences in thinking, reading, writing and speaking. Lecture 3 hours per week.

Critical Reading (3 cr)

Students learn to refine their reading processes. Emphasizes analysis and synthesizing ideas. Includes ways to detect bias, make inferences, draw conclusions, evaluate arguments, recognize differences between facts and opinions and other advanced comprehension strategies. Prerequisite ENG 05. Lecture 3 hours per week.

ENG 112 College Composition I-II (3 cr)(3 cr)

Develops writing ability for study, work and other areas of emphasis on experience, observation, research and reading of literature. Guides students in learning writing as a process: understanding audience and purpose, exploring information, composing, revision and editing. Supports writing by including experiences in reading, listening and speaking. Prerequisites ENG 01 and 04. Corequisite ENG 05. Lecture 3 hours per week.

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 format in formatting, editing and graphics. Introduces students to technical discourse through selected reading. Prerequisite ENG 111 and 05. Lecture 3 hours per week.

Applied Grammar (3 cr)

Develops ability to edit and proofread correspondence documents typically produced in business and industry. Instructs the student in applying conventions of grammar, usage, punctuation, spelling and mechanics. Variable hours per week.

ENG 150 Children's Literature (3 cr)

Surveys the history of children's literature, considers learning theory and developmental factors influencing reading interests and uses bibliographic tools in selecting books and materials for recreational interests and educational needs of children. 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 divisional 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 divisional 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 or divisional approval. 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 divisional approval. Lecture 3 hours per week.

ENG 251-252 Survey of World Literature I-II (3 cr)(3 cr)

Examines major works of world literature. Involves critical reading and writing. Prerequisite ENG 112 or divisional approval. Lecture 3 hours per week.

ENG 253-254 Survey of African-American Literature I-II (3 cr)(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. 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. Prerequisite ENG 112 or divisional 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 divisional approval. Lecture 3 hours per week.

Environmental Science

ENV 220 Environmental Problems (3 cr)
Studies the relationship of man to his environment; ecological principles, population dynamics, topics of current importance including air, water and noise pollution; poisoning and toxicity, radiation, conservation and management of natural resources. Lecture 3 hours per week.

Finance

FIN 107 Personal Finance (3 cr)
Presents a framework of personal money management concepts, including establishing values and goals, developing sources of income, managing income, preparing a budget, developing consumer buying ability, using credit, understanding savings and insurance, providing for adequate retirement and estate planning. Lecture 3 hours per week.

FIN 110 Principles of Banking (3 cr)
Presents nearly every aspect of banking, providing a comprehensive introduction to the diversified services and operations of the banking industry. Focuses on new trends gaining attention in banking circles. Recommended for all banking students. (AIB approved.) Lecture 3 hours per week.

FIN 115 Personal Investments (2-3 cr)
Examines personal financial investments, money management and risk reward strategies. Covers most widely employed investment instruments, including current information on stocks, bonds, mutuals, real estate, limited partnerships and tax sheltering devices. Lecture 2-3 hours per week.

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. Lecture 3 hours per week.

FIN 240 Money and Banking (3 cr)
Introduces the concept of money supply and the role of banks as money creators and as participants in the nation's payments mechanism. Explores the working of fiscal and monetary policy, the functions and powers of the Federal Reserve system and various monetary theories. Also highlights major trends and issues in banking and international banking. (AIB approved.) Lecture 3 hours per week.

Forestry

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, survey of populations, communities and ecosystems. Prerequisites ENG 01, ENG 04. Corequisites ENG 03, ENG 05. Lecture 3 hours per week; laboratory 3 hours per week.

FOR 115 Dendrology
Studies classification, identification and characteristics of trees and shrubs botanically commercially important to the forests of eastern States. Emphasizes field characteristics of trees and shrubs of the eastern United States. Prerequisite ENG 04. Lecture 3 hours per week; laboratory 3 hours per week.

FOR 125 Forest Fire Control
Examines forest fire behavior. Includes factors of ignition and spread, methods of fire prevention, suppression and forest fire organizations. Lecture 1 hour per week.

FOR 135 Wildlife and Fisheries Management
Introduces the principles of wildlife and fisheries management. Emphasizes practices in the eastern States. Lecture 3 hours per week; laboratory 3 hours per week.

FOR 201 Forest Mensuration I
Teaches principles of forest measurements including elements of property boundary, location, forest mensuration techniques of tree measurement and saw log wood scaling. Prerequisites ENG 05 and MT 05 equivalent. Lecture 3 hours per week; laboratory 3 hours per week.

FOR 202 Forest Mensuration II
Teaches principles of timber cruising, including fixed and variable size plot techniques. Utilizes aerial photographs to locate land features, cruise track types and plot sample locations. Prerequisite FOR 201. Lecture 3 hours per week; laboratory 3 hours per week.

FOR 215 Applied Silviculture
Focuses on theory and practices involved in the forest establishment, composition and management. Laboratory emphasizes observation and application of various silviculture procedures, including site preparation, regeneration and intermediate treatments. Prerequisite FOR 201. Lecture 3 hours per week; laboratory 3 hours per week.

FOR 227 Timber Harvesting
Teaches harvesting methods, including physical and economic, contracts, water management, pre-harvest consideration, equipment operation and maintenance, woods safety. Prerequisite FOR 201. Lecture 3 hours per week; laboratory 6 hours per week.

FOR 229 Sawmilling
Studies arrangement, installation and safe operation of sawmill. Introduces the basic principles of lumber and log grades. Prerequisite FOR 227. Lecture 3 hours per week; laboratory 6 hours per week.

FOR 245 Forest Products
Introduces forest products. Teaches tree growth, yield and composition of wood for use in wood products. Emphasizes the relationship between wood and forest management. Prerequisite FOR 201. Lecture 2 hours per week; laboratory 3 hours per week.

Urban Forestry (4 cr)
the care, maintenance, establishment and management of trees and related plants in an urban environment. Emphasizes non-commodity values of trees in an environment. Prerequisite FOR 201. Lecture 1 hour per week; laboratory 3 hours per week.

Coordinated Internship in Forestry (4 cr)
on-the-job training without pay in selected industry or service organizations coordinated by the instructor. Permission of the instructor is required. Laboratory 40 hours per week. Prerequisite FOR 201, 180 hours total for the term.

Cooperative Education in Forestry (4 cr)
on-the-job training with pay in selected business, industry or service organizations coordinated by the instructor. Permission of the instructor is required. Laboratory 40 hours per week. Prerequisite FOR 201, 180 hours total for the term.

French

-102 Beginning French I-II (4 cr)(4 cr)
focuses on understanding, speaking, reading and writing skills. French is used in the classroom. Emphasizes basic French sentence structure. Laboratory 4 hours per week. May include one additional hour of oral practice per week.

-202 Intermediate French I-II (4 cr)(4 cr)
focuses on developing understanding, speaking, reading and writing skills. French is used in the classroom. Prerequisite French 102 or equivalent. Lecture 4 hours per week. May include one additional hour of oral practice per week.

Geography

Introduction to Physical Geography (3 cr)
major elements of the natural environment including earth-sun relationship, land forms, weather and climate, natural vegetation and soils. Introduces the student to the uses of maps. Lecture 3 hours per week.

German

-102 Beginning German I-II (4-5 cr)(4-5 cr)
focuses on understanding, speaking, reading and writing skills. German is used in the classroom. Emphasizes basic German sentence structures. Laboratory 5 hours per week. May include one additional hour of oral practice per week.

-202 Intermediate German I-II(3-4 cr)(3-4 cr)
focuses on developing understanding, speaking, reading and writing skills. German is used in the classroom. Prerequisite GER 102 or equivalent. Lecture 3-4 hours per week. May include one additional hour of oral practice per week.

Health

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. Prerequisites ENG 01 and 04. Corequisites ENG 03 and 05. Lecture 1 hour per week.

HLT 106 First Aid and Safety (2 cr)
Focuses on the principles and techniques of safety and first aid. Prerequisites ENG 01 and 04. Corequisites ENG 03 and 05. Lecture 2 hours 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. Prerequisites ENG 01 and 04. Corequisites ENG 03 and 05. Lecture 2 hours per week.

HLT 117 Individual Health Awareness (3 cr)
Introduces the student to the systems of the body and the major structures and functions of each system. Students will learn the common disorders which affect each system and how the disorders may be diagnosed and treated. Through an understanding of preventive measures and medical resources, the student will be able to assume a greater responsibility for the health and wellness of self and others. Lecture 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 138 Principles of Nutrition (1 cr)
Studies nutrient components of food, including carbohydrates, fats, proteins, vitamins, minerals and water. Provides a behavioral approach to nutrient guidelines for the development and maintenance of optimum wellness. Lecture 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. Prerequisites ENG 01 and 04. Corequisites ENG 03 and 05. Lecture 3 hours per week.

HLT 190 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. Lecture 1 hour per week; laboratory 6 hours per week.

HLT 195 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. Laboratory 3 hours per week.

HLT 230 Principles of Nutrition and Human Development (3 cr)
Teaches the relationship between nutrition and human development. Emphasizes nutrients, balanced diet, weight control and the nutritional needs of an individual. Prerequisites ENG 01 and 04. Corequisites ENG 03 and 05. Lecture 3 hours per week.

HLT 290 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. Lecture 1 hour per week; laboratory 6 hours per week.

HLT 295 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. Lecture 1 hour per week; laboratory 6 hours per week.

History

HIS 111-112 History of World Civilization I-II (3 cr)(3 cr)
Surveys Asian, African, Latin American and European civilizations from the ancient period to the present. Prerequisites ENG 01 and 04. Corequisites ENG 03 and 05. Lecture 3 hours per week.

HIS 121-122 United States History I-II (3 cr)
Surveys United States history from its beginning to the present. Prerequisites ENG 01 and 04. Corequisites ENG 03 and 05. Lecture 3 hours per week.

HIS 255 History of Chinese Culture and Institutions

Examines traditional Chinese social, political, and military institutions. Also examines major artistic and intellectual achievements from prehistory to the present. Lecture 3 hours per week.

Hotel-Restaurant-Institution Management

HRI 115 Food Service Managers Sanitation Certification

Presents an accelerated survey of principles and applications of sanitary food service, designed to develop the skills of managers in food service establishments by the Commonwealth of Virginia. (Upon successful completion of the course, a certificate of achievement is awarded by the Educational Foundation of the Restaurant Association and the student's name is in the Foundation Registry.) Lecture 1 hour per week.

HRI 119 Applied Nutrition for Food Service
Studies food composition, nutrition science and application of nutrition principles by the food service professional. Provides the student with understanding of human nutrition and applied nutrition in the service of commercially prepared food. Lecture 3 hours per week.

HRI 128 Principles of Baking

Instructs the student in the preparation of breads, baked desserts, candies, frozen confections and soups. Applies scientific principles and techniques to commercial baking. Promotes the knowledge/skills required to prepare pastries and confections. Prerequisite: HRI 115. Lecture 2 hours per week; laboratory 2 hours per week.

HRI 140 Fundamentals of Quality for the Hospitality Industry

Teaches quality in the hospitality industry, including the material on the total quality management perspective. Emphasizes quality from the customer's perspective. Lecture 3 hours per week.

HRI 154 Principles of Hospitality Management

Presents basic understanding of the hospitality industry, tracing the industry's growth and development, 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

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 assisting working conditions. Lecture 3 hours per week.

Introduction to Hospitality Industry Computer Systems (4 cr)
 Computer applications in food service and lodging environment. Provides laboratory practice in use of the using application software. Lecture 3 hours per week; laboratory 2 hours per week.

Fruit, Vegetable and Starch Preparation (3 cr)
 The student in the preparation of fruits, vegetables, cereals, legumes and farinaceous products. Promotes knowledge/skills necessary to prepare menu items from vegetables and their by-products and to select their uses as meal components. Lecture 2 hours per week; laboratory 3 hours per week.

Stock, Soup and Sauce Preparation (3 cr)
 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 items. Lecture 2 hours per week; laboratory 3 hours per week.

Meat, Seafood and Poultry Preparation (3 cr)
 The study and preparation of meat, poultry, fish and game. Promotes the knowledge/skills to select appropriate use of these foods as meal items. Lecture 2 hours per week; laboratory 3 hours per week.

Food Production Operations (3 cr)
 Management principles as applied to a food service setting. Integrates skills areas including planning, coordination, checking, insuring, training, and quality standards, assisting and controlling. Promotes knowledge/skills required to manage food production services in a commercial and/or institutional kitchen. Lecture 3 hours per week.

Marketing of Hospitality Services (3 cr)
 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 promotion of sales. May include a practical sales/marketing plan and computer applications. Lecture 3 hours per week.

Human Resource Management and Training for Hospitality and Tourism (3 cr)
 Prepares the students for interviewing, training and managing employees. Covers management skills (human and conceptual) and leadership. Covers recruitment and use of effective training and evaluative methods to improve productivity. Emphasizes staff and customer service. Lecture 3 hours per week.

Humanities

1 Survey of Western Culture I (3 cr)
 The thought, values and arts of Western culture, including major developments in art, architecture, literature, music and philosophy. Covers the following periods: Ancient and Classical, Early Christian and Medieval and Early Renaissance. Lecture 3 hours per week.

HUM 210 Introduction to Women's Studies (3 cr)
 Introduces interdisciplinary and cross-cultural theories that explore gender, race and class issues relating to women's lives, past and present. Prerequisite: ENG 112. 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

IND 113 Materials and Processes of Industry (2 cr)
 Studies industrial/engineering materials and contemporary processes for the manufacture of products. Investigates materials' nature, structure and properties. Examines manufacturing processes and their effects on materials. Corequisite MTH 103 or equivalent. Lecture 2 hours per week.

IND 137 Team Concepts and 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 230 Applied Quality Control (3 cr)
 Studies principles of inspection and quality assurance with emphasis on statistical process control. May include the setting up, maintaining and interpreting of control charts and review of basic metrology. Lecture 2 hours per week; laboratory 2 hours per week.

IND 237 Fundamentals of ISO 9000 (3 cr)
 Presents the basics of ISO 9000 standards. Focuses on the latest improvements of the standards and the redesigned quality concepts set forth by the International Organization for Standardization (ISO). Includes a historical overview of the evolution of quality systems and explains the purpose of ISO quality systems certification. Discusses implementation approaches. Lecture 3 hours per week.

Information Systems Technology

IST 102 Introduction to Microcomputers (1-2 cr)
 Examines concepts and terminology related to microcomputers. Introduces the specific uses of microcomputers. Lecture 1-2 hours per week.

IST 110 Microcomputer Software: Beginning Windows (1-2 cr)
 Provides first-time users with sufficient information to make practical use of the Windows software package. Presents the basics of many of the features and applications included in the Windows package. Lecture 1-2 hours per week.

IST 111 Microcomputer Software: Intermediate Windows (1-2 cr)

Delves more deeply into the Windows package software with software installation, PIF file overview and object linking and embedding. Lecture 1-2 hours per week.

IST 113 Computers and Information Systems (1 cr)

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

IST 114 Fundamentals of Computer Information Systems (3 cr)

Provides a technical approach to concepts and terminology of computer information systems. Includes the study of computer information systems: hardware, software, functions, capabilities and limitations of computer systems. Exposes students to techniques used in programming and system development. Prerequisites ENG 03, 05. Lecture 3 hours per week.

IST 117 Introduction to Microcomputer Software (2-4 cr)

Provides a working introduction to microcomputer software, fundamentals and applications. Includes operating systems, word processing, spreadsheet and database software. A laboratory co-requisite (IST 118) may be required. Lecture 2-4 hours per week.

IST 120 Microcomputer Software: Spreadsheets I (1-2 cr)

Provides first-time users with sufficient information to make practical use of spreadsheet software. Presents basics of building spreadsheets. Lecture 1-2 hours per week.

IST 123 Spreadsheet Software I (3 cr)

Provides a working knowledge of a commercial spreadsheet package to include designing a variety of worksheets, preparing graphs, working with database query, macro writing and menu techniques. Prerequisites ENG 03, 04. Corequisites ENG 05, IST 114. Lecture 3 hours per week.

IST 127 Survey of Internet Services (1 cr)

Introduces students to basic Internet terminology and services including e-mail, WWW browsing, search engines, ftp telnet and other services. Lecture 1 hour per week.

IST 128 Introduction to Internet Services (3 cr)

Provides students with a working knowledge of Internet terminology and services including e-mail, WWW browsing, search engines, ftp, telnet and other services. Introduces students to a variety of software packages for these services. Introduces web page construction with pages generated by web page editors and applications software. Lecture 3 hours per week.

IST 130 Microcomputer Software: Database Management I (1-2 cr)

Provides first-time users with sufficient information to make practical use of database management software. Presents basics of building databases. Covers specific business applications. Lecture 1-2 hours per week.

IST 133 Database Management Software

Provides a working introduction to software for database management. Teaches planning, defining a database; performing queries; producing report with multiple files; and concepts of database programming. Offers a working knowledge of a commercial package. Prerequisite IST 114. Lecture 3 hours

IST 153 Computer Program Design

Teaches design of programming solutions to processing problems in information systems: methods and styles of structured modular design. Recognized design tools. Co requisites IST 114, or 115. Lecture 3 hours per week.

IST 200 Local Area Networks

Teaches network topologies, protocols, components, cabling, network operating systems, directories, security, printing, data backup, network file servers, workstations and applications. Prerequisite IST 114 or ETR 166. Lecture 3 hours per week.

IST 201 Local Area Networks Laboratory

Provides problem solving experience to supplement instruction in IST 200. Should be taken concurrently with IST 200, in appropriate curricula, as identified by the college. Laboratory 2 hours per week.

IST 202 Networking Technologies

Focuses on the theory of network operation: network topologies, network topology selection, network protocols, the OSI model, the DOD model, IP and network media transmission techniques. Lecture 3 hours per week.

IST 212 Introduction to Telecommunication

Surveys data transmission systems, communication media, data sets, network, modes of transmission, and computer interfacing. Emphasizes network structure and computer interfacing. Focuses on application of telecommunication world problems. A laboratory co-requisite (IST 213) may be required. Lecture 2-4 hours per week.

IST 220 Microcomputer: Operating System: Architecture and Hardware

Focuses on microcomputer operating systems, architecture, internal functions and peripheral equipment. Teaches memory management, instruction formats, basic operating system architecture and interfacing with user software. A laboratory co-requisite (IST 221) may be required. Lecture 2-4 hours per week.

IST 251 Computer Information System Development

Presents a structured approach to defining needs, developing specifications and implementing new information systems. Teaches business-oriented, computer-based systems analysis. Defines common processes and procedures. Includes modeling, report generation, life cycle methods, traditional and structured tools for development. Prerequisites IST 114, 153. Lecture 3 hours per week.

System Development Project (3 cr)
 cycle system development methodologies in a . Incorporates feasibility study, system analysis, sign, program specification and implementation . Involves assigning a project to students as of system development teams. Prerequisite IST ire 3 hours per week.

Latin

102 Elementary Latin I-II (3 cr)(3 cr)
 latin grammar and composition. Introduces the of Latin literature, with special selections from d other writers. Lecture 3 hours per week.

Machine Technology

Introduction to Computer Aided Manufacturing (3 cr)
 s computer aided manufacturing (CAM) with : on programming of numerical control y. Teaches program writing procedure using guage and logic and a CAM programming system e numerical control code for machines. Teaches rputer usage, 2 1/2-D and 3-D CAD-CAM i and code-to-machine transfer. Lecture 2 hours laboratory 2 hours per week.

Marketing

Principles of Marketing (3 cr)
 rinciples, methods and problems involved in ting of goods, services and ideas to consumers izational buyers. Discusses present-day problems ies connected with distribution and sales of pricing, promotion and buyer motivation. variations of the marketing mix and market plus legal, social, ethical and international ions in marketing. Lecture 3 hours per week.

Retail Organization and Management (3 cr)
 the organization of the retail establishment to h its goals in an effective and efficient manner. study of site location, internal layout, store s and security. Examines the retailing mix, the rocurement process, pricing and selling. Studies rting, promotion and publicity as a coordinated rease store traffic. Lecture 3 hours per week.

Mathematics

Arithmetic (3 cr)
 thmetical principles and computations including umbers, fractions, decimals, percents, ent, graph interpretation, geometric forms and ns. Develops the mathematical proficiency for selected curriculum entrance Credits not : toward graduation. Lecture 3 hours per week.

MTH 03 Algebra I (3 cr)
 Covers the topics of Algebra I including real numbers, equations and inequalities, exponents, polynomials, Cartesian coordinate system, rational expressions and applications. Develops the mathematical proficiency necessary for selected curriculum entrance. Credits not applicable toward graduation. Prerequisites: a placement recommendation for MTH 03 and Arithmetic or equivalent. Lecture 3 hours per week.

MTH 04 Algebra II (3 cr)
 Expands upon the topics of Algebra I including rational expressions, radicals and exponent, quadratic equations, systems of equations and applications. Develops the mathematical proficiency necessary for selected curriculum entrance. Credits not applicable toward graduation. Prerequisites: a placement recommendation for MTH 04 and Algebra I or equivalent. Lecture 4 hours per week.

MTH 06 Basic Geometry (3 cr)
 Covers topics in Euclidean geometry including similarity and congruency, plane and solid figures, right triangles, parallel and perpendicular lines, constructions and applications. Develops the mathematical proficiency necessary for selected curriculum entrance. Credits not applicable toward graduation. Prerequisites: a placement recommendation for MTH 06 and Algebra I or equivalent Lecture 3 hours per week.

MTH 21-22 Survey of Technical Mathematics I-II (2-5 cr)(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 103-104 Applied Technical Math I-II (3 cr)(3 cr)
 Presents a review of arithmetic, elements of algebra, geometry and trigonometry. Directs applications to specialty areas. Prerequisites: a placement recommendation for MTH 103 and one unit of high school mathematics or equivalent. Lecture 3 hours per week.

MTH 115-116 Technical Mathematics I-II (3 cr)(3 cr)
 Presents algebra through exponential and logarithmic functions, trigonometry, vectors, analytic geometry and complex numbers. Prerequisites: a placement recommendation for MTH 115 and Algebra I and Geometry or Algebra I and Algebra II or equivalent. Lecture 3 hours per week.

MTH 120 Introduction to Mathematics (3 cr)
 Introduces number systems, logic, basic algebra and descriptive statistics. Prerequisites: a placement recommendation for MTH 120 and one unit of high school mathematics or equivalent. (Intended for occupational/ technical programs.) Lecture 3 hours per week.

MTH 151 Mathematics for the Liberal Arts I (3 cr)
 Presents topics in sets, logic, numeration systems, geometric systems and elementary computer concepts. Prerequisites: a placement recommendation for MTH 151 and Algebra I, Algebra II and Geometry 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: a placement recommendation for MTH 152 and Algebra I, Algebra II and Geometry 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 Bus 221.) Prerequisites: Algebra I, Algebra II and Geometry and a placement recommendation for MTH 157. Lecture 3 hours per week.

MTH 163 Precalculus I (3 cr)

Presents college algebra, matrices and algebraic, exponential and logarithmic functions. Prerequisites: a placement recommendation for MTH 163 and Algebra I, Algebra II and Geometry or equivalent. (Credit will not be awarded for both MTH 163 and MTH 166.) Lecture 3 hours per week.

MTH 164 Precalculus II (3 cr)

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

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 or equivalent. (Credit will not be awarded for more than one of MTH 174, MTH 176 or MTH 273.)

MTH 240 Statistics (3 cr)

Presents an overview of statistics, including descriptive statistics, elementary probability, sampling distributions, estimation, hypothesis testing and correlation and regression. Prerequisite: a placement recommendation for MTH 240 and MTH 163 or equivalent. (Credit will not be awarded for both MTH 240 and MTH 241.) Lecture 3 hours per week.

MTH 271 Applied Calculus I (3 cr)

Presents limits, continuity, differentiation of algebraic and transcendental functions with applications and an introduction to integration. Prerequisite: MTH 163 or MTH 166 or equivalent. (Credit will not be awarded for both MTH 270 and MTH 271.) Lecture 3 hours per week.

MTH 275 Multivariable Calculus and Linear Algebra

Presents vector valued functions, partial derivative integrals, matrices, vector spaces, determinants of systems of linear equations, basis and dimension values and Eigen vectors. Designed for math physical and engineering science programs. Prerequisite: MTH 174 or equivalent. Lecture 4 hours per week.

MTH 277 Vector Calculus

Presents vector valued functions, partial derivative integrals and topics from the calculus of vectors. Designed for mathematical, physical and engineering science programs. Lecture 4 hours per week.

MTH 291 Differential Equations

Introduces first order differential equations, second order 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 116 Jig and Fixture Design**

Focuses on fundamentals of the construction and use of various types of jigs and fixtures, including reaming, tapping and drilling fixtures. Studies preparation of complete working drawings from layout to interchangeable manufacture, computation of dimensions, tolerances, tool drawing principles and methods, fundamentals of cutting tools and gauge design. Lecture 1-2 hours per week; laboratory 3 hours per week.

MEC 225 Metallurgy

Teaches fundamentals of metallurgy, grain size, carbon content and hardness testing devices. Test methods to determine the effect of heat treatment. Lecture 3 hours per week; laboratory 0-2 hours. Total 3-5 hours per week.

MEC 266 Applications of Fluid Mechanics

Teaches theory of hydraulic and pneumatic systems including motors, controls, actuators, valves, pumps, accumulators, reservoirs, pumps, compressors and turbines. Lecture 3-4 hours per week.

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

Presents the chronology of musical styles from ancient times to the present time. Relates the historical development of music to parallel movements in art, drama and literature. Develops techniques for listening analytically and performing music. Prerequisites ENG 01 and 04. Corequisites MUS 03 and 05. Lecture 3 hours per week.

*Natural Science***NAS 05 Sciences I**

Focuses on the basic principles of chemistry, physics and biology. Prerequisites ENG 01 and 04. Lecture 2 hours per week; recitation and laboratory 2 hours per week.

Elements of Astronomy (3 cr)
 History of astronomy and its recent developments. The use of astronomical instruments and measuring systems and includes the study and observation of the moon, stars and galaxies. Lecture 3 hours per week and laboratory 3 hours. Total 6 hours per week.

-132 Astronomy I-II (4 cr)(4 cr)
 Explore major and minor bodies of the solar system, nebulae of the Milky Way and extra galactic space. Examines life and death of stars origin of the universe, the history of astronomy and instruments and methods of observation. Prerequisites: ENG 05 and MTH 03. Lecture 3 hours per week; recitation and laboratory 3 hours per week.

Nursing

Geriatric Nurse's Aide (3 cr)
 Care of older patients with emphasis on the social, cultural and spiritual needs of geriatric patients; assessment; communication and interpersonal relations; documentation, charting and reporting; safety and infection control; anatomy and physiology; personal care; nutrition and parenteral feeding; death and dying. Variable hours per week.

5 Trends in Practical Nursing (1 cr)
 The role of the Licensed Practical Nurse. Covers current trends, organizations and opportunities in practical nursing. Assists students in preparation for employment. Prerequisites PNE 186, NUR 105, 136. Lecture 1 hour per week.

6 Nursing Concepts I (6 cr)
 Basic principles of nursing including concepts of health, wellness, illness and the nursing process. Develops skills to meet the multidimensional needs of patients across the life span. Includes computer skills related to the delivery of nursing care. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. Prerequisites ENG 03, ENG 107, and MTH 03 (grade of "R.") Lecture 5 hours per week; laboratory 3 hours. Total 8 hours per week.

7 Nursing Concepts II (9 cr)
 The use of the nursing process to meet the multidimensional needs of individuals and developing skills. 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. Prerequisites PNE 186, NUR 105, 136. Lecture 5 hours per week; laboratory 4 hours. Total 17 hours per week.

8 Nursing Concepts III (6 cr)
 The nursing care of individuals and/or families requiring 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 PNE 187. Lecture 3 hours per week; laboratory 9 hours. Total 12 hours per week.

NUR 105 Nursing Skills (2 cr)
 Develops nursing skills for the basic needs of individuals and introduces related theory. Provides supervised learning experiences in cooperating agencies. Prerequisites ENG 03, ENG 107, MTH 02 and MTH 03 (grade of "R.") Laboratory 6 hours per week.

NUR 116 Selected Nursing Concepts (1 cr)
 Introduces selected basic skills and concepts in the discipline of nursing and their incorporation into care to meet the changing standards of nursing practice. Intended as a transition/refresher course for transfer and returning students. Lecture 1 hour.

NUR 135 Drug Dosage Calculations (1-2 cr)
 Teaches apothecary, metric and household conversion and reading of drug orders and labels. Provides a practical approach to learning to calculate and prepare medications and solutions. Includes calculating intravenous flow rates and pediatric dosages. Prerequisites MTH 02 and MTH 03 (grade of "R.") Lecture 2 hours per week.

NUR 136-137 Principles of Pharmacology I-II (1 cr) (2 cr)
 Teaches principles of medication administration which include dosage calculations, major drug classifications, drug legislation, legal aspects of medication administration, drug action on specific body systems and basic computer applications. Prerequisites MTH 02 and MTH 03 (grade of "R.") Lecture 1-2 hours per week.

NUR 205 Introduction to Second Level Nursing(6 cr)
 Teaches principles and concepts of nursing care for individuals, families and/or groups in the community and hospital setting. Focuses on health team membership and various nursing care delivery systems. Includes math computational skills and basic computer instruction related to the delivery of nursing care. Provides supervised learning experiences in college laboratories and/or cooperating agencies. Prerequisites PNE 188, NUR 137. Lecture 3 hours per week; laboratory 9 hours. Total 12 hours per week.

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. Prerequisite NUR 205. Lecture 3 hours per week; laboratory 9 hours. Total 12 hours per week.

NUR 226 Health Assessment (2 cr)
 Teaches the systematic approach to obtaining a health history and performing a physical assessment. Prerequisite PNE 186. Lecture 3 hours.

NUR 254 Dimensions of Professional Nursing (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 PNE 188, NUR 137. Lecture 2 hours per week.

Philosophy

PHI 111-112 Logic I-II (3 cr)(3 cr)

PHI 111 introduces inductive and deductive reasoning, with an emphasis on common errors and fallacies. PHI 112 evaluates deductive arguments utilizing methods of symbolic logic. Lecture 3 hours per week.

PHI 211-212 History of Western Philosophy I-II (3 cr)(3 cr)

Provides historical survey of representative philosophers from the pre-Socratics to the present. Introduces the student to development of philosophical thought through selected readings of original works and appropriate critical materials. Prerequisites ENG 03 and 05. Lecture 3 hours per week.

PHI 220 Ethics (3 cr)

Provides a systematic study of representative ethical systems. Prerequisites ENG 03 and 05. Lecture 3 hours per week.

Physical Education

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 107-108 Slimnastics I-II (1-2 cr)(1-2 cr)

Provides the student with a full body workout through flexibility, strength and cardiovascular endurance, muscular endurance and flexibility. Lecture 1-2 hours per week; laboratory 0-2 hours per week. Total 1-3 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. Total 1-3 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 123 Tennis I (1 cr)

Teaches tennis skills with emphasis on stroke development and strategies for individual and team play. Includes rules, scoring, terminology and etiquette. Variable hours per week.

PED 127 Cycling (1-2 cr)

Introduces cycling techniques, equipment selection, care and maintenance, safety and physical conditioning. Lecture 1-2 hours per week; laboratory 0-2 hours per week. Total 1-3 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. Total 1-3 hours per week.

PED 133 Golf I

Teaches basic skills of golf, rules, etiquette terminology, equipment selection and use. Variable hours per week.

PED 135 Bowling I

Teaches basic bowling skills and techniques, sco etiquette and terminology. Variable hours per week.

PED 139 Ice Skating

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

PED 154 Volleyball

Introduces skills, techniques, strategies, rules and safety. Laboratory 2 hours per week.

PED 180 Orienteering

Teaches a brief history of the sport, equipment reading, compass uses and techniques and orienteering. Variable hours per week.

PED 181 Downhill Skiing I

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

Physical Therapy

PTH 151 Musculoskeletal Structure and Function

Studies the human musculoskeletal system. Covers anatomy of position and movement, location and identification of specific bony landmarks, joint structure and ligaments, muscle origin, action and innervation. Emphasizes types of contraction. Lecture 2-3 hours per week; laboratory 2-6 hours per week. Total 5-8 hours per week.

Physics

PHY 130 Survey of Applied Physics

Surveys topics such as heat, electricity and magnetism with emphasis on practical applications. Lecture 2 hours per week; laboratory 2 hours per week.

PHY 201-202 General College Physics I-II (4 cr)

Teaches fundamental principles of physics including mechanics, thermodynamics, wave phenomena, electricity and magnetism and selected topics in modern physics. Prerequisite MTH 163 or equivalent. Lecture 3 hours per week; laboratory 3 hours per week.

PHY 241-242 University Physics I-II

Teaches principles of classical and modern physics. Includes mechanics, wave phenomena, heat, electricity and magnetism, relativity and nuclear physics. Prerequisite PHY 241-MTH 173 or MTH 273 or divisional approval. Prerequisite for PHY 242-MTH 174 or MTH 274. Lecture 3 hours per week; laboratory 3 hours per week.

Political Science

American National Politics (3 cr)
Political institutions and processes of the national government of the United States. Focuses on Congress, the Executive and the Courts and on their interrelationships. Attention to public opinion, suffrage, elections, policy, interest groups, civil rights, domestic policy and foreign relations. Prerequisites ENG 01 and 04. Co-requisites ENG 03 and 05. Lecture 3 hours per week.

State and Local Politics (3 cr)
Structure, power and functions of state and local government in the United States. Prerequisites ENG 01 and 04. Co-requisites ENG 03 and 05. Lecture 3 hours per week.

Psychology

1 Principles of Psychology (3 cr)
Basic human and animal behavior, relating experimental studies to practical problems. Includes topics such as sensation/perception, learning, memory, emotion, stress, development, intelligence, personality, abnormal psychology, therapy and social psychology. Prerequisites ENG 01 and 04. Corequisites ENG 03 and 05. Lecture 3 hours per week.

2 Abnormal Psychology (3 cr)
Historical views and current perspectives on abnormal behavior. Emphasizes major diagnostic categories and types of therapy. Includes methods of clinical research and research strategies. Prerequisites PSY 200, and ENG 05. Lecture 3 hours per week.

3 Social Psychology (3 cr)
Individuals in social contexts, their social roles, processes and intergroup relations. Includes topics such as small group behavior, social behavior, social norms, conformity, attitudes and motivation. Prerequisite PSY 201. Lecture 3 hours per week.

4 Child Psychology (3 cr)
Development of the child from conception to adolescence. Investigates physical, intellectual, social and emotional factors involved in the child's growth. Lecture 3 hours per week.

5 Adolescent Psychology (3 cr)
Development of the adolescent. Investigates intellectual, social and emotional factors of the adolescent from late childhood to early adulthood. Lecture 3 hours per week.

7 Adult Psychology (3 cr)
Development of the adult personality. Investigates intellectual, social and emotional aspects of aging from adulthood to death. Lecture 3 hours per week.

PSY 238 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. Prerequisites ENG 01 and 04. Corequisites ENG 03 and 05. Strongly recommend taking PSY 200 before taking PSY 238. Lecture 3 hours per week.

Pulp and Paper Technology

PPT 171 Introduction to Pulp and Paper Technology I (4 cr)
Provides an introduction to the processes of a pulp and paper mill and the operations of its systems and equipment. Integrates industrial safety, mathematics, plant science, chemistry and blueprint reading into the process. Provides a basic understanding of instrumentation and control; introduces aspects of the environmental protection. Presents a brief historical overview of paper and packaging as well as future industry trends. Lecture 3 hours per week; laboratory 2 hours per week.

PPT 172 Pulp and Paper Operation II (4-5 cr)
Provides fundamental skills in the operation of various types of equipment used in the pulp and paper operations, including the utilization of compressors, pumps, valves, heat exchangers, electrical equipment, drive components and hand tools. Prerequisite PPT 171. Lecture 3-4 hours per week; laboratory 2 hours per week. Total 5 hours per week.

PPT 250 Paper Recycling Technologies (3 cr)
Provides an introduction to the processes of paper recycling found in various pulp and paper operations. Integrates industrial safety, additives, wet-end chemistry and specialized equipment in the different recycling processes. Provides a basic understanding of instrumentation and control; introduces aspects of environmental protection. Prerequisite: PPT 171. Lecture 3 hours per week.

PPT 280 Recycling (3 cr)
Provides an introduction to the processes of paper recycling found in various pulp and paper operations. Integrates industrial safety, additives, wet-end chemistry and specialized equipment in the different recycling processes. Provides a basic understanding of instrumentation and control; introduces aspects of environmental protection. Prerequisite PPT 171. Lecture 3 hours per week.

PPT 275 Pulp and Paper Mill Maintenance (3 cr)
Provides the student with a knowledge of the maintenance crafts and trades necessary to keep a modern paper mill operational. Presentations will include lubrication, vibration analysis and predictive maintenance. Topical reading from trade journals will serve as resource material. Field trips will focus on the paper mill maintenance department and its scope of responsibilities. Prerequisite PPT 171. Lecture 3 hours per week.

PPT 276 Processes of Pulping (3 cr)

An in-depth view of the varied pulping and recovery processes. Topics will include the Kraft, NSSC, Groundwood Processes; as well as specialized technologies such as solvent pulping. Wood types as they affect pulping will be illustrated. Several liquor recovery cycles will be presented. Prerequisite PPT 171, 173. Lecture 2 hours per week; laboratory 2 hours per week.

PPT 277 Papermaking Processes (3 cr)

Designed to provide an in-depth understanding of the papermaking process. Topics will include stock preparation, headbox operations, the "wet end", size press and on-machine coating areas. Off machine super calendering, coating and rewinding will also be presented. Prerequisite PPT 171. Lecture 2 hours per week; laboratory 2 hours per week.

PPT 278 Instruments and Controls (3 cr)

Surveys of various instruments and controls in the pulp and paper processing mill. Introduces the topics of control loops, modes of signal transmission and will discuss the three types of controller adjustments. Interaction between controller and control element will be discussed and analyzed. Prerequisite PPT 171. Lecture 2 hours per week; laboratory 2 hours per week.

PPT 279 Converting and Printing Processes (3 cr)

This course focuses on the end-user of paper products. Three major printing processes will be studied, as well as problems and testing methods common to the printing industry. Packaging industry equipment will be introduced, with special emphasis on the corrugator. Lecture 2 hours per week; laboratory 2 hours per week.

*Real Estate***REA 100 Principles of Real Estate (4 cr)**

Examines practical applications of real estate principles. Includes a study of titles, estates, land descriptions, contracts, legal instruments and concepts, real estate mathematics, financing, agency, appraisal, fair housing and management of real estate. Lecture 4 hours per week.

*Religion***REL 200 Survey of the Old Testament (3 cr)**

Surveys books of the Old Testament with emphasis on prophetic historical books. Examines the historical and geographical setting and place of the Israelites in the ancient Middle East as background to the writings. Prerequisites ENG 01 and 04. Corequisites ENG 03 and 05. 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. Prerequisites ENG 01 and 04. Corequisites ENG 03 and 05. Lecture 3 hours per week.

REL 225 Selected Topics in Biblical Studies

Examines a selected body of literature, a specific the Bible or a pervasive theme. Lecture 3 hours

REL 231-232 Religions of the World I-II (3 cr)

Studies religions of the world with attention to ori and doctrine. Prerequisites: ENG 03 and Corequisite: ENG 05. Lecture 3 hours per week

*Safety***SAF 126 Principles of Industrial Safety**

Teaches principles and practices of accident analysis of accident causes, mechanical safety prevention, housekeeping, occupational disease safety organization, protection equipment and safety principles and promotion. Lecture 3 hours

SAF 127 Industrial Safety

Provides basic understanding of safety and health in industrial situation. Includes hazardous substances, conditions, activities and habits as well as prescribed methods and equipment needed for safety. Prerequisite: SAF 126. Lecture 2 hours per week.

*Sign Communications***SCM 100 Introduction to American Sign Language**

Teaches the fundamentals of finger spelling, American sign language structure and sign language vocabulary. Develops skills for communication with the hearing impaired. Introduces the non-language aspects of communication including eye movement, facial expression and posture. Explores and develops skills in gesture and body language. Lecture 2-3 hours per week; laboratory 0-2 hours per week. Total 3-4 hours per week.

SCM 110 Intermediate American Sign Language

Provides students with additional American sign language vocabulary. Teaches idiomatic expressions, colloquial and receptive skills. Prerequisite: SCM 100 or consent of the instructor. Lecture 2-3 hours per week; laboratory 0-2 hours per week. Total 3-4 hours per week.

*Sociology***SOC 200 Principles of Sociology**

Introduces fundamentals of social life. Presents social research and theory in areas such as culture, social structure, socialization, deviance, social stratification, social institutions. Prerequisites ENG 01 and 04. Corequisites ENG 03 and 05. Lecture 3 hours per week.

SOC 215 Sociology of the Family

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

Sociology of Aging (3 cr)
 study of aging with special emphasis on later life cycle. Includes theories of aging, historical narrative settings, social policy and future trends. Lecture 3 hours per week.

Social Problems (3 cr)
 sociological concepts and methods to analysis of social problems. Includes delinquency and crime, stress, drug addiction, alcoholism, sexual behavior, family crisis, race relations, family and community organization, poverty, automation, wars and environment. Prerequisites ENG 01 and 04. Corequisites ENG 05. Lecture 3 hours per week.

Spanish

-102 Beginning Spanish I-II (4 cr)(4 cr)
 focus on understanding, speaking, reading and writing. Emphasizes basic Spanish sentence structure. Includes an additional hour of oral drill and practice per week. Prerequisites ENG 03 and 05. Lecture 4 hours per week.

-202 Intermediate Spanish I-II (4 cr)(4 cr)
 designed to develop understanding, speaking and writing skills. Spanish is used in the classroom. Prerequisite SPA 101. May include an additional hour of oral drill and practice per week. Lecture 4 hours per week.

Speech and Drama

101 Introduction to Speech Communications (3 cr)
 covers the elements affecting speech communication in the individual, small group and public communication. Emphasis on practice of communication at each level. Prerequisites ENG 03 and 04. Corequisite ENG 05. Lecture 3 hours per week.

1152 Film Appreciation I-II (3 cr)(3 cr)
 increase the student's knowledge and enjoyment of film and film criticism through discussion and viewing of selected films. Prerequisites ENG 03 and 04. Corequisite ENG 05. Lecture 3 hours per week.

102 The Art of the Film (3 cr)
 studies the art of the film through a survey of film history; discussion and analysis of selected films. Studies techniques such as composition, shot sequence, visual symbolism, sound effects and editing. Lecture 3 hours per week.

Student Development

101 Orientation (1 cr)
 assists students in transition to colleges. Provides overview of college policies, procedures, curricular offerings. Establishes contacts with other students and staff. Assists students toward college success through information on effective study habits, career and academic resources and other college resources available to students. Includes English and placement testing. Strongly recommended for beginning students. Required for all students. Lecture 1 hour per week.

STD 105 Personal Development from a Woman's Perspective (2 cr)

Addresses the psychological and educational adjustment needs of the female college student. Covers three segments: personal development, career education and study skills. Emphasizes the special needs of the reentry woman. Provides education and support for the individual. Lecture 2 hours per week.

STD 107 Career Education (1-3 cr)

Surveys career options available to students. Stresses career development and assists in the understanding of self in the world of work. Assists students in applying decision making to career choice. Lecture 1-3 hours per week.

Telecommunications Management

TEL 150 Internetworking I (3 cr)
 Introduces the functions of each layer of the ISO/OSI reference model, data link and network addresses, data encapsulation, different classes of IP addresses and subnetting and the functions of the TCP/IP network-layer protocols. Lecture 2-3 hours per week; laboratory 2-3 hours per week.

TEL 151 Internetworking II (3 cr)

Teaches features of the Cisco IOS software, including log in, context-sensitive help, command history and editing, loading software, configuring and verifying IP addresses, preparing the initial configuration of a router and adding routing protocols to the router configuration. Prerequisite: TEL 150. Lecture 2-3 hours per week; laboratory 2-3 hours per week.

Welding

WEL 110 Welding Processes (3 cr)

Introduces types of welding, their advantages and disadvantages. Points out effects of welds on metals to be machined. Provides practice and demonstration in welding. Lecture 2 hours per week; laboratory 3 hours per week.

WEL 117 Oxyacetylene Welding and Cutting (3 cr)

Introduces the history of oxyacetylene welding, principles of welding and cutting, nomenclature of the equipment, assembly of the puddle, running flat beads, butt welding in different positions, brazing, hard and soft soldering. Discusses procedure in the use of tools and equipment. Lecture 2 hours per week; laboratory 3 hours per week.

WEL 123-124 Arc Welding I-II (3 cr)(3 cr)

Presents the operation of AC transformers and DC motor generator arc welding sets. Teaches 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 and assessment of weld quality through visual inspection. Emphasizes safety procedures. Lecture 1 hour per week; laboratory 6 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. 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. Laboratory 9 hours per week.

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 1 hour per week; laboratory 6 hours per week.

WEL 135 Inert Gas Welding II (3 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 2 hours 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.

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 2 hours per week; laboratory 2 hours per week.

WEL 146 Welding Quality Control (3cr)
Teaches techniques and practices of inspection and interpretation of tests and measurements. Includes radiographic tests of joints of unlimited thickness welded in 3G and 4G positions. Lecture 2 hours per week; laboratory 3 hours per week.

WEL 160 Semi-Automatic Welding Processes (3-4 cr)
Introduces semiautomatic welding processes with emphasis on practical application. Includes the study of filler wires, fluxes and gases. Lecture 2 hours per week; laboratory 3-6 hours per week. Total 5-8 hours per week.

NOTE: The following "General Usage Course multiple curricula and all prefix sections. The descriptions are generally applicable for such

**(Insert Appropriate Prefix) 90,190, 290
Coordinated Practice or Internship in
(Insert Appropriate Discipline)**

Includes supervised practice or on-the-job selected curriculums coordinated by the college practice ratio maximum 1:5 hours. May be repeated for credit. Variable hours.

**(Insert Appropriate Prefix) 95, 195, 295
Topics in (Insert Appropriate Topic)**

Specializes in career orientation and training without pay in selected businesses and industry, 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
Cooperative Education in
(Insert Appropriate Discipline)**

Supervises an on-the-job training for pay in business, industrial or service firm coordinated by the College's Cooperative Education office. Is applicable to 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
Seminar and Project in
(Insert Appropriate Discipline)**

Requires completion of a project or research report on a topic of interest to the student's occupational objective and a presentation of the project. Includes a variety of approaches to the selection and pursuit of opportunities in the field. May be repeated for credit. Variable hours.

**(Insert Appropriate Prefix) 99, 199, 299
Supervised Study in
(Insert Appropriate Discipline)**

Assigns problems for independent study in a discipline not previously instructed and supervised by the instructor. May be repeated for credit. Variable hours.



Student Policies and Procedures

Code for Student Rights, Responsibilities and Conduct

The faculty, staff and administrators of Dabney S. Lancaster Community College are devoted to offering quality education for all citizens of the service of developing the scholarly and human potential. We also believe that the students at DSLCC live by these principles and wish to pursue learning in an atmosphere which encourages serious study and growth.

In order to foster this scholarly atmosphere, DSLCC has established the standards of the Virginia Community College System's code for student rights, responsibilities and conduct intended to clarify within the VCCS framework the standards of the College and the procedures for protecting students' rights.

Responsibilities of a Student: The attendance of a student at a voluntary entrance into the academic program. By such voluntary entrance, the student assumes the obligations of performance and behavior imposed by the College relevant to its lawful processes and functions. These obligations are the same for scholars; the College is obligated to provide an atmosphere conducive to learning for all students and to discipline those persons whose behavior is inconsistent with this obligation.

It 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 understand the intent of college disciplinary procedures and their application to DSLCC students.

Rights of Students:

The faculty, staff and administration of DSLCC respect the rights of students who enroll in the College. The following rights are guaranteed to students as part of membership in the learning community:

The right of free inquiry, expression and assembly, except as limited in number 7 below.

The right of the free pursuit of educational goals

The right of students to be secure in their persons, papers and effects against unreasonable searches and seizures.

The right of appropriate disciplinary procedures when necessary

The right of 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 division chairs as directed by the Dean of Instruction and Student Services 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, advisers 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 e DSLCC for any legitimate and legal pu with an extramural organization st disqualify the institution branch i institution privileges.

- 10. The following regulations apply to campus.

- A. A group shall become an org formally recognized by DSLCC meet the following require recognized.

- 1. A group shall submit a including an advisor sel faculty or staff and copies o and bylaws to the appro official or body. All amendments shall be subrr week after they become ef

- 2. Where there is affiliation wi organization, that organizat and bylaws shall be f appropriate institution offic amendments shall be sub reasonable time after they b

- 3. All sources of outside i disclosed.

- B. Upon recognition of the org institution shall make clear that infers neither approval nor dis aims, objectives and policies of t

- C. Organizations of a continuin annually institute proceedir recognition if they are to contini benefits of Sections 14, 15, 16 z

- D. Any organization may conduct o activities subject to the approval the appropriate college administ

- E. Any organization which eng activities, on or off campus, may imposed against it, including institution recognition for a perio one year.

- 11. Membership in all institution-related within the limits of their facilities, shall member of the institution community to subscribe to the stated aims and r obligations of the organizations.

- 12. Membership lists are primarily for organization. Names and addresses members may be required as a condit institution funds.

ion facilities may be assigned depending on ability to organizations, groups and individuals the institution community for regular business days, for social programs and for programs open public.

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.

reference shall be given to programs designed for audiences consisting primarily of members of the institutional community.

Allocation of space shall be made based on priority of requests and the demonstrated needs of the organization, group or individual.

The institution may delegate the assignment function to an administrative official.

Charges may be imposed for any unusual costs or use of facilities.

Physical abuse of assigned facilities shall result in reasonable limitations on future allocation of space to offending parties and restitution for damages.

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.

Solicitation of funds on or off the college campus will be permitted only with prior approval.

Authority to allocate student activity funds or optional student fees for use by recognized organizations shall be delegated to a body in which student participation in the decisional process is required.

Approval of requests for funds is conditioned upon submission of budgets to and approval by the student body.

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.

Individual, group or organization may use the institution's name without the express authorization of the institution except to identify the institutional organization. Institution approval or disapproval of any activity 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 for 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:

- 28. 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.
- 29. 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; if the accused is an employee, a report should be made to the employee's supervisor. The director/supervisor will meet with the accuser of the options for resolution available. The options may include invoking procedures as set forth in the Code of Conduct, the involvement of law enforcement officials and advising the accuser to seek the advice of an attorney.
- B. The director/supervisor will meet with the accused to review the incident and the director's/supervisor's findings and the accuser, take appropriate action. Action taken may include referring the case to the College's disciplinary process and/or involving law enforcement officials.
- C. If either the accuser or the accused is a student, an appeal may be made to the director/supervisor, up to and including the president of the College or his designee.

Sexual Assault:

- 30. 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 act must be committed by force, threat of force, intimidation through the use of the victim's mental helplessness which the accused was aware or should have been aware. Mental helplessness includes intoxication by alcohol or other drugs. Sexual assault also includes intentionally touching either directly or indirectly the clothing, of the victim's genitals, breasts or buttocks without the victim's consent, touching or fondling of the accused by the accuser when the victim is forced to do so against his or her will.
- 31. Sexual assault is a crime and as such carries penalties as prescribed by law. Due to the nature of the sexual assault, both the accuser and accused should seek legal advice. It should be noted, however, that the College's disciplinary process is not a court of law; and as a result, legal representation is not permitted.
- 32. 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 work or school prior to the start of disciplinary proceedings. If the accused is an employee, the suspension is without pay until such time that guilt is determined. If the accused is a student and adjudged guilty, then the student will incur no financial penalty resulting from lost tuition.

the College may close the disciplinary procedure to the College community.

The College may involve law enforcement officials immediately upon notification that an incident has occurred.

The College's disciplinary procedure may be suspended pending the outcome of criminal proceedings.

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.

Students have the same rights of privacy as any other person and surrender none of those rights by being members of the academic community.

The institution is neither arbiter nor enforcer of student discipline. 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.

Records:

The privacy and confidentiality of all student records are reserved. Official student academic records, printing documents and other student files shall be retained 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, printing documents and general educational records; records of disciplinary proceedings; medical records; and financial aid records.

Access may be made on a student's academic record or document may be placed in his or her file without actual notice to the student. Publication of notices, announcement of honors and written correspondence shall constitute notice.

Access to his or her records and files is guaranteed to the student subject only to reasonable regulation as to time, place and supervision.

A student may challenge the accuracy of any entry or essence of any item by bringing the equivalent of a writable action against the appropriate person before the judicial body to which the student would be responsible under Section 1.E.

Access to a record may be made in relation to any of the following matters except upon the express written consent of the student. The completion of an admission or employment application constitutes consent.

- 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.
39. No information in any student file may be released to anyone except with the prior written consent of the student concerned or as stated below:
- A. Members of the faculty, staff and administration may have access for internal education purposes as well as routinely necessary administrative and statistical purposes.
 - B. The following data may be given any inquirer: school or division of enrollment, periods of enrollment and degrees awarded, honors, major field and date.
 - C. If an inquiry is made in person or by mail, the following information may be given in addition to that in Subsection B: address and telephone number, date of birth and confirmation of signature.
 - D. Properly identified officials from federal, state and local government agencies may be given the following information upon express request in addition to that in Subsections B and C: name and address of parent or guardian if a student is a minor and any information required under legal compulsion.
 - E. Unless under legal compulsion, personal access to a student's file shall be denied to any person making an inquiry.
 - F. 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.
40. 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.

Sanctions:

41. 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

- 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.

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

Forbidden Conduct:

- 43. 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:

- A. 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.

- C. Unauthorized manufacture, distribution, possession of alcoholic beverages, firearms or other weapons or substances on campus or at campus activities.
Students who violate local, state or federal law may be referred by College and/or law enforcement to criminal prosecution.
- H. Violation of law on institutional property or in any way that affects the institutional community in the pursuit of its proper educational purposes.

Procedural Standards in Discipline Proceedings

- 44. Any academic or administrative officer or member of the institution or student may file charges against a student for misconduct. In extraordinary circumstances, a student may be suspended pending completion of the case. Such suspension shall not exceed a reasonable time.
- 45. The institution may make a preliminary inquiry to determine if the charges can be determined informally by mutual consent without the need for disciplinary proceedings. Such disciplinary proceedings shall be final and there shall be no subsequent appeals or appeals.
- 46. All charges shall be presented to the accused in written form and he/she shall respond within a specified number of school days. The time may be extended by mutual consent. A time shall be set for a hearing which shall not be less than seven or more than fifteen days after the student's response.
- 47. A calendar of the hearings in a disciplinary proceeding shall be fixed after consultation with the institution. The DSLCC shall have discretion to alter the calendar for good cause.
- 48. Hearings shall be conducted in such manner as to ensure substantial justice.
 - A. Hearings shall be private if requested by the accused or accuser. If hearings involve more than one student, severance shall be granted upon request.
 - B. An accused student has the right to be represented by counsel or an adviser who may be present within or without DSLCC. The adviser shall have no procedural standing nor any right to participate in the hearing.
 - C. Except for such simple announcements as may be required covering the time of the hearing and similar matters, public statements or press releases about those that may be made in the class or institution publicity about a case shall be prohibited as possible until all proceedings have been completed.
 - D. Any party to the proceeding may request the right of cross examination by the other party.
 - E. Production of records and other exhibits shall be as follows:
 - 1. The institution shall produce records and other exhibits in its possession, custody or control.
 - 2. The institution shall produce records and other exhibits in the possession, custody or control of a student if the student has been notified in writing of the hearing and the records and other exhibits are relevant to the hearing.
 - 3. The institution shall produce records and other exhibits in the possession, custody or control of a faculty member if the faculty member has been notified in writing of the hearing and the records and other exhibits are relevant to the hearing.
 - 4. The institution shall produce records and other exhibits in the possession, custody or control of a third party if the third party has been notified in writing of the hearing and the records and other exhibits are relevant to the hearing.

absence of a transcript, there shall be both a verbatim and a verbatim record, such as a tape recording, hearing in cases that may result in the imposition of sanctions of restitution, suspension or expulsion as provided in 37.

commendation for the imposition of sanctions shall be based solely upon the failure of the accused to answer the charges or appear at the hearing. In a case, the evidence in support of the charges shall be presented and considered.

Appeal from a decision by the initial hearing board shall be made within ten days of the decision by any appeal to the president or his designee.

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.

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:

52. Appropriate judicial bodies as described in Section 1.E. shall be formed to handle all questions of student discipline.
53. The judicial bodies may formulate procedural rules which are not inconsistent with the provision of this Code.
54. 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.
55. 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.

Executive Summary of Microcomputer Use Policy

Purpose: This document is a summary of the Dabney S. Lancaster Community College's full Internet and Microcomputer Use Policy. The full policy establishes rules and prohibitions that govern the appropriate use of the Dabney S. Lancaster Community College's microcomputer resources which support academic research and instructional activities. The resources are intended for the sole use of DSLCC faculty, staff, students and service area members. This policy must be read before users can operate any of the DSLCC microcomputer resources.

Acceptable and Unacceptable Use: DSLCC reserves the right to monitor its microcomputer resources to protect the integrity of the computing systems, to track problems and to insure equal and appropriate access to all microcomputer lab and Learning Resources Center users. Acceptable use of these facilities is categorized in a usage prioritization.

Acceptable Use:

Highest Priority-Education, research and administrative purposes of DSLCC, especially classes scheduled to meet in the microcomputer laboratories. Included are students completing work for credit classes and pursuing other DSLCC educational activities.

Lowest Priority-Recreational and personal purposes.

Unacceptable Use:

Because it is impossible to predict or anticipate all the ways in which individuals can misuse these microcomputer facilities, this policy focuses on a few simple and basic rules. They include the following:

1. Users are not allowed to eat or drink in the LRC or the microcomputer laboratories.
2. Users will not physically damage equipment or furniture of the computer stations located throughout DSLCC.

3. Users will not attempt to access, modify or modify system facilities; or subvert any associated with DSLCC equipment, software.
4. Users will utilize the DSLCC equipment, software and data only for the purposes for which they are intended.
5. Users under the age of 16 are not permitted to use unsupervised DSLCC computers unless accompanied by an adult.
6. Users may not use the DSLCC computer resources for the following:
 - Malicious or intentional misuse, including but not limited to, harassment, unauthorized advertising, misrepresenting oneself, unauthorized correspondence, distribution of viruses or transmitting data that is prohibited by state or local laws.
 - Activity not related to the mission of the college.
7. Users may not attach personal computer equipment except headphones.
8. Users may not detach college equipment.
9. Users must abide by all copyright law agreements and vendor restrictions.
10. Users will respect the privacy of others.

Violation of the Above Policies:

Violations will be handled following the Student Code of Conduct or the State Standards of Conduct, whichever is appropriate.

Effective January 12, 1998

Constitution of the DSLCC Student Senate

Students of Dabney S. Lancaster Community College, as part of the Virginia Community College System in order to promote cooperation among all students at this college, do hereby form an effective student government and to adopt those policies essential to the functioning of the college, do ordain and establish this Constitution for Dabney S. Lancaster Community College.

Article I

Purpose:

This organization shall be known as the Student Senate of Dabney S. Lancaster Community College.

The purpose of this organization shall be to provide the necessary governmental structures to encompass the student activities of Dabney S. Lancaster Community College.

Article II

Membership and Voting:

Members of the student body shall include all enrolled students at Dabney S. Lancaster Community College.

The voting membership shall consist of all students enrolled in credit courses.

Article III

Senate:

The Student Senate shall represent the student body.

The Student Senate shall consist of ten members elected at large from the student body. Five members shall constitute a quorum for conducting business.

The term of office for the above members of the Senate shall be for one academic year (summer, fall and spring semesters) from the date of their election.

The Student Senate shall elect by plurality vote the following officers, listed in order of presidential succession, from their number: president, vice president, recording secretary, corresponding secretary and treasurer. If none of these officers are present, a quorum of the Student Senate may elect a temporary presiding officer from their number.

a: An elected student must maintain a minimum semester and cumulative grade point average of 2.0.

b: Any student eligible to vote is eligible for membership on the Student Senate.

Article IV

Senate Elections and Qualifications:

Section 1: On the twelfth week after the beginning of each spring semester, a general election will be held for the purpose of filling five seats of the Student Senate. Only returning students may be elected at this time. Newly elected members shall be seated at the beginning of the summer semester and will serve until the end of the spring semester of the next year.

Section 2: The remaining five seats of the Senate shall be filled by members of the entering freshman class in a general election held during the fifth week of each fall semester. Those students elected at this time will be seated at the beginning of the sixth week and serve until the end of the following spring semester.

Section 3: General elections shall be held on a Monday and a Tuesday of the designated week.

Section 4: Persons receiving the most votes will be seated in order until all positions are filled.

Section 5: Any student eligible for Student Senate office may have his or her name placed on the ballot by presenting a petition with twenty-five names of student body members eligible to vote.

Section 6: The supervision of the Student Senate elections shall either be the responsibility of the Dean of Student Services or his or her designee and the present Student Senate.

Section 7: On the first meeting after the fall election the Student Senate will convene to elect all officers for the following year.

Section 8: In the event of a senate vacancy an ad hoc Nominating Committee, consisting of three senate members, shall accept recommendations from the student body and faculty for a candidate to fill the vacancy.

Section 8a: The Student Senate ad hoc Nominating Committee will nominate a recommended candidate to fill the unexpired senate term with the confirmation of two thirds of the Student Senate.

Section 8b: The remainder of the unexpired term will be filled by the endorsed student at the next meeting following confirmation.

Section 8c: All nominees must meet the eligibility standards as stated in Article III Section 4a.

Section 9: At least two weeks before an unexpired term is to be filled the number of vacancies shall be publicized to the student body.

Section 10: Student Senate members may not miss more than two meetings per semester without the approval of three fourths of the Senate.

Article V

Power of the Officers of the Student Senate:

Section 1: Power of the President

- A: He or she shall have the power to appoint the chairperson and members of all Student Senate committees with the advice and majority vote of the Senate.
- B: He or she shall have the power to appoint any student to all appropriate college committees with the advice and majority vote of the Senate.
- C: He or she shall have the power to vote in case of a tie.
- D: He or she shall call and preside at all meetings of the Student Senate.
- E: He or she shall represent the student body at official functions of the college.
- F: He or she shall be an ombudsman for the student body.
- G: He or she shall serve as ex-officio member of all committees appointed through the Student Senate.

Section 2: The Vice President shall:

- A: Assume all duties of the president during an absence of the president.
- B: Become president if the office of president is vacated during the one year session and call for the election of a new vice-president at the first regular meeting.
- C: Receive the reports, budget and constitutions of all clubs and recommend to the Student Senate the recognition or removal of recognition of all student clubs.

Section 3: The Recording Secretary shall:

- A: Keep a permanent record of all the proceedings of the student body meetings; these records are to be available for the information of any member of the student body.
- B: Keep the record of attendance of the Senate meeting.

Section 4: The Corresponding Secretary shall:

- A: Publish all proceedings and required notices of the student body and of the Student Senate.
- B: Conduct all external correspondence of the Student Senate.

Section 5: The Treasurer shall:

- A: Receive and record such an may be directed.
- B: Report the financial position of body at all Student Senate me
- C: Serve as chairperson of the app committee.

Article VI

Power of the Senate:

Section 1: The Student Senate shall approve organizations, their constitutions annual budget requests.

Section 2: The Student Senate shall receive a grievances from the student body and these grievances to the faculty a administration.

Section 3: The Senate shall receive funds ap to the student body and budget i these funds.

Section 4: The Student Senate shall app presidential appointments by a maj

Section 5: The Student Senate shall retain ar that are not given to the officers of th Senate.

Article VII

Amendments and By-Laws:

Section 1: Amendments to the Constitution car either from the student body or th Senate, but must be ratified by a ma of the Student Senate and a two-third of the votes cast by the student bod

Section 2: An amendment must be published th prior to a referendum vote of the stuc

Section 3: Bylaws can originate either from th body or the Student Senate but must l by a majority vote of the Student Se be a simple majority of the votes ca student body.

Article VIII

Ratification:

This Constitution shall be considered ratified upon by the faculty meeting as a committee of the who endorsement of the President of the College ar thirds majority of the votes cast by the student bo ratification, this constitution shall supersede any previous and existing constitutions of the D: Lancaster Community College's Student Senate.



Faculty and Staff

DSLCC Local Board

Elizabeth W. Mierzwa, Chair
Rockbridge County
Sue F. Hirsh, Vice Chair
Bath County
Richard R. Teaff, Secretary
President, DSLCC

Harry A. Walton, Jr.
Alleghany County
Donna P. Vaughn
Botetourt County
P. Duaine Fitzgerald
Buena Vista
Ralph L. Crabill
Clifton Forge
Marky R. Huffman
Covington
Joseph B. Broughman
Covington
Warner Scott
Lexington
Robert E. Clayton
Rockbridge County

State Board for Community Colleges

Benjamin T. King, Jr., Chair
J. F. Taylor, Jr., Vice Chair
Arnold R. Oliver, Secretary
Thomas E. Albro
Mary Ann Steger Conrad
Joseph R. Daniel
Marjorie L. Funk
Mary Louise Jackson
Jerry W. Kilgore
James Chinn Lee
Bruce D. Leftwich
Victoria D. Malick, Ph.D.
Anne Marie Morgan
Frank Nunez
Robert B. Seidensticker
Wilbur E. Thomas
Arnold R. Oliver, Chancellor,
Virginia Community College System

President

Teaff, Richard R.
B.A., Capital University
M.A., The Ohio State University
Ph.D., The Ohio State University

Faculty

Professors

Adams, Harold S.
Biology
B.S., Eastern Illinois University
M.S., University of Omaha
Ph.D., Virginia Polytechnic Institute and
State University

Coleman, Judith D.
Chair, Division of Technologies, Allied
Health and Career Programs
R.N., Chesapeake and Ohio Hospital
School of Nursing
B.S., Greensboro College
M.S.N., Medical College of Georgia

Goralewicz, Robert J.
Director of Student Services
B.S., Concord College
M.S., Radford University
Ed.D., Vanderbilt University

King, Benjamin T.,
Dean of Instruction and Student Services
B.A., University of Charleston
M.Ed., University of Virginia
Ed.D., University of Virginia

Scott, Michael R.
Chair, Division of Arts and Sciences
B.A., Virginia Polytechnic Institute and State
University
M.A., Virginia Polytechnic Institute and State
University
Ph.D., Virginia Polytechnic Institute and
State University

Associate Professors

Allison-Jones, Lisa L.
Program Head, Nursing
B.S.N., Lenoir Rhyne College
M.S.N., University of Virginia

Anderson, Glenn E.
English
B.A., College of William and Mary
M.A., University of Virginia

Barnes, John S.
Political Science, History and Sociology
A.B., West Virginia University
A.M., West Virginia University

Hawse, Joan B.
Nursing
A.A.S., DSLCC
B.S., Radford University
M.S., Virginia Commonwealth University/
Medical College of Virginia

Herwald, Melvyn A.
Program Head, Electronics
B.S.E.E., Carnegie Institute of Technology
M.S.E.E., Carnegie Institute of Technology

Keener, Gary S.
Director, Division of Continuing I
and Workforce Services
A.A., Louisburg College
B.B.A., Madison College
M.Ed., Virginia Polytechnic Institu
State University

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

Assistant Professors

Barrett, David B.
Physics
B.A., Texas Tech University
M.S., Naval Postgraduate School

Bartocci, Charles A.
Program Head, Pulp and Paper Tex
B.S., Western Michigan University

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

Burks, Eleanora B.
Counselor
A.S., DSLCC
B.S., Madison College
M.S., Madison College

Carter, Debbie W.
Nursing
B.S., Radford University
M.S.N., University of Virginia

Drewry, Robert M.
Dean of Financial and Admini
Services
B.S., Virginia Commonwealth Univ

Fox, Tina T.
Program Head, Administrative &
Technology
A.A.S., New River Community Coll
B.S., Virginia Polytechnic Institute a
University
M.S., Virginia Polytechnic Institute a
University

Higgins, Lorri J.
Program Head, Information S
Technology
B.S., University of Virginia
M.S., James Madison University

formation Technology
al China Normal University
ia Polytechnic Institute and State
y

Charlotte G.
English
Washington College
inia Commonwealth University
inia Commonwealth University

Ila L.
Systems Technology/
ive Support Technology/
agement
rd University
ollins College

Moria A.

ersity of Philippines
pine Women's University
ew York University

Robin D.
g/Economics
ead, Business Management
ville Community College
tt College
ersity of North Carolina-
oro

ORS
Ry R.
Education
ville State College
t Virginia Graduate College

ian R.
lead, Mechanical Design
ornia University of Pennsylvania

Michael E.
lead, Welding
anoke College

Nita R.
rector, Talent Search
ioke College
iversity of Virginia

ic, Craig R.
Virginia University

Indace E.
ics
s Madison University
ford University

McGrady, Guy M.
Program Head, Forestry
A.A.S., Dabney S. Lancaster Community
College
B.S., Mary Baldwin College

Reid, Laurel J.
Director, Learning Resources Center
B.A., Alderson-Broaddus College
M.L.S., University of Pittsburgh

Wilson, Mary G.
Coordinator of Institutional Effectiveness
A.B., Mercer University
M.A., Ashland Theological Seminary

Young, Denise H.
English
B.S., Radford University
M.S., Radford University

Assistant Instructors

Visscher, Christine A.
Coordinator, Workforce Training
B.A., University of North Carolina-Asheville

Senior Adjunct Faculty

Broughman, Joyce
Child Care
B.S., University of Virginia
M.Ed., James Madison University

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

Faulkner, Tom Jr.
Mathematics
B.S.C.E., Virginia Military Institute
M.S.C.E., West Virginia University

Fernandez, Donna
Business/Marketing
B.B.A., Marshall University
C.P.C., Commonwealth of Virginia
M.S.Ed., Virginia Polytechnic Institute and
State University

Guth, James E.
Psychology, Professor Emeritus
B.A., Union College
M.A., Western Michigan University
Ed.D., Auburn University

Hamilton, Marshall C.
Workforce Training
B.S., Virginia Polytechnic Institute and State
University

Jones, James T.
Workforce Training

Keyser, K. Kyle
Art
B.F.A., Virginia Commonwealth University
M.S., Bank Street College of Education

Loan, Donna G.
Reading
B.S., Longwood College
M.Ed., Radford University

Makrevis, Richard
Information Systems Technology
B.B.A., University of Wisconsin
M.B.A., Marquette University

Munsey, Linda G.
Psychology
B.S., Averett College
M.S., Radford University

Pearson, John
Business
M.A., Sir George Williams University
M.S., Pace University
M.A., New York University

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

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

Stump, Pamela F.
Music
B.A., Hollins College
M.A.L.S., Hollins College

Whitesell, Joan
Administrative Support Technology
B.S., James Madison University

Worsham, Ovella
Child Care
B.A., Radford College
M.Ed., University of Virginia

Office of the President

Richard Teaff, President
Kathy Smestad, Administrative Staff
Assistant

Institutional Advancement

Richard Claterbaugh, Development
Coordinator
Linda Hayslett, Secretary Senior
Bob London, Print Shop Manager
Karen C. Staunton, Public Relations
Officer

Office of the Dean of Instruction and Student Services

Benjamin T. King,
Dean of Instruction and Student
Services
Nereida Cale, Executive Secretary
Mary Wilson, Coordinator of Institutional
Effectiveness

Division of Arts and Sciences

Michael Scott, Division Chair
Christy Armentrout, Secretary Senior
Robin Turner, Program Head,
Business Management

Division of Technologies, Allied Health and Career Programs

Judy Coleman, Division Chair
Lisa Allison-Jones, Program Head, Nursing
Michael Bryant, Program Head, Welding
Gary Boyer, Program Head,
Administration of Justice
Tina Fox, Program Head,
Administrative Support Technology
Melvyn Herwald, Program Head,
Electronics
Lorri Higgins, Program Head,
Information Systems Technology
Gerri Loving, Office Services Aide
Milton McGrady, Program Head, Forestry
Lisa Parvin, Secretary Senior
Susie Swink, Office Services Assistant,
Nursing

Division of Continuing Education and Workforce Services

Gary Keener, Director
Robbin Coleman, Continuing Education
Coordinator
Robin Jennings, Program Support
Technician
Ward Robens, Enrollment Services
Specialist
Amanda Vaness, Office Services Assistant
Christine Visscher, Coordinator,
Workforce Training

Office of Student Services and Admissions

**Robert Goralewicz, Director of Student
Services**
Donna Bowser, Program Support
Technician
Eleanora Burks, Counselor,
Occupational/Technical Programs
Position Vacant, Secretary Senior
Sandy Haverlack, Enrollment Services
Coordinator, Financial Aid
Sam Jennings, Student Services Specialist,
Student Activities
Gail Johnson, Coordinator of
Recruitment and Enrollment Services
Position Vacant, Office Services Assistant
Beth Werness, Enrollment Services
Specialist, Transfer Programs
Heather Wood, Program Support
Technician

Education for Independence Program
*Donna Fernandez, Student Services
Coordinator*
Lorrie Wilhelm, Secretary

Achievement Center
*Libby Davis, Student Services
Coordinator*

Nancy Mathias, Paraprofessional Tutor
Anne Marie Mooney, Paraprofessional
Tutor
Victoria Shaffer, Office Services Assistant
Melissa Williams, Student Services
Specialist
James Wilkerson, Student Services
Specialist

Talent Search
Anita Clayton, Project Coordinator
Blossom Booker, Secretary
Christie Hardbarger, Student Services
Specialist

Karen Pleva, Student Services Specialist
Karen Robertson, Student Services
Specialist

Learning Resources Center

Laurel Reid, Director
Jeanette Bryant, Library Assistant, Assistant
Librarian
Angela Graham, Office Services
Specialist, Library Secretary
Patricia Latimer, Office Services Assistant
Position Vacant, Audio-Visual Supervisor
Dreama Simpson, Office Services
Specialist, Audio-Visual Assistant
Terry O'Neill, Office Services Aide,
Evening Services Assistant

Office of the Dean of Financial and Administ Services

**Robert Drewry, Dean of Finan
Administrative Services**
Janie Barnette, Business Manag
Charles Bland, Security/Courtes
Judy Dotson, Payroll Officer
Peggy Dunn, Office Services Aic
Joyce Emerson, Human Resoun
Carol Glover, Offices Services S
Franki Hampton, Accountant S
Valerie Hepler, Executive Secret
Barbara Hurt, Accounts Payable
Purchasing
Kim McCoy, Cashier/Local Func
Accountant

Information Technology
*Feng Hou, Director of Informati
Technology*
Thomas Burnette, Computer Ne
Technician
Amy McKinney, Computer Net
Technician, Senior, Computer
Melissa Unroe, Computer Oper
Technician, Administrative Da
Processing
Hazel Wright, Office Services Sp
Administrative Data Processing

Buildings and Grounds
*Ed Kenny, Superintendent, Buil
and Grounds*
Becca Anderson, Secretary, Buil
Grounds
Charles Bowen, Housekeeping V
Kathy Campbell, Housekeeping
Supervisor
Charles Dean, Trades/Utilities W
Armory
George Dobbs, Mail/Housekeep
Worker
W.L. Dressler, Grounds Supervis
Roger Hayslett, Housekeeping W
Linda Kemper, Housekeeping W
Danny Nicely, Grounds Worker
Allen McKinney, Trades/Utilities
Ted Wiseman, Carpenter
Neal Zentmyer, Housekeeping W

Food Services and Bookstore
*Karen Buzzard, Manager, Auxilia
Services*
Kathie Helms, Food Services Op
Angie Montgomery, Food Produ
Worker A

Jackson River Governor' School

Dr. Susan Rollinson, Director

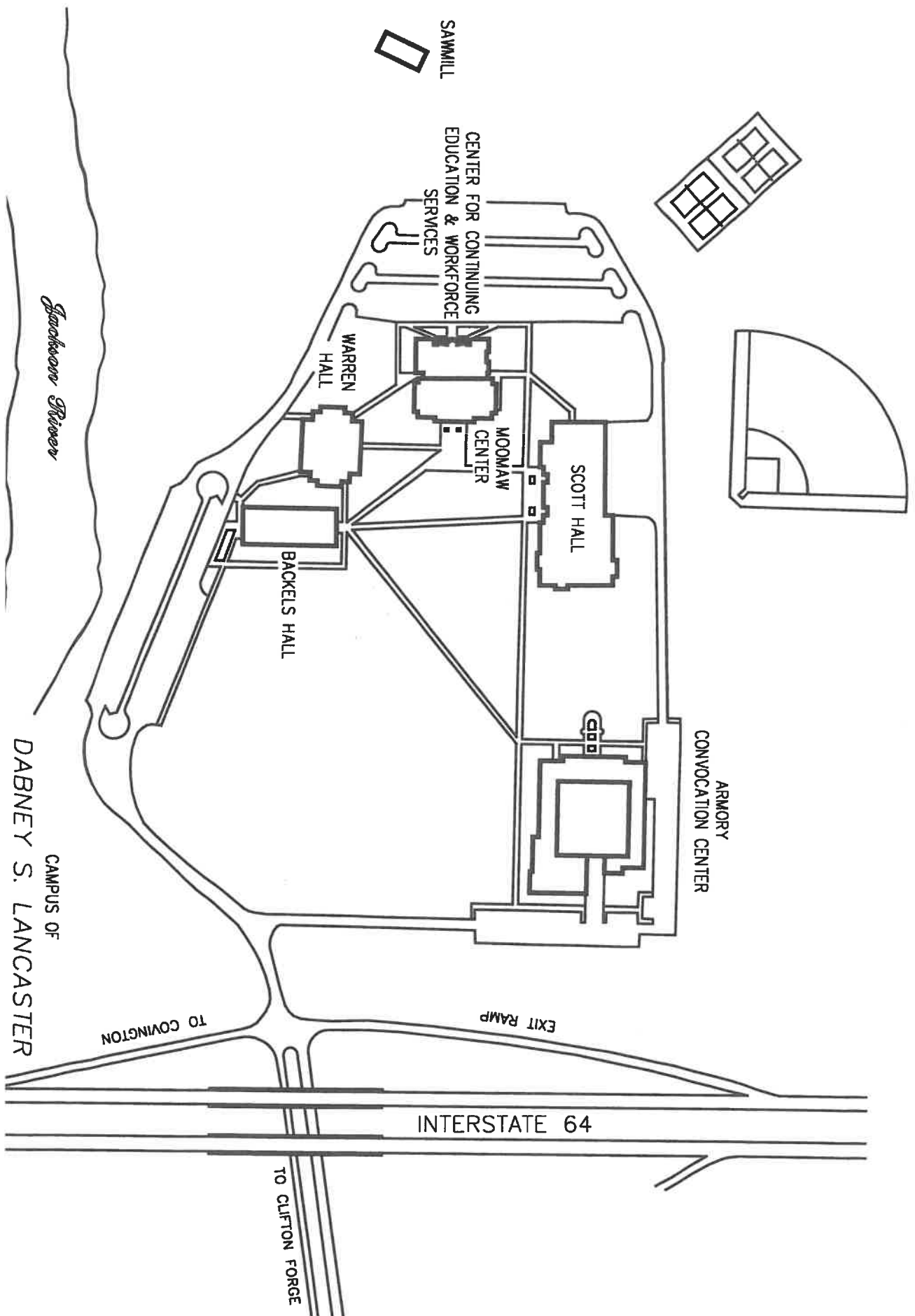
Tech Prep

Teresa Hammond, Coordinator

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