

## ***A LETTER FROM THE PRESIDENT***



We at Dabney S. Lancaster Community College value the learning and growth that take place at this college. We take great pride in the education that we offer our students, and welcome you as you become a member of this scholarly community.

This catalog will give you an overview of our educational programs, support services, classes, policies, and procedures. It will demonstrate the wide choice of quality educational opportunities available to you here and may give you a chance to dream new dreams for the future.

I hope you will take advantage of all we offer, whatever your individual goal. Whether you wish to take a class for your own enjoyment, want to improve your employment possibilities, or aspire to graduate from a DSLCC university parallel program and transfer to a four-year college or university, we will endeavor to support you with excellent faculty, caring staff, and a wide range of services.

Please accept my personal best wishes for a future bright with educational opportunity.

Richard R. Teaff, Ph.D.  
President

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***Planned Academic Calendar  
Summer 1998***

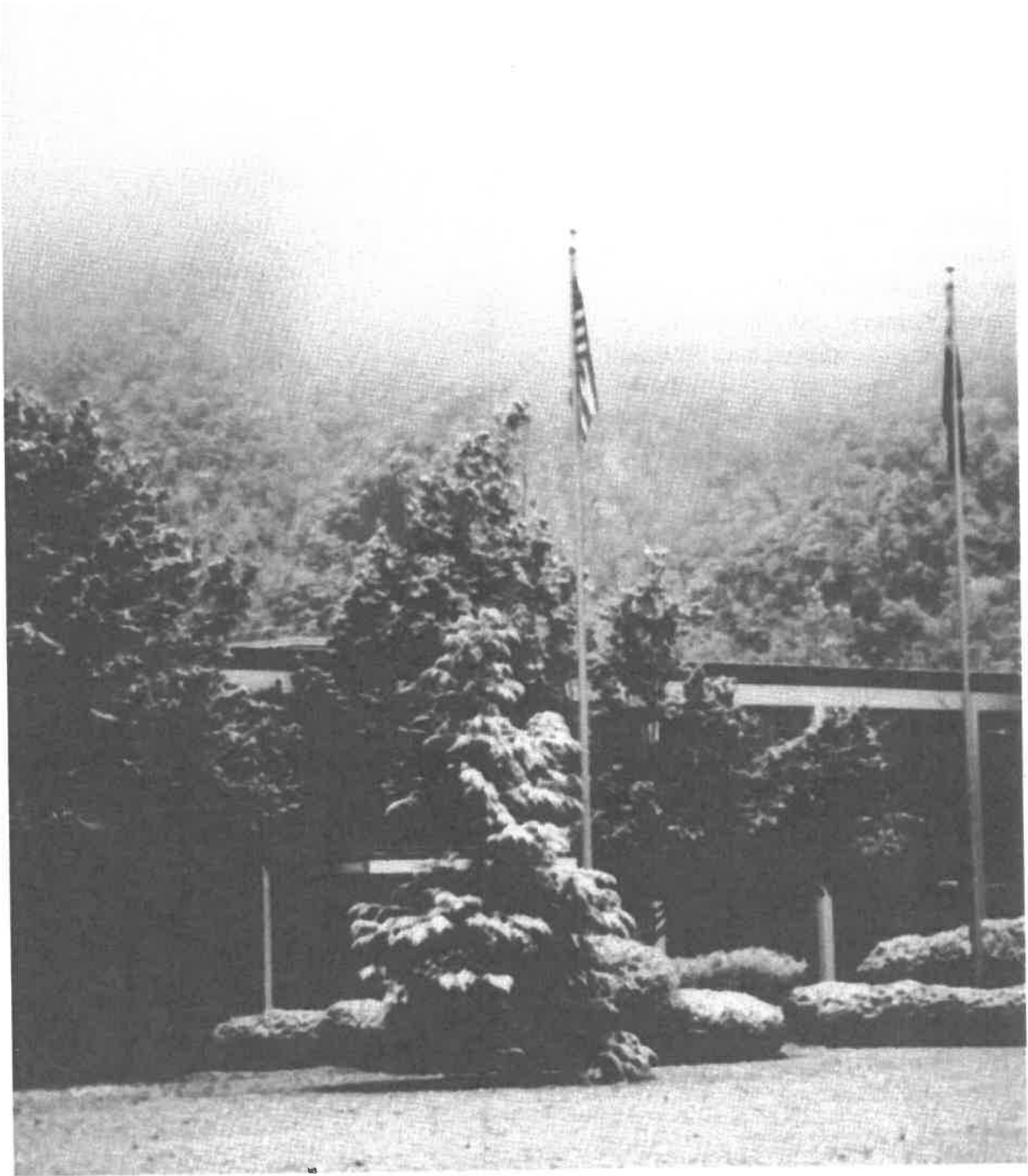
	<b>Full Summer Session (10 Weeks)</b>	<b>First 5 Week Summer Session</b>	<b>Second 5 Week Summer Session</b>
<b>Registration</b>	May 1 - June 1	May 1 - June 1	May 1 - July 6
<b>Classes Begin</b>	June 1	June 1	July 6
<b>Last Day to Add/Drop or Receive Refund</b>	June 11	June 5	July 10
<b>Independence Day Holiday (College Closed)</b>	July 3*		
<b>Last Day to Withdraw Without Academic Penalty</b>	July 10	June 19	July 24
<b>Last Day of Classes</b>	August 6	July 1	August 6
<b>Final Exams</b>	August 7	July 2	August 7

\* Note: Friday, June 26, will be a regular class day to make up the necessary class time of the Independence Day holiday.

***Planned Academic Calendar  
Fall 1998 and Spring 1999***

	<b>Fall 1998</b>	<b>Spring 1999</b>
<b>Registration by Appointment</b>	July 15 - August 14	November 17 - December 22
<b>Walk-in Registration</b>	August 17 - August 24	January 4 - January 11
<b>Classes Begin</b>	August 24	January 11
<b>Labor Day (No classes)</b>	September 7	
<b>Last Day to Add/Drop or Receive Refund</b>	September 8	January 25
<b>Semester Break (No Classes)</b>	October 6	March 8 - 12
<b>Unsatisfactory Grade Reports</b>	October 16	March 3
<b>Last Day to Withdraw Without Academic Penalty</b>	October 23	March 12
<b>Thanksgiving Holiday (No Classes)</b>	November 25 - 27	
<b>Last Day of Classes</b>	December 11	April 30
<b>Final Exams (Reading Days, Snow Make-up)</b>	December 14 - 17	May 3 - May 12
<b>Graduation</b>		May 15

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.



## *General Information*

## ***THE COLLEGE***

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

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

### ***LOCATION AND FACILITIES***

DSLCC is located one mile west of downtown Clifton Forge on a 117-acre tract bounded by the Jackson River on three sides. Backels and Warren Halls contain offices and classrooms. The Moomaw Center houses the college center for student and community activities, food services, and a bookstore. Scott Hall contains laboratories, classrooms, and the Learning Resources Center. The Gary Lee Miller Armory/Hale Collins Convocation Center is a joint-use facility for the Virginia National Guard and DSLCC. It contains an auditorium, classrooms, offices, and storage space.

### ***HISTORY***

In September of 1964, students were admitted for the first time to the Clifton Forge-Covington Division of the Virginia Polytechnic Institute. In the first two years, this branch college offered programs available at the parent institution as well as a certificate program in secretarial science. Later in 1965, a pre-college foundation program

was added. This was expanded into the general community college program in 1966.

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

### ***MISSION OF THE VIRGINIA COMMUNITY COLLEGE SYSTEM***

The Virginia Community College System functions within the educational community to assure that all individuals in diverse regions of the Commonwealth of Virginia are given a continuing opportunity for the development and extension of their skills and knowledge through quality programs and services that are financially and geographically accessible.

The Virginia Community College System, through comprehensive community colleges, provides leadership in determining and addressing both the needs of individuals and the economic needs of the colleges' service areas.

3. **Critical Thinking.** Students will develop problem recognition and solving skills by using critical thinking, scientific principles/methods, and creativity.
4. **Personal Ethics.** Students will develop personal integrity by clarifying values, developing a code of ethics, maintaining a considerate attitude towards others, and accepting the responsibility of becoming a contributing member of the community.
5. **Interpersonal Skills and Human Relations.** Students will develop interpersonal relationships by cooperating with others, maintaining a positive, accepting attitude, and by recognizing the worth and dignity of others.
6. **Computational and Computer Skills.** Students will develop the ability to understand and apply math to the activities of daily living and to be proficient in the use of computers.
7. **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.
8. **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.
9. **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. & 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 Technology 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 non-discrimination 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

## **GENERAL ADMISSION TO DSLCC**

Any person who has a high school diploma or the equivalent, or who is 18 years of age, and is able to benefit from a program at the College, may be admitted. The College reserves the right to evaluate special cases and to refuse admission to applicants when considered necessary in the best interest 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**

All degree or certificate seeking students must follow this procedure:

1. Submit a completed Application for Admission, including completed state residency information (See page 125.)
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 the high school transcript must be approved by the Registrar.
3. Complete of a placement test or satisfactory SAT scores. (For more information, see SAT Scores Section.) 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

and (b) to plan their application for admission to a specific curriculum or program at the College. They 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 towards 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 SCORES**

Students who have taken the SAT 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 SECTION</u>	<u>SCORE</u>
Verbal	480
Math	440
Math*	480

\*if you are planning to take pre-calculus or higher math.

### **ADMISSION TO A SPECIFIC 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

## **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:

1. Applicants must meet with a college counselor to make tentative plans concerning enrollment in college courses.
2. Applicants must provide a current copy of a completed and signed home schooled agreement between the appropriate school system and the authorizing parent or guardian. Such documentation must be provided to the counselor prior to admission to the College.
3. An applicant whose home schooling does not require a home schooled agreement must be 18 years of age and able to demonstrate the ability to benefit from a program at the College.
4. Applicants must submit a college application and meet with a college counselor for course approval.
5. Applicants must complete basic skills testing in mathematics, English, and reading.

Following the above steps and with counselor approval, home schooled applicants will be eligible to register.

### **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 a documented disability should advise the Director of Student Services of requirements for auxiliary aids, readers, interpreters, taped materials, and other services.



counselor and/or the appropriate division chair. A fee equal to the fee charged by the Educational Testing Service will be charged for each CLEP examination.

2. **Locally Constructed Examinations for Advanced Standing.** Tests prepared by DSLCC faculty are available for several DSLCC courses. The College will grant specific course credit for acceptable performance on these locally prepared examinations. Students interested in participating in this credit-by-examination program should consult their counselor and/or the appropriate division chairperson. There is no fee for locally constructed tests.
3. **Certification of Competency.** Students entering from a secondary vocational program may be eligible for advanced placement in certain vocational-technical programs based on certification of a competency (skill) level by the previous vocational teacher. Certain fundamental skills in typewriting, keyboarding, technical drafting, and welding are taught at the area vocational schools. Advanced placement is based on informal as well as formal articulation agreements with local educational agencies in the DSLCC service area. Students interested in this method of advanced placement should contact the counselors, respective program head, or division chair.
4. **Specialized Training.** Successful completion of armed forces schooling, industrial apprenticeship programs, Virginia law enforcement training agencies, Certified Professional Secretaries' exam, and Certified Legal Secretaries' exam may merit credit. Individuals who can provide official documents certifying successful completion of the above programs (exams), who have declared a major in a DSLCC degree or certificate program and who are currently enrolled in classes applicable to the program may request advanced placement. The

number of credit hours awarded is based upon formal documentation and agreements in force through the VCCS or locally. Students interested in this type of advanced placement should contact a counselor, respective program head, or division chairperson.

5. **Advanced Placement Credit.** Students who have completed advanced work while in high school may apply to the College Entrance Examination Board to take one or more tests offered through the Advanced Placement program. The Board reports the results of the examination to the college. DSLCC awards credit for a grade of 3 or higher, with the final determination of credit hours awarded made on the basis of the exam taken.

### ***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 instructional division chairperson 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 college or university. 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 field at the college to which transfer is planned and should work with the DSLCC transfer advisor in choosing courses. DSLCC maintains a file of catalogs of many other colleges and universities. While the transfer advisor will attempt to guide a student into the right courses, the ultimate responsibility belongs to the student.

DSLCC and take ODU classes through the Teletechnet Program.

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

Students interested in this program should contact the DSLCC transfer advisor to learn the program 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 his/her Student Permanent Record from DSLCC be forwarded to other educational institutions, state or federal agencies, employers, or any person(s) designated by the student. The request must be made by the student in writing. There is no cost for this service. Request forms may be obtained from Student Services or the Registrar's Office.

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

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

### ***RELEASE OF INFORMATION ON STUDENTS***

All requests for official information about students should initially be referred to the Office of the Registrar. Student records are treated as confidential information as provided by the Family Rights and Privacy Act of 1974, Sec. 438,

Pub.L. 90-247 as amended. Information from student records cannot be released (with very limited lawful exceptions) except to the student who may authorize release. Employees of the College may have access to student records when acting in the student's educational interest and within the limitations of their need to know. These include employees, faculty, academic advisors, and personnel in the Offices of Admissions and Records, Counseling, Financial Aid, Veterans' Affairs, and Special Services. Directory 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. A student may request that this directory information be kept confidential by notifying the Admissions and Records Office each semester by the last day to add/drop. Emergency requests for information will be handled by the Registrar after consultation with another appropriate college official.

The student has the right to inspect, review, and challenge the information contained in his/her own records.

### ***RETENTION OF STUDENT RECORDS***

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

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

## ***FINES***

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

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

### ***LIBRARY FINE POLICY***

Fines of 5¢ per day, including weekends and holidays, are levied on overdue books from the circulating collection. When a book is thirty days overdue, the borrower is considered delinquent and cannot check out more library materials until he or she has paid the fine and has returned or paid for the book. Fines charged cannot exceed the cost of the book. Fines of 25¢ per hour, including the hours that the library is closed, are levied on overdue reserve material. Students may not graduate or register for classes until all obligations are satisfied.

### ***BOOKS AND MATERIALS***

Students are expected to obtain the books, supplies, and materials needed in their studies. It is estimated that 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. Failure to meet financial obligations to the College may also result in placement of the delinquent account with a collection agency, withholding from subsequent tax returns,

litigation, and other collection procedures as are necessary to settle the account. The student is responsible for any additional costs incurred in the collection of delinquent accounts. Library fines and returned checks similarly affect student status. A service charge of \$10 will be assessed for all returned checks.

## ***STUDENT FINANCIAL ASSISTANCE***

### ***FINANCIAL AID***

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

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

### ***HOW AND WHEN TO APPLY FOR FINANCIAL AID***

The best time to apply for financial aid for both fall and spring semester entrance is during the months of January and February preceding anticipated entrance into the College. The DSLCC priority application deadline for campus-based aid is March 15. Students who wish to be 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.

Spring entrants should apply for financial aid before November 15 to allow ample time for financial aid to be processed. Students may apply after this date; however, financial aid may not be processed in time to be available at the start of the semester.

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

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 providing information concerning aid programs, administering scholarship funds granted by donors, and 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 first-time freshman students who withdraw before completing 60% 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 5 percent administrative fee will be deducted.

### ***FINANCIAL AID DISBURSEMENTS***

Disbursements of financial aid awards (minus appropriate tuition, fees, and bookstore charges), excluding loans, are usually available during the fifth week of classes each semester. Financial Aid checks are disbursed from the DSLCC Business Office between 9:00 a.m. and 5:00 p.m., Monday through Thursday, and from 9:00 a.m. to 3:30 p.m. on Fridays. Evening students who are not able to pick up a check during the day should contact the Office of Student Financial Aid for special arrangements.

### ***BOOKSTORE CHARGES***

Eligible financial aid grant recipients may choose to charge textbooks and/or supplies in the DSLCC 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 report class registrations and adjustments to class schedules (such as add/drop, withdrawal from classes, changes in academic program, etc.) to the College's Veterans' Affairs Office. These changes may affect a student's VA benefits. When certifying the enrollment status of veteran students, only those courses applying to their curricula will be certified to the Veterans' Administration for payment of benefits.

## **STUDENT FINANCIAL ASSISTANCE PROGRAMS**

Aid Program	Who May Apply	Amount of Aid (Subject to Change)	Eligibility	How to Apply	Additional Information
Federal Pell Grant	All students who are U.S. citizens or lawful permanent residents	Range: \$ 400 - \$3,000	All undergraduates who show a demonstrated financial need, as determined by the Dept. Of Education	File a Free Application for Federal Student Aid (FAFSA) and a DLSCC Financial Aid Application (DSLCC/FAA). Must apply each academic year.	The F-Pell Grant provides a foundation of financial aid to which aid from other sources may be added. This is a non-repayable 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 Dept. of Ed.	File a FAFSA and a DSLCC/FAA.	The FWS program provides an opportunity for students to work part-time while attending college.
Federal Supplemental Educational Opportunity Grant (FSEOG)	All students who are U.S. citizens or lawful permanent residents	Range: \$ 100 - \$ 4,000 per academic year	All undergraduates who show a demonstrated financial need, as determined by the Dept. of Ed.	File a FAFSA and a DSLCC/FAA	The FSEOG program is a non-repayable grant for undergraduates with exceptional financial 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 FAFSA and a DSLCC/FAA	VSFAP/COMA is a non-repayable state funded financial aid program.
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 high school GPA of 2.5	File FAFSA and a DSLCC/FAA and verification of high school GPA.	VSFAP/VGAF is a non-repayable state funded financial aid program.
College Scholarship Assistance Program (CSAP)	Virginia residents attending at least half-time	Range: \$400 up to \$ 2,000 per academic year	All Virginia residents who show a demonstrated financial need	File a FAFSA and a DSLCC/FAA.	The CSAP is a non-repayable program for undergraduates who demonstrate exceptional financial need.
Undergraduate Student Financial Assistance (Last Dollar) Program (LDGP)	Degree seeking, financially needy, minority, in-state, first-time freshmen students	Range: \$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 Last Dollar Grant is a non-repayable, state funded aid program.
Federal Stafford Loan Program (subsidized and unsubsidized) (FSLP)	All students who are U.S. CITIZENS or lawful permanent residents	Maximum of \$2,625 per year for freshman and \$ 3,500 for sophomore borrowers	All undergraduates who show a demonstrated financial need, as determined by the Dept. of Education.	File a Stafford Loan Application with the DSLCC Financial Aid Office. FSLP applications are available through various lending institutions. File a FAFSA and a DSLCC/FAA. Applicants must provide a copy of their federal tax forms.	The FSLP enables a student to borrow needed dollars to help pay for educationally related expenses. <u>This is not a grant and it must be repaid.</u>
Part-Time Tuition Assistance Program (PTAP)	Virginia residents enrolled for 3-5 credit hours per semester	Maximum of tuition charges ( <u>does not</u> include fees)	All undergrads who show a demonstrated financial need	File a FAFSA and a DSLCC/FAA.	The PTAP is a non-repayable, state funded financial aid program that assists eligible students who enroll for 3 to 5 credit hours per semester.

## ***ACADEMIC AWARDS***

### ***DEGREES AND CERTIFICATES***

DSLCC offers the following degrees or certificates for students who successfully complete approved programs at the College.

1. Associate in Arts and Sciences (A.A.&S.) is awarded to students majoring in one of the transfer curricula (Business Administration, Education, General Studies, and Science) who plan on transferring to a four-year college or university after completing their respective program.
2. Associate in Applied Science (A.A.S.) is awarded to students majoring in one of the occupational-technical curricula and who may either plan to obtain full-time employment immediately upon graduation from DSLCC or transfer to an appropriate bachelor's degree program.
3. Certificates are awarded to students who complete an approved curriculum with a minimum of 30 semester hours.
4. Career Studies certificates are awarded to students completing approved curricula with a minimum of 12 to 15 semester hours.

### ***ASSOCIATE DEGREE REQUIREMENTS***

To be awarded an Associate Degree from the College, a student must have

1. fulfilled all of the course requirements of the particular curriculum as outlined in the College catalog
2. been recommended for graduation by the appropriate instructional authority in the curriculum
3. 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

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

***W Withdrawal***

A grade of W conveys no credit and is awarded to students who withdraw from a course after the add/drop period but prior to the completion of 60 percent of the session. After this time, the student will receive a grade of F except under mitigating circumstances which must be documented. A copy of that documentation is placed in the student's academic file.

***X Audit***

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.

***P Pass and U Unsatisfactory***

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

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

A maximum of seven (7) credit hours in courses for which the P grade has been awarded may be applied toward completion of a degree, diploma, or certificate.

***S Satisfactory***

A grade of S (satisfactory) is assigned for satisfactory completion of each course in Developmental Studies numbered 01-09.

***DEVELOPMENTAL STUDIES***

The Developmental Studies Program at DSLCC involves classes in basic reading, writing, and mathematics. Instructors of these classes give much personal attention to students and frequently work one-on-one with them during class times and office hours.

Students in Developmental Studies may fall into one of several categories. They may be taking a full schedule of developmental courses or taking only one. They may be enrolled in any one of the diploma or certificate programs, working toward fulfilling requirements for entry into a program, or pursuing a GED. Developmental Studies courses are available for day and night students who are either part-time or full-time.

The Achievement Center provides facilities for extra support of students in Developmental Studies classes. The A-Center has an impressive collection of reading, writing, and math software in a computer lab staffed at specified hours by an assistant. Many of the computers in the Achievement Center also have word processing programs for writing papers. The A-Center offers a blend of modern technology and a genuine concern for the individual student who needs additional support.

***GRADING DEVELOPMENTAL STUDIES  
(Courses numbered 01-99)***

Students making satisfactory progress but not completing all of the instructional objectives for courses in Developmental Studies shall be graded with an R and will be able to re-enroll in the course to complete the instructional objectives.

Students not making satisfactory progress in Developmental Studies shall be graded U (Unsatisfactory), and counselors will recommend consultation with the instructor to determine the

## **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 examination, (4) personal satisfaction and general knowledge, (5) transient student, (6) non-degree transfer student, (7) high school student, (8) general or curricular requirements pending, and (9) auditing a course.

### ***Developmental Student***

A developmental studies student is one enrolled in developmental courses preparing for admission to an occupational/technical or college transfer program.

### ***Full-Time Student***

A full-time student is carrying twelve or more credits of course work.

### ***Part-time Student***

A part-time student is carrying less than twelve credits of course work.

### ***Freshman***

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

### ***Sophomore***

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

## **ACADEMIC STANDING**

### ***President's List***

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

### ***Dean's List***

Students who carry a minimum of twelve non-developmental credit hours, earn 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 for that semester.

## **GRADUATION HONORS**

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

3.8 grade-point average--Summa Cum Laude (with highest honors)

3.5 grade-point average--Magna Cum Laude (with high honors)

3.2 grade-point average--Cum Laude (with honors)

## **ACADEMIC WARNING**

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



## ***ACADEMIC 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 subsequent completion of all study missed during an absence. Any instruction missed and not subsequently completed will necessarily affect the grade of the student, regardless of the reason for the absence. Frequent unexplained absences may result in dismissal from a course.

## ***EXAMINATIONS***

All students are expected to take course examinations at the regularly scheduled times. No 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-fifths of the semester. Otherwise, the student will receive a grade of F. Students must withdraw using correct procedures. They must contact instructors prior to requesting withdrawal. Forms are available from counselors/advisors.

Scholastic dishonesty, as a general rule, involves one of the following acts:

1. Cheating on an examination or quiz
2. 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.

### ***COMPUTER COMPETENCY POLICY OF THE VIRGINIA COMMUNITY COLLEGE SYSTEM***

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 specific computer competencies defined within programs and by individual institutions.

### ***Bookstore Return and Exchange Policy***

1. The original sales receipt is required for all refunds and exchanges.
2. No refund will be given if the shrink-wrap is removed from the text.
3. A full refund will be given if the return is made within one week of purchase or the first day of class.
4. 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.
5. No refund will be given after two weeks.

### ***CAREER EXPLORATION AND JOB PLACEMENT***

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

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

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

### ***COUNSELING/ADVISING***

As a service to students and to the community, the College maintains a staff of professional counselors and advisors in each instructional program.

Counselors and advisors strive to assist students in making intelligent decisions regarding their vocational, educational and personal/social

plans. As a part of this assistance, students have available appropriate tests, inventories, occupational and educational information, and information regarding financial assistance or employment.

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

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

### ***FOOD SERVICE***

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

### ***INTRAMURAL SPORTS 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.

### ***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.

## **HIV / AIDS POLICY**

The College is taking an active role in making available information about the transmission of HIV and the means of minimizing the risk of developing AIDS to the members of its community . The HIV/AIDS Education Program has been established to accomplish this task.

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 due to inclement weather will be made by a college official early each day. The following radio and TV stations will be contacted as soon as it is decided to close school or delay opening (in all probability, prior to 6:30 am for day classes and 3:30 pm 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 (PBS) 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 or safe, because of local conditions, to come to class when the College is open. Every attempt will be made to work with students who are forced to be absent due to weather.

### **DAY CLASSES (8:00 a.m.-5:00 p.m.)**

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

### **MONDAY, WEDNESDAY, FRIDAY CLASSES**

<i>Regular Schedule</i>	<i>Snow Schedule</i>
8:00-8:50 a.m.	10:00-10:40 a.m.
9:00-9:50 a.m.	10:45-11:25 a.m.
10:00-10:50 a.m.	11:30-12:10 p.m.
11:00-11:50 a.m.	12:15-12:55 p.m.
12:00-12:50 p.m.	1:00-1:40 p.m.
1:00-1:50 p.m.	1:45-2:25 p.m.
2:00-2:50 p.m.	2:30-3:10 p.m.
3:00-4:15 p.m.	3:15-4:15 p.m.
4:30-5:45 p.m.	4:30-5:45 p.m.

### **TUESDAY, THURSDAY CLASSES**

<i>Regular Schedule</i>	<i>Snow Schedule</i>
8:00-9:15 a.m.	10:00-11:10 a.m.
9:30-10:45 a.m.	11:15-12:25 p.m.
11:00-12:15 p.m.	12:30-1:45 p.m.
2:00-3:15 p.m.	2:00-3:15 p.m.
3:30-4:45 p.m.	3:30-4:45 p.m.

### **EVENING CLASSES (5:00 p.m.-9:45 p.m.)**

Decisions concerning cancellation of DSLCC on-campus and off-campus evening classes will

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 to 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.

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*Mental inertia is death.*

*T. Thomas Fortune*

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## **ASSOCIATE IN ARTS AND SCIENCES (A.A.&S.)**

The Associate in Arts and Sciences curricula are designed for students who plan to complete a baccalaureate degree program at a four-year college or university. Courses permitting concentration in areas of particular interest are included in each student's program. The four DSLCC Associate in Arts and Sciences programs (Business Administration, Education, General Studies, and Science) 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 to 4 units of college preparatory mathematics, depending on major
- 1 unit of laboratory science
- 1 unit of social science

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

The 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	His. 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	Prin. of Economics I, II
HIS	111,112	His. of World Civ. I, II
HIS	121,122	U.S. History I, II
PLS	135	American Nat'l. Politics
PLS	136	American State & 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 Science programs are located on the following pages.

## **EDUCATION**

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

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

Early Childhood Education  
 Elementary Education  
 Secondary Education

### **EDUCATION CURRICULUM**

#### First Semester (Fall)

ENG	111	English Comp. I	3
HIS	111	History of World Civ. I -or-	
HIS	121	U.S. History I	3
MTH	151	Liberal Arts Math I -or-	
MTH	163	Pre-Calculus I	3
BIO	101	General Biology I w/lab -or-	
CHM	111	College Chem. I w/lab -or-	
PHY	201	College Physics I w/lab -or-	
PHY	241	University Physics I w/lab	4
STD	100	Orientation	1
EEE	***	PED Elective	<u>1</u>
			15

#### Second Semester (Spring)

ENG	112	English Comp. II	3
HIS	112	Hist. of World Civ. II -or-	
HIS	122	U.S. History II	3
MTH	152	Liberal Arts Math II -or-	
MTH	164	Pre-Calculus II	3
BIO	102	General Biology II w/lab -or-	
CHM	112	College Chem. II w/lab -or-	
PHY	202	College Physics II w/lab -or-	
PHY	242	University Physics II w/lab	4
SPD	110	Intro. to Speech Com.	<u>3</u>
			16

#### Third Semester (Fall)

ENG	241	American Literature I -or-	
ENG	243	English Literature I	3
ECO	201	Principles of Econ. I	3
PSY	200	Principles of Psychology	3
EEE	***	HLT/PED Elective	1
EEE	***	Humanities Elective <sup>1</sup>	3
EEE	***	Computer Elective	<u>3</u>
			16

#### Fourth Semester (Spring)

ENG	242	American Literature II -or-	
ENG	244	English Literature II	3
EEE	***	Social Science Elective <sup>1</sup>	3
EEE	***	Social Science Elective <sup>1</sup>	3
EEE	***	Humanities Elective <sup>1</sup>	3
EEE	***	Humanities Elective <sup>1</sup>	<u>3</u>
			15

Minimum credit hours for degree 62

<sup>1</sup>A list of humanities/social science electives is on page 45.

**EDUCATION**

## **SCIENCE**

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

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

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

### **SCIENCE CURRICULUM**

#### First Semester (Fall)

ENG	111	English Comp. I	3
HIS	111	History of World Civ. I -or-	
HIS	121	U.S. History I	3
MTH	163	Pre-Calculus I -or-	
MTH	173	Calculus I	3-5
BIO	101	General Biology I w/lab -or-	
CHM	111	College Chem. I w/lab -or-	
PHY	201	College Physics I w/lab -or-	
PHY	241	University Physics I w/lab	4
STD	100	Orientation	1
EEE	***	PED Elective	<u>1</u>
			15

#### Second Semester (Spring)

ENG	112	English Comp. II	3
HIS	112	Hist. of World Civ. II -or-	
HIS	122	U.S. History II	3
MTH	164	Pre-Calculus II -or-	
MTH	174	Calculus II	3-5
BIO	102	General Biology I w/lab -or-	
CHM	112	College Chem. I w/lab -or-	
PHY	202	College Physics I w/lab -or-	
PHY	242	University Physics I w/lab	4
EEE	***	HLT/PED Elective	<u>1</u>
			14

#### Third Semester (Fall)

ENG	241	American Literature I -or-	
ENG	243	English Literature I	3
BIO	101	General Biology I w/lab -or-	
CHM	111	College Chem. I w/lab -or-	
PHY	201	College Physics I w/lab -or-	
PHY	241	University Physics I w/lab	4
SPD	110	Intro. to Speech Comm.	3
EEE	***	Humanities Elective <sup>1</sup>	3
EEE	***	Computer Elective	<u>3</u>
			16

#### Fourth Semester (Spring)

ENG	242	American Literature II -or-	
ENG	244	English Literature II	3
BIO	102	General Biology II w/lab -or-	
CHM	112	College Chem. II w/lab -or-	
PHY	202	College Physics II w/lab -or-	
PHY	242	University Physics II	4
EEE	***	Humanities Elective <sup>1</sup>	3
EEE	***	Social Science Elective <sup>1</sup>	3
EEE	***	Social Science Elective <sup>1</sup>	<u>3</u>
			16

Minimum credit hours for degree 61

<sup>1</sup>A list of humanities/social science electives is on page 45.



## ***OCCUPATIONAL/TECHNICAL PROGRAMS***

### ***ASSOCIATE IN APPLIED SCIENCE (A.A.S.) DEGREE PROGRAMS***

Dabney S. Lancaster Community College awards Associate in Applied Science degrees in nine (9) occupational/technical areas. The Associate in Applied Science degree programs are designed primarily for immediate employment and are based upon occupational needs and trends within the service area of the College. The semester credit hours required in most programs range from 65 to 69 credit hours.

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

Students may aspire to transfer to a four-year institution in later years. Students planning to transfer should work with their counselor and faculty advisor to substitute more arts and sciences courses for other courses in the A.A.S. degree. Certain programs have formal transfer articulation agreements with four-year institutions leading to the baccalaureate degree.

Students entering from high school vocational education programs may receive advanced placement (See Advanced Placement). In addition, several programs are Tech Prep Associate Degree (A.A.S.) majors which allow entering students full credit for course work previously completed, as stipulated in the official Tech Prep curriculum agreement with feeder high schools. The College is a member of the Tech Prep Educational Consortium of Western Virginia, with eight area school divisions.

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

Most of the credit hours completed in a Certificate program are applicable to a related 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 hours. The majority of the courses relate specifically to employment skills and contain a general education component that includes a course in English.

**ADMINISTRATION OF JUSTICE  
NON-TRANSFER TRACK**

First Semester (Fall)

ADJ	110	Intro. to Law Enforcement	3
ADJ	201	Criminology	3
ENG	111	College Composition I	3
MTH	120	Introduction to Math	3
STD	100	Orientation	1
EEE	***	PED Requirement	1
<sup>1</sup> EEE	***	Social Science Requirement	
			<u>3</u>
			17

Second Semester (Spring)

ADJ	105	Juvenile Justice System	3
ADJ	228	Narc. & Dangerous Drugs	3
ENG	112	College Composition II	3
AST	236	Software Applications	3
EEE	***	HLT/PED Requirement	1
EEE	***	SOC SC Requirement <sup>3</sup>	
			<u>3</u>
			16

Third Semester (Fall)

ADJ	247	Criminal Behavior	3
ADJ	211	Criminal Law, Evidence and Procedures I	3
ADJ	236	Prin. of Criminal Invest.	3
SOC	200	Prin. of Sociology	3
EEE	***	Free Elective(s)	<u>4</u>
			16

Fourth Semester (Spring)

ADJ		Elective	3
ADJ	212	Criminal Law, Evidence and Procedures II	3
ADJ	237	Adv. Criminal Investigation	3
SOC	268	Social Problems	3
EEE	***	Humanities Elective <sup>3</sup>	3
EEE	***	Free Elective	<u>1</u>
			16

Minimum Credit Hours for Degree 65

A list of humanities/social science electives is on page 45.

<sup>1</sup>PSY 200 Recommended

**ADMINISTRATION OF JUSTICE  
TRANSFER TRACK**

First Semester (Fall)

ADJ	110	Intro. to Law Enforcement	3
ADJ	201	Criminology	3
ENG	111	College Composition I	3
<sup>1</sup> MTH	151, 152, or 240	Math Option	3
STD	100	Orientation	1
EEE	***	HLT/PED Requirement	1
<sup>2</sup> EEE	***	SOC SC Requirement	
			<u>3</u>
			17

Second Semester (Spring)

ADJ	105	Juvenile Justice System	3
ADJ	228	Narc. & Dangerous Drugs	3
ENG	112	College Composition II	3
AST	236	Software Applications	3
EEE	***	HLT/PED Requirement	1
EEE	***	SOC SC Requirement <sup>3</sup>	
			<u>3</u>
			16

Third Semester (Fall)

ADJ	211	Criminal Law, Evidence and Procedures I	3
ADJ	236	Prin. of Criminal Invest.	3
SOC	200	Prin. of Sociology	3
EEE	***	BIO or CHM Suggested	4
EEE	***	Humanities Elective <sup>3</sup>	<u>3</u>
			16

Fourth Semester (Spring)

ADJ	***	Elective	3
ADJ	212	Criminal Law, Evidence and Procedures II	3
ADJ	237	Adv. Criminal Investigation	3
SOC	268	Social Problems	3
EEE	***	BIO or CHM Suggested	<u>4</u>
			16

Minimum Credit Hours for Degree 65

<sup>1</sup>Inquire with the four-year receiving institution for the appropriate math requirements, and coordinate with program head.

<sup>2</sup>PSY 200 recommended

<sup>3</sup>A list of humanities/social science electives is on page 45.

ADMINISTRATION OF JUSTICE

## **BUSINESS MANAGEMENT DEGREE**

### ***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 after work hours.

### ***Occupational Objectives***

Management Trainee  
Small Business Owner  
Salesperson  
Manufacturer's  
    Retail Manager  
    Supervisor  
    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.

### ***BUSINESS MANAGEMENT CURRICULUM***

#### **First Semester (Fall)**

BUS	100	Introduction to Business	3
ENG	111	College Composition I	3
<sup>1</sup> AST	236	Software Applications	3
MTH	120	Introduction to Math	3
MKT	100	Principles of Marketing	3
STD	100	Orientation	<u>1</u>
			16

#### **Second Semester (Spring)**

BUS	200	Principles of Management	3
BUS	122	Business Mathematics II	3
ENG	112	College Composition II	3
SPD	110	Intro. to Speech Comm.	3
EEE	***	HLT/PED Elective	1
EEE	***	Social Science Elective <sup>2</sup>	<u>3</u>
			16

#### **Third Semester (Fall)**

ACC	211	Principles of Accounting I	3
BUS	201	Organizational Behavior	3
BUS	241	Business Law I	3
PED	***	Requirement	1
EEE	***	Humanities Elective <sup>2</sup>	3
EEE	***	Free Elective	<u>3</u>
			16

#### **Fourth Semester (Spring)**

ACC	212	Principles of Accounting II	3
BUS	236	Communications in Mgmt.	3
ECO	202	Principles of Economics II	3
FIN	215	Financial Management	3
EEE	***	Career Electives(s)	<u>5</u>
			17

Minimum credit hours for degree 65

<sup>1</sup>Prerequisite 25 WPM Keyboarding Skills

Proficiency testing available first week of classes.

<sup>2</sup>A list of humanities/social science electives is on page 45.

# 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)

AST	137	Filing and Records Mgmt.	3
BUS	100	Intro. to Business	3
ENG	***	Requirement	3
<sup>1</sup> AST	236	Software Applications	3
MTH	120	Introduction to Math	3
<sup>2</sup> EEE	***	Social Science Elective	<u>3</u>
			18

### Second Semester (Spring)

ACC	105	Office Accounting	3
BUS	111	Principles of Supervision	3
BUS	121	Business Math I	3
BUS	236	Comm. in Mgmt.	3
*EEE	***	AST/IST/BUS Elective	<u>3</u>
			15

Minimum credit hours for certificate 33

<sup>1</sup>Prerequisite 25 WPM Keyboarding Skills

Proficiency testing available first week of classes.

\*Requires faculty/advisor approval

<sup>2</sup>A list of humanities/social science electives is on page 45.

## **FORESTRY TECHNOLOGY DEGREE**

### ***Purpose***

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

This program, the only one of its kind in Virginia, is designed for persons who seek full-time employment in forestry occupations. Graduates from the program will be qualified for positions in forestry management and urban tree care, and as forest products technicians in timber harvesting and sawmill operations. This program is recognized nationally by the Society of American Foresters (SAF).

### ***Occupational Objectives***

Biologist Aide	Forest Technician
Company Logger	Log & Lumber Grader
Equipment Operator	Sawmill Technician
Firefighter	Surveying Aide
Forestry Aide	Tree Care Technician
Forest Recreation Aide	Wildlife Aide

### ***Admission Requirements***

In addition to the general admission requirements for the College, entry into the program requires proficiency in English, mathematics, and reading. The applicants should 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.

Transfer to the DSLCC forestry 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.

### ***Program Requirements***

The first year of the forestry 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 Forest Technology.

## **INFORMATION SYSTEMS TECHNOLOGY DEGREE**

### ***Purpose***

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 upgrading 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 College, this program requires a strong background in mathematics, writing, and reading skills. Students who lack 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 competency prior to moving into the second semester.

### ***Program Requirements***

The curriculum includes technical courses in information systems, accounting, 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 into microcomputer applications, programming language, and computer information systems development, culminating in a systems development project. Students must receive an overall "C" average (2.0

GPA) in all degree requirements in order to receive the A.A.S. degree in Information Systems Technology.

### ***IST ASSOCIATE DEGREE CURRICULUM***

#### First Semester (Fall)

AST	141	Word Processing I	3
BUS	100	Intro. to Business	3
IST	114	Fundamentals of Computer Information Systems	3
ENG	111	College Composition I	3
MTH	151	Math for Liberal Arts I	3
		OR	
MTH	163*	Precalculus I	
STD	100	Orientation	<u>1</u>
			16

#### Second Semester (Spring)

ETR	166	Fund. of Comp. Tech.	3
IST	153	Comp. Program Design	4
IST	200	Local Area Networks	3
ENG	112	College Composition II	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/BUS		Elective	3
IST	251	CIS Development 3	
EEE	***	HLT/PED Elective 1	
EEE	***	Humanities Elective	<u>3</u>
			16

#### Fourth Semester (Spring)

ACC	212	Prin. of Accounting II	3
BUS	236	Commun. In Mgmt.	3
IST	133	Database Mgmt. Soft.	3
IST	258	System Dev. Project	3
MTH	240	Business Statistics 3	
EEE	***	Social Sciences Elective	<u>3</u>
			18

Minimum credit hours for degree 66

\*Strongly suggested for those transferring

Electives Are to Be Chosen from These Courses:

BUS 200	Principles of Management
IST 212	Intro. To Telecommunications
IST 218	Multimedia Production
IST 220	Micro. Oper. Systems
IST 278	Computer Programming: C++
IST 172	Computer Programming: C

# **MANUFACTURING TECHNOLOGY CERTIFICATE**

## ***Purpose***

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

## ***Admission Requirements***

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

## ***Program Requirements***

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

## ***Manufacturing Technology Certificate Curriculum***

### **Core Courses**

BUS	209	Continuous Quality Improvement	3
ETR	166	Fundamentals of Computer 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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\*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.

Minimum credit hours for certificate 30

## **MECHANICAL DESIGN ASSOCIATE DEGREE CURRICULUM**

First Semester (Fall)			
DRF	111	Technical Drafting I	3
ENG	111	College Composition I	3
IND	113	Materials & Proc. of Ind.	2
MTH	115	Technical Math I	3
OR			
MTH	163	Precalculus I	
	(MTH 173*	Calculus I)	(5)
EEE	***	Social Science Elective	3
STD	100	Orientation	1
EEE	***	PED Elective	<u>1</u>
			16
Second Semester (Spring)			
DRF	155	Fund. of Arch. Drafting	3
DRF	231	Computer Aided Drafting	3
ETR	166	Fund. of Computer Tech	3
ENG	115	Tech. Writing	3
OR			
ENG	111	College Composition II	
MTH	116	Engineering Tech. Math II	3
OR			
MTH	164	Precalculus II	
	(MTH 174*	Calculus II)	(5)
EEE	***	Social Psychology	<u>3</u>
			18
Third Semester (Fall)			
DRF	112	Technical Drafting II	3
DRF	211	Advanced Drafting Tech. I	3
EGR	130	Statics & Strength of Mat.	
		for Engineering Tech.	5
EEE	***	Humanities Elective	3
PHY	201	General College Physics I	<u>4</u>
			18
Fourth Semester (Spring)			
DRF	175	Schematics/ Mech.	
		Diagrams	2
DRF	212	Advanced Drafting Tech. II	3
DRF	232	Computer Aided Drafting II	3
DRF	298	Projects in Mech. Design	2
MEC	215	Adv. Jig and Fixture Design	2
IST	153	Computer Program Design	3
	(PHY 202 *	General College Physics II)	(4)
EEE	***	HLT/PED Elective	<u>1</u>
			16

Minimum credits for degree 68

\* Students intending to transfer should take these additional courses

## **CAREER STUDIES CERTIFICATE IN COMPUTER AIDED DESIGN**

### *Purpose*

The Career Studies Certificate Program is a response to the non-traditional 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.

### *Computer Aided Design Career Studies Certificate Curricula*

IST	Elective	3
DRF	111 Technical Drafting I or equivalent	3
DRF	112 Technical Drafting II or equivalent	3
DRF	231 CAD I	3
DRF	232 CAD II	<u>3</u>
		15



following admission. Immunization and laboratory testing are included. Applicants must be free of any physical or psycho-social problems which adversely affect their performance as practitioners of nursing.

5. They 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 course in the nursing or biology

sequence 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 contracts are in effect with each affiliate clinical agency, and these contracts differ in requirements made of students. The general stipulations are as follows:

1. Clinical agencies reserve the right to dismiss 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 agents, and employees from liability for injury or death to himself or damage to his property arising out of agreement or use of hospital's facilities.
6. Student releases hospital and DSLCC 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 students upon request.

### ***Program Cost***

In addition to the regular college tuition and cost of books, students in the program are required to buy uniforms and accessories.

## 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 a number of the courses are required in that curriculum as well.

### Occupational Objectives

Nursing Assistant, Geriatric 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 the health and biology courses.

### Advanced Health Care Certificate Curriculum

#### First Semester

BIO	141	Anatomy and Physiology I	4
ENG	111	English Composition I	3
HLT	105	Cardiopulmonary Resc.	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 & 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

Total Credits Required 34

## CAREER STUDIES CERTIFICATE IN INTRODUCTORY HEALTH CARE

### Purpose

The Career Studies Certificate Program is a response to the non-traditional 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.

### Introductory Health Care Career Studies Certificate Curriculum

HLT	105	Cardiopulmonary Resc.	1
BIO	141	Anatomy and Physiology I	4
HLT	143	Medical Terminology I	3
HLT	106	First Aid and Safety I	2
HLT	230	Nutrition	3
HLT	121	Drug Use and Abuse	<u>3</u>
			16

## **PULP AND PAPER TECHNOLOGY CERTIFICATE**

### ***Purpose***

This program is designed for those employed in the pulp and paper manufacturing industry and related fields who desire to upgrade skills in their occupational speciality; hence, required courses will be offered through evening hours over several years.

### ***Admission Requirements***

In addition to the general requirements for admission to the College, applicants should be employed in pulp and paper manufacturing or a closely related field. Students must complete the introductory pulp and paper courses prior to enrolling in any of the advanced courses. To succeed in the program, students should also possess a proficiency in math, writing, and reading. Students not proficient in these areas will be required to enroll in appropriate prerequisite skills courses.

### ***Program Requirements***

The curriculum includes basic courses in practical writing skills, social sciences, First Aid, and CPR, as well as specialized courses in pulp and paper technology. Students must achieve an overall grade-point average of 2.0 in all applicable courses to receive the Pulp and Paper Technology Certificate.

### ***Pulp and Paper Technology Certificate Curricula***

#### Occupational Related

PPT	171	Intro. to Pulp and Paper I	4
PPT	172	Intro. to Pulp and Paper II	4
PPT	173	Intro. to Pulp and Paper III	4
PPT	275	P & P Mill Maintenance	3
PPT	276	Processes of Pulping	3
PPT	277	Papermaking Processes	3
EEE	***	PPT Elective	<u>3</u>
			24

Minimum credit hours for certificate 32

#### General Education

ENG	Requirement	3
SOC SC	Requirement	3
HLT 106	First Aid & Safety	<u>2</u>
		8

## **CAREER STUDIES CERTIFICATE IN PULP AND PAPER TECHNOLOGY**

### ***Purpose***

The Career Studies Certificate Program is a response to the non-traditional short-term 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.

### ***Career Studies Certificate Curricula***

#### ***Pulp and Paper Technology***

PPT	171	Pulp and Paper Oper. I	4
PPT	172	Pulp and Paper Oper. II	4-5
*PPT	173	Pulp and Paper Oper.	<u>4</u>
			12-13

\*Students who complete PPT 172 may substitute two technical electives, subject to approval of the Program Head.

## **RAILROAD OPERATIONS ASSOCIATE DEGREE CURRICULUM**

### First Semester (Fall)

ENG 111	College Composition I	3
Elective*	Business/Technical Elective	4
MTH 166	Pre-Calculus w/ Trigonometry	5
RRO 200	History of Railroading	3
HLT/PED	Health or Physical Education	1
STD 100	Orientation	<u>1</u>
		17

### Second Semester (Spring)

IST 117	Intro Microcomp. Software	3
Elective*	Business/Technical Elective	4
MTH 157	Elementary Statistics	3
RRO 105	Railroad Technical Careers	3
HLT/PED	Health or Physical Education	1
SPD 100	Principles of Public Speaking	<u>3</u>
		17

### Third Semester (Fall)

BUS 100	Introduction to Business	3
ECO 201	Principles of Economics I	3
Elective*	Business/Technical Elective	3-4
PHY 201	General College Physics I	4
RRO 210	Railroad Operations	<u>3</u>
		16-17

### Fourth Semester (Spring)

ECO 202**	Principles of Economics II	3
PHI 101	Introduction to Philosophy I	3
Elective* Non-business/technical	Elective	3
Elective* Business/Technical	Elective	3-4
RRO 110	Railroad Safety, Quality and Environment	<u>3</u>
		15-16

Minimum credits for degree 65

\*Consult with curriculum advisor to select electives.

\*\* A social science elective may be substituted for ECO 202.

## **WELDING CERTIFICATE**

### *Purpose*

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

### *Occupational Objective*

Welder

### *Admission Requirements*

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

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

### *Program Description*

The curriculum provides an introduction to various types of 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 oxy-acetylene and plasma cutting.

## **CAREER STUDIES CERTIFICATES**

The curricular details of Career Studies Certificates related to other DSLCC programs are listed in this catalog with those programs. A complete list of all program options is given below, with references to the page numbers where the certificates' curricula are found.

### ***Length***

These certificates are of variable (12-29) hours, depending upon the identified need. The Career Studies Certificate Program is designed for part-time and evening students.

### ***Purpose***

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

### ***Program Options***

Basic Banking	(See page 60.)
Business/Industrial Supervision	(See page 60.)
Child Care	(See page 80.)
Computer Aided Design	(See page 69.)
Data Entry Operations	(See page 66.)
Electronics:	(See page 62.)
Communications	
Digital	
Industrial	
Industrial Maintenance	(See page 80.)
Introductory Health Care	(See page 73.)
Paralegal Studies	(See page 80.)
Pulp and Paper Technology	(See page 75.)
Small Business Management	(See page 60.)
Welding	(See page 78.)
Word Processing	(See page 56.)

### ***Admission Requirements***

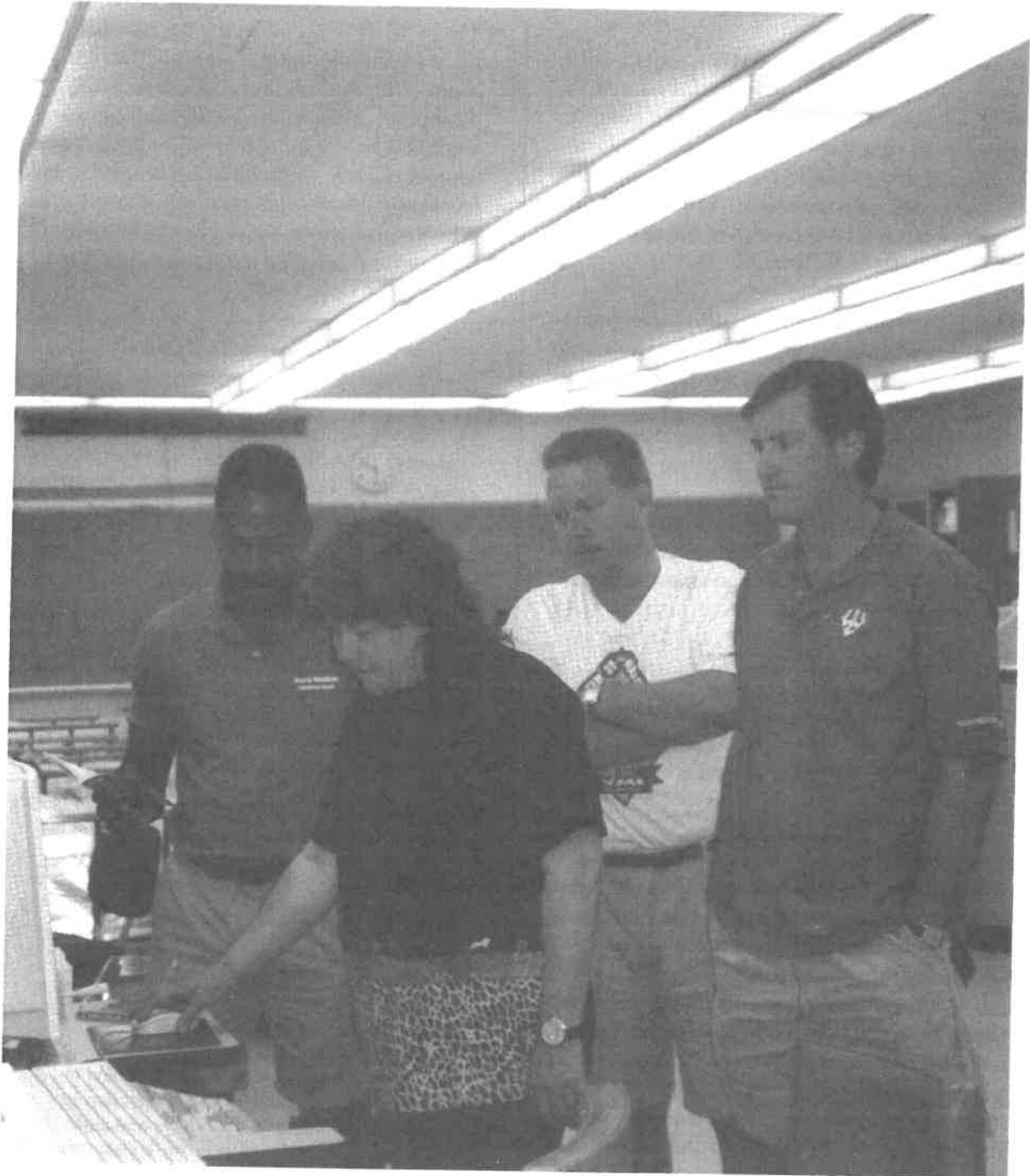
Admission to the program is based upon the general requirements for admission to the College. Deficiencies in general education may require prerequisite skills courses. The student is expected to select one of the program options during registration.

### ***Program Requirements***

Each option requires completion of selected specialized courses. All electives must be approved prior to enrollment. A Career Studies Certificate is awarded upon completion of a program with an overall "C" average (2.0 GPA) and may be earned in more than one option.

### ***Program Conditions***

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



## *Description of Courses*

## **ADMINISTRATION OF JUSTICE**

### **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 190 COORDINATED INTERNSHIP (1-3 cr)**

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

### **ADJ 195 SPECIAL TOPICS IN CRIMINAL JUSTICE (3 cr)**

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

### **ADJ 201 CRIMINOLOGY (3 cr)**

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

### **ADJ 211-212 CRIMINAL LAW, EVIDENCE AND PROCEDURES I-II (3 cr) (3 cr)**

Teaches the elements of proof for major and common crimes and the legal classification of offenses. Studies the kinds, degrees and admissibility of evidence and its presentation in criminal proceedings with emphasis on legal guidelines for methods and techniques of evidence acquisition. Surveys the procedural requirements from arrest to final disposition in the various U. S. court systems with focus on the Virginia jurisdiction. Prerequisites ENG 01 and 05. Lecture 3 hours per week.

### **ADJ 228 NARCOTICS AND DANGEROUS DRUGS (3 cr)**

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

### **ADJ 236 PRINCIPLES OF CRIMINAL INVESTIGATION**

(3 cr)

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

### **ADJ 237 ADVANCED CRIMINAL INVESTIGATION (3 cr)**

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

### **ADJ 247 CRIMINAL BEHAVIOR (3 cr)**

Introduces and evaluates the concepts of normal and abnormal behavior. Focuses on the psychological and sociological aspects of criminal and other deviant behavior patterns. Prerequisites ENG 01 and 04. Lecture 3 hours per week.

## **ADMINISTRATIVE SUPPORT TECHNOLOGY**

### **AST 101 KEYBOARDING I (3 cr)**

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

### **AST 102 KEYBOARDING II (3 cr)**

Develops keyboarding and document production skills with emphasis on preparation of specialized business documents. Continues skill-building for speed and accuracy. Prerequisite AST 101. Lecture 3 hours per week.

### **AST 107 EDITING/PROOFREADING SKILLS (3 cr)**

Develops skills essential to creating and editing business documents. Covers grammar, spelling, diction, punctuation, capitalization, and other usage problems. Prerequisite ENG 01. Lecture 3 hours per week.

### **AST 117 KEYBOARDING FOR COMPUTER USAGE (1 cr)**

Teaches the alphabetic and numeric keys; develops correct techniques and competency in the use of computer keyboards. May include basic correspondence and report formats. Lecture 1 hour per week.

### **AST 137 RECORDS MANAGEMENT (3 cr)**

Teaches filing and records management procedures for hard copy, electronic, and micrographic systems. Identifies equipment, supplies, and solutions to records management problems. Lecture 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. Co-requisite 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. Co-requisites ENG 03 and 05. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

**BIO 150 INTRODUCTORY MICROBIOLOGY** (4 cr)  
Studies the general characteristics of microorganisms. Emphasizes their relationships to individual and community health. Prerequisites ENG 03, ENG 05, MTH 04, and NAS 05. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

**BIO 195 TOPICS IN MICROBIOLOGY** (1 cr)  
Studies the general characteristics of microorganism. Emphasizes their relationship to individual and community health. Prerequisites ENG 03, ENG 05, MTH 04, and NAS 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, vines, weeds, wildflowers, ferns, and mushrooms. Prerequisites ENG 01 and 04. Lecture 2 hours. Recitation and laboratory 3 hours. Total 5 hours per week.

**BIO 231-232 HUMAN ANATOMY & PHYSIOLOGY I, II** (4 cr)(4 cr)  
Integrates the study of gross and microscopic anatomy with physiology, emphasizing the analysis and instruction of physical data. Prerequisites one year of college biology and one year of college chemistry or divisional approval. Prerequisites BIO 100, ENG 01, ENG 04, MTH 03, and NAS 05. Co-requisites ENG 03 and 05. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

**BIO 270 GENERAL ECOLOGY** (2 cr)  
Studies interrelationships between organisms and their natural and cultural environments with emphasis on populations, communities, and ecosystems. Prerequisite ENG 01, ENG 04, and BIO 101-102 or divisional approval. Lecture 1 hours. Recitation and laboratory 3 hours. Total 4 hours per week.

## **BUILDING**

**BLD 111 BLUEPRINT READING AND THE BUILDING CODE** (3 cr)  
Introduces reading and interpreting various kinds of blueprints and working drawings with reference to local, state, and national building codes.

## **BUSINESS MANAGEMENT AND ADMINISTRATION**

**BUS 100 INTRODUCTION TO BUSINESS** (3 cr)  
Presents a broad introduction to the functioning of business enterprise within the U.S. economic framework. Introduces economic systems, essential elements of business organization, production, human resource management, marketing, finance, and risk management. Develops business vocabulary. Lecture 3 hours per week.

**BUS 111 PRINCIPLES OF SUPERVISION I** (3-4)  
Teaches the fundamentals of supervision, including the primary responsibilities of the supervisor. Introduces factors relating to the work of supervisor and subordinates. Covers aspects of leadership, job management, work improvement, training and orientation, performance evaluation, and effective employee/supervisor relationships. Lecture 3-4 hours per week.

**BUS 116 ENTREPRENEURSHIP** (3 cr)  
Presents the various steps considered necessary when going into business. Includes areas such as product-service analysis, market research evaluation, setting up books, ways to finance start-up, operations of the business, development of business plans, buyouts versus starting from scratch, and franchising. Uses problems and cases to demonstrate implementation of these techniques. Lecture 3 hours per week.

**BUS 121 BUSINESS MATHEMATICS** (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** (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.



## CHILD CARE

### CHD 118 METHODS AND MATERIALS IN THE LANGUAGE ARTS FOR CHILDREN (3 cr)

Presents techniques and methods for encouraging the development of language and perception 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 audiovisual materials. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

### CHD 120 INTRODUCTION TO EARLY CHILDHOOD EDUCATION (3 cr)

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

### CHD 125 CREATIVE ACTIVITIES FOR CHILDREN (3 cr)

Prepares individuals to work with young children in the arts and other creative age-appropriate activities. Investigates affective classroom experiences and open-ended activities. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

### CHD 205 GUIDING THE BEHAVIOR OF CHILDREN (3 cr)

Explores positive ways to build self-esteem in children and help them develop self-control. Presents practical ideas for engineering pro-social behavior in children and emphasizes basic skills and techniques in classroom management. Lecture 3 hours per week.

## DRAFTING

### DRF 111-112 TECHNICAL DRAFTING I-II (3 cr) (3 cr)

Introduces technical drafting from the fundamentals through advanced drafting practices. Teaches lettering, geometric construction, technical sketching, orthographic projection, sections, intersections, development, fasteners, theory and applications of dimensioning and tolerances. Includes pictorial drawing and preparation of working and detail drawings. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

### DRF 155 FUNDAMENTALS OF ARCHITECTURAL DRAFTING (3 cr)

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 divisional approval. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

### DRF 161 BLUEPRINT READING I (2 cr)

Teaches the application of basic principles, visualization, orthographic projection, detail of drafting shop process and terminology, assembly drawings and exploded views. Considers dimensioning, changes and corrections, classes of fits, tolerances and allowances, sections and convention in blue print reading. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

### DRF 166 WELDING BLUEPRINT READING (2 cr)

Teaches welding procedures and applications. Stresses structural steel, design, layout. Explains industrial symbols. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

### DRF 175 SCHEMATICS & MECH. DIAGRAMS (2 cr)

Covers interpretation of basic shop drawings, conventional symbols, common electrical and electronic symbols, wiring diagrams, hydraulic and pneumatic symbols, schematic drawings, and pipe diagrams. Lecture 2 hours per week.

### DRF 211 ADVANCED TECHNICAL DRAFTING I (3 cr)

Teaches use of drafting equipment and applications, emphasizing knowledge and skills required for industrial drawing. Includes developments, gearing, cams, geometric and positional tolerances, and 2D/3D drawing layout. Prerequisite DRF 231. Corequisite DRF 112. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

### DRF 212 ADVANCED TECHNICAL DRAFTING II (3 cr)

Teaches concepts of sheet metal fabrication including radii fillets and tolerances, structural steel design of trusses, and advanced design drafting techniques. Prerequisite DRF 211, EGR 130. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

### DRF 231 COMPUTER-AIDED DRAFTING I (3 cr)

Teaches computer aided drafting concepts and equipment designed to develop a general understanding of components and operate a typical CAD system. Prerequisite DRF 111 or equivalent. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

### DRF 232 COMPUTER-AIDED DRAFTING II (3 cr)

Teaches advanced operation in computer-aided drafting to include 3D modeling techniques. Prerequisite DRF 231. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

### DRF 298 PROJECT IN MECHANICAL DESIGN (2 cr)

A special project in mechanical design serving as a culmination of skills acquired in the A.A.S. degree program curriculum. The nature and extent of the project to be developed jointly with the instructor. Prerequisite MTH 116, EGR 130. Lecture 2 hours.

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. Laboratory 2 hours. Total 4 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. Lecture 3 hours. Prerequisite ETR 113 or equivalent. Laboratory 3 hours. Total 6 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. Laboratory 3 hours. Total 6 hours per week.

## **ENGINEERING**

EGR 130 STATICS AND STRENGTH OF MATERIALS FOR ENGINEERING TECHNOLOGY (5 cr)  
Presents principles and applications of free-body diagrams of force systems in equilibrium. Analyzes frames and trusses. Presents principles and applications to problems in friction, centroids and moments of inertia. Includes properties of materials, stress, strain, elasticity, design of connections, shear and bending in statically determined beams, and axially loaded columns. Prerequisite MTH 116. Lecture 5 hours.

## **ENGLISH**

ENG 01 PREPARING FOR COLLEGE WRITING I (3 cr)  
Helps students discover and develop writing processes 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.

ENG 03 PREPARING FOR COLLEGE WRITING II (3 cr)  
Emphasizes strategies within the writing process to help students with specific writing situations. Develops techniques to improve clarity of writing and raise proficiency to the level necessary for entrance into particular curricula. Prerequisite ENG 01. Variable hours per week.

ENG 04 READING IMPROVEMENT I (3 cr)  
Helps students improve their reading processes to increase their understanding of reading materials. Includes word forms

and meanings, comprehension techniques, and ways to control reading pace. Variable hours per week.

ENG 05 READING IMPROVEMENT II (3 cr)  
Helps students read critically and increase application of reading. Guides students in making inferences, drawing conclusions, and developing relationships between generalizations and supporting details. Prerequisite ENG 04. Variable hours per week.

ENG 21 INDUSTRIAL COMMUNICATION I (3 cr)  
Improves basic writing skills, providing practice in organizing and writing basic forms of technical communications; reviews grammatical usage and mechanics appropriate for technical writing. Offers practice in basic oral communication skills geared to industrial needs. Prerequisite ENG 04. Lecture 2-5 hours per week.

ENG 100 BASIC OCCUPATIONAL COMMUNICATIONS (3 cr)  
Develops ability to communicate in occupational situations. Involves writing, reading, speaking, and listening. Builds practical skills such as handling customer complaints, writing various types of letters, and preparing for a job interview. (Intended for certificate and diploma students.) Prerequisites ENG 01 and 04. Lecture 5 hours per week.

ENG 101-102 PRACTICAL WRITING I-II (3 cr) (3 cr)  
Develops writing ability for study, work, and other areas of life with emphasis on occupational correspondence and reports. Guides students in learning writing as a process: understanding audience and purpose, exploring ideas and information, composing, revising, and editing. Supports writing by integrating experiences in thinking, reading, listening, and speaking. Prerequisites ENG 03 and 04. Co-requisites ENG 05. Lecture 3 hours per week.

ENG 107 CRITICAL READING (3 cr)  
Helps students refine their reading processes. Emphasizes applying and synthesizing ideas. Includes ways to detect organization, make inferences, draw conclusions, evaluate generalizations, recognize differences between facts and opinions, and other advanced comprehension strategies. Prerequisite ENG 05. Lecture 3 hours per week.

ENG 111-112 COLLEGE COMPOSITION I-II (3 cr) (3 cr)  
Develops writing ability for study, work, and other areas based on experience, observation, research, and reading of selected literature. Guides students in learning writing as a process: understanding audience and purpose, exploring ideas and information, composing, revision, and editing. Supports writing by including, composing, retaining, and editing. Supports writing by including experiences in thinking, reading, listening, and speaking. Prerequisites ENG 03 and 04. Co-requisite ENG 05. 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 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. Co-requisites ENG 03, ENG 05. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

FOR 115 DENDROLOGY (4 cr)  
Studies classification, identification and silvical characteristics of trees and shrubs botanically and commercially important to the forests of eastern United States. Emphasizes field characteristics of trees and common shrubs of the eastern United States. Prerequisites ENG 01, ENG 04. Lecture 3 hours. Laboratory 3 hours. Total 6 hours.

FOR 125 FOREST FIRE CONTROL (1 cr)  
Examines forest fire behavior. Includes factors causing ignition and spread, methods of fire prevention, suppression and control organizations. Lecture 1 hour per week.

FOR 135 WILDLIFE AND FISHERIES MANAGEMENT (4 cr)  
Introduces the principles of wildlife and fisheries management. Emphasizes practices in the eastern United States. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

FOR 201 FOREST MENSURATION I (4 cr)  
Teaches principles of forest measurements including basic elements of property boundary, location, forest mapping, techniques of tree measurement, and saw log and pulp wood scaling. Prerequisites ENG 05 and MTH 113. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

FOR 202 FOREST MENSURATION II (4 cr)  
Teaches principles of timber cruising, including both fixed and variable size plot techniques. Utilizes aerial photographs to locate land features, cruise tracts, timber types, and plot sample locations. Prerequisite FOR 201. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

FOR 215 APPLIED SILVICULTURE (4 cr)  
Focuses on theory and practices involved in controlling the forest establishment, composition and growth. Laboratory emphasizes observation and application of various silviculture procedures, including site preparation, regeneration, and intermediate treatments. Prerequisite FOR 201. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

FOR 227 TIMBER HARVESTING (5 cr)  
Teaches harvesting methods, including physical layout, economics, contracts, water management, protection consideration, equipment operation and maintenance, and woods safety. Prerequisite FOR 201. Lecture 3 hours. Laboratory 6 hours. Total 9 hours per week.

FOR 229 SAWMILLING (5 cr)  
Studies arrangement, installation, and safe operation of a sawmill. Introduces the basic principles of hardwood lumber and log grades. Prerequisite FOR 227. Lecture 3 hours. Laboratory 6 hours. Total 9 hours per week.

FOR 245 FOREST PRODUCTS (2 cr)  
Introduces forest products. Prerequisite FOR 201. Lecture 2 hours per week.

FOR 246 URBAN FORESTRY (4 cr)  
Examines the care, maintenance, establishment and management of trees and related plants in an urban environment. Emphasizes non-commodity values of trees in an urban environment. Prerequisite FOR 201. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

FOR 290 COORDINATED INTERNSHIP IN FORESTRY (4 cr)  
Supervised on-the-job training without pay in selected business, industry or service organizations coordinated by the college. Permission of the instructor is required. Laboratory 40 hours per week. Prerequisite FOR 201, FOR 125. 180 hours total for the term.

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 181 WORLD CLASS MANUFACTURING (3 cr)  
Studies the principles and applications of the globalization of industry. Emphasizes the fundamentals of interpersonal / team process organization skills, total quality tools for continuous improvement, statistical process control, manufacturing resource planning, and just-in-time. Lecture 3 hours per week.

IND 221 PRODUCTION AND INVENTORY MANAGEMENT I (3 cr)  
Applies production and inventory management (PIM) strategies to the management of a company. May include a description of different types of businesses and industries, production situations, and lead time considerations. Lecture 3 hours per week.

IND 222 PRODUCTION AND INVENTORY MANAGEMENT II (3 cr)  
Studies concepts, techniques, categories, and functions of inventory control. May include raw material, work in process, components, and finished goods. 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. Laboratory 2 hours. Total 4 hours per week.

### **INFORMATION SYSTEMS TECHNOLOGY**

IST 100 INTRODUCTION TO INFORMATION SYSTEMS (3 cr)  
Introduces students to general concepts of computer information systems. Presents terminology and effects of computers on daily life. Discusses available hardware and software as well as their applications. Exposes students to the system development process. Lecture 3 hours per week.

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 103 SURVEY OF COMPUTER SOFTWARE APPLICATIONS (1-2 cr)  
Reviews most common business software applications for microcomputers. Emphasizes comparison of a variety of software packages. Includes experience with multiple operating system commands and database, spreadsheet, and word processing programs. Lecture 1-2 hours per week.

IST 104 OPERATING SYSTEM AND SOFTWARE UTILITIES I (1-2 cr)  
Teaches commonly used internal and external commands including use of subdirectories and creating basic batch files. 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 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 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 133 DATABASE MANAGEMENT SOFTWARE (3 cr)  
Provides a working introduction to software for database management. Teaches planning, defining, and using a database; performing queries; producing reports; working with multiple files; and concepts of database programming. Offers a working knowledge of a commercial database package. Prerequisite IST 114. Lecture 3 hours per week.

MAC 175 Pipe Fitting (3 cr)  
Studies basic fundamentals of pipe selection, layout, measuring, cutting, threading, and assembly of piping systems. Covers safety procedures in the use of tools and equipment. Includes proper installation of pumps, rotary unions, valve strainers, filters, and traps. Discusses wet taps, intentional line freezing, lead prevention/repair and insulation. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

## MARKETING

MKT 100 PRINCIPLES OF MARKETING (3 cr)  
Presents principles, methods, and problems involved in the marketing of goods, services, and ideas to consumers and organizational buyers. Discusses present-day problems and policies connected with distribution and sales of products, pricing, promotion, and buyer motivation. Examines variations of the marketing mix and market research, plus legal, social, ethical, and international considerations in marketing. Lecture 3 hours per week.

MKT 216 RETAIL ORGANIZATION AND MANAGEMENT (3 cr)  
Examines the organization of the retail esment to accomplish its goals in an effective and efficient manner. Includes study of site location, internal layout, store operations, and security. Examines the retailing mix, the buying or procurement process, pricing, and selling. Studies retail advertising, promotion, and publicity as a coordinated effort to increase store traffic. Lecture 3 hours per week.

MKT 220 PRINCIPLES OF ADVERTISING (3 cr)  
Emphasizes the role of advertising in the marketing of goods, services, and ideas. Discusses the different uses of advertising; types of media; how advertising is created; agency functions; and legal, social, and economic aspects of the industry. Introduces advertising display, copy and art work preparation, printing, and selection of media. Lecture 3 hours per week.

## MATHEMATICS

MTH 02 BASIC ARITHMETIC (3 cr)  
Covers arithmetical principles and computations. Develops the mathematical proficiency necessary for selected curriculum entrance (3 hours per week).

MTH 03 BASIC ALGEBRA I (3 cr)  
Develops mathematical proficiency necessary for selected curriculum entrance. Prerequisites satisfactory score on an appropriate proficiency examination or MTH 02. (3 hours per week).

MTH 04 BASIC ALGEBRA II (3 cr)  
Develops the mathematical proficiency in intermediate algebra necessary for selected curriculum entrance.

Prerequisite satisfactory score on an appropriate proficiency examination and MTH 03 or equivalent (4 hours per week).

MTH 06 BASIC GEOMETRY (3 cr)  
Develops the mathematical proficiency in geometry necessary for selected curriculum entrance. Prerequisites satisfactory score on an appropriate proficiency examination and MTH 03 or equivalent (3 hours per week).

MTH 21-22 SURVEY OF TECH MATH I-II (3 cr)(3 cr)  
Provides a foundation in mathematics with emphasis in arithmetic, basic algebra, geometry, and trigonometry. Presents applications directed to specialty options. Lecture 3 hours per week.

MTH 103-104 APPLIED TECHNICAL MATH I-II (3cr) (3 cr)  
Provides a foundation in mathematics with emphasis in arithmetic, basic algebra, geometry, and trigonometry. Directs applications to specialty areas. Prerequisites satisfactory score on an appropriate proficiency exam and MTH 02 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.

MTH 120 INTRODUCTION TO MATHEMATICS (3 cr)  
Introduces number systems, logic, basic algebra, systems of equations, and descriptive statistics. Prerequisites satisfactory score on an appropriate proficiency examination or MTH 02 and ENG 04. Lecture 3 hours per week.

MTH 151-152 MATHEMATICS FOR THE LIBERAL ARTS I-II (3 cr) (3 cr)  
Covers the basic concepts and methods of mathematics, computer science, and statistics. Presents topics including number theory, logic, functions, elementary computer concepts, problem-solving, probability, and statistics. Prerequisite: satisfactory score on an appropriate proficiency examination or MTH 03, MTH 04 and MTH 06 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.) Prerequisites: MTH 03, MTH 04, and MTH 06 or equivalent. Lecture 3 hours per week.

**PNE 187 NURSING CONCEPTS II** (9 cr)  
Explores the use of the nursing process to meet the multidimensional needs of individuals and developing families. 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, ENG 111, NUR 136. Lecture 5 hours. Laboratory 12 hours. Total 17 hours per week.

**PNE 188 NURSING CONCEPTS III** (6 cr)  
Teaches nursing care of individuals and/or families experiencing alterations in health, utilizing the nursing process. Includes computer and math computational skills related to the delivery of nursing care. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. Prerequisite PNE 187. Lecture 3 hours. 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. 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. 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.

PLS 136 STATE AND LOCAL POLITICS (3 cr)  
Teaches 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**

PSY 135 CHILD CARE PSYCHOLOGY (3 cr)  
Analyzes the development of the child from conception to adolescence with concentration on physical, cognitive, emotional, and social growth patterns. Includes theory, research and practical applications. Provides background for careers involving continuous work with children. Prerequisites ENG 01 and 04. Co-requisites ENG 03 and 05. Lecture 3 hours per week.

PSY 200 PRINCIPLES OF PSYCHOLOGY (3 cr)  
Examines human and animal behavior, relating experimental studies to practical problems. Includes topics such as sensation/perception, learning, memory, motion, emotion, stress, development, intelligence, personality, psychopathology, therapy and social psychology. Prerequisites ENG 01 and 04. Co-requisites ENG 03 and 05. Lecture 3 hours per week.

PSY 215 ABNORMAL PSYCHOLOGY (3 cr)  
Explores historical views and current perspectives on abnormal behavior. Emphasizes major diagnostic categories and criteria, individual and social factors of maladaptive behavior, and types of therapy. Includes methods of clinical assessment and research strategies. Prerequisites PSY 200, ENG 03, and ENG 05. Lecture 3 hours per week.

PSY 235 CHILD PSYCHOLOGY (3 cr)  
Studies development of the child from conception to adolescence. Investigates physical, intellectual, social, and emotional factors involved in the child's growth. Lecture 3 hours per week.

PSY 236 ADOLESCENT PSYCHOLOGY (3 cr)  
Studies development of the adolescent. Investigates physical, intellectual, social, and emotional factors of the individual from late childhood to early adulthood. Lecture 3 hours per week.

PSY 237 ADULT PSYCHOLOGY (3 cr)  
Studies development of the adult personality. Investigates physical, intellectual, social, and emotional aspects of aging from early adulthood to death. 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 psycho-social growth. Prerequisites ENG 01 and 04. Co-

requisites 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. Laboratory 2 hours. Total 5 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 exchanges, electrical equipment, drive components, and hand tools. Prerequisite PPT 171. Lecture 3-4 hours. Laboratory 2 hours. Total 5 hours per week.

PPT 173 PULP AND PAPER OPERATION III (4 cr)  
Introduces the fundamentals of fluid, power, electrical, water and mechanical systems and specialized Kraft pulping basics and procedures. Traces the pulp processing from stock preparation to the papermaking options and bleaching,, and provides aspects of process options troubleshooting. Prerequisite PPT 172. Lecture 3 hours. Laboratory 2 hours. Total 5 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. Total 3 hours per week.

## **SPANISH**

SPA 101-102 BEGINNING SPANISH I-II (4 cr) (4 cr)  
Introduces understanding, speaking, reading, and writing skills and emphasizes basic Spanish sentence structure. May include an additional hour of oral drill and practice per week. Prerequisites ENG 03 and 05. Lecture 4 hours per week.

SPA 201-202 INTERMEDIATE SPANISH I-II (4 cr) (4 cr)  
Continues to develop understanding, speaking and writing skills. Spanish is used in the classroom. Prerequisite SPA 102 or equivalent. May include an additional hour of oral drill and practice per week. Lecture 4 hours per week.

## **SPEECH AND DRAMA**

SPD 110 INTRODUCTION TO SPEECH COMMUNICATIONS (3 cr)  
Examines the elements affecting speech communication at the individual, small group, and public communication levels with emphasis on practice of communication at each level. Prerequisites ENG 03 and 04. Co-requisite ENG 05. Lecture 3 hours per week.

## **STUDENT DEVELOPMENT**

STD 100 ORIENTATION (1 cr)  
Assists students in transition to colleges. Provides overviews of college policies, procedures, curricular offerings. Encourages contacts with other students and staff. Assists students toward college success through information regarding effective study habits, career and academic planning, and other college resources available to students. May include English and placement testing. Strongly recommended for beginning students. Required for graduation. Lecture 1 hour per week.

STD 104 STUDY SKILLS (1-3 cr)  
Assists students in planning strategies to overcome nonproductive study habits and in implementing positive study behaviors. Includes management, memory improvement, note taking, and test taking. Lecture 1-3 hours 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. Cover three segments: personal development, career education, and study skills. Emphasizes the special needs of the re-entry woman. Provides education and support for the individual. Lecture 2 hours per week.

STD 106 PREPARATION FOR EMPLOYMENT (1-2 cr)  
Provides experience in resume writing, preparation of applications, letters of application, and successfully preparing

for and completing the job interview. Assists students in identifying their marketable skills and aptitudes. Develops strategies for successful employment search. Assists students in understanding effective human relations techniques and communication skills in job search. Lecture 1-2 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.

STD 108 COLLEGE SURVIVAL SKILLS (1 cr)  
Introduces study skills, career, and life planning. Emphasizes development of "coping skills" such as listening, interpersonal relations, competence, and improved self concept. Lecture 1 hour per week.

STD 109 STUDENT LEADERSHIP DEVELOPMENT (1 cr)  
Provides opportunities for students to learn leadership theory and skills for application in campus organizations, committees and groups. Lecture 1 hour per week.

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

(INSERT APPROPRIATE PREFIX) 90, 190, 290  
COORDINATED PRACTICE OR INTERNSHIP  
IN (Insert Appropriate Discipline) (1-5 cr)  
Includes supervised practice or on-the-job training in selected curriculums coordinated by the college. Credit/practice ratio maximum 1:5 hours. May be repeated for credit. Variable hours.

(INSERT APPROPRIATE PREFIX) 95, 195, 295 TOPICS IN:  
(Insert Appropriate Topic) (1-5 cr)  
Specializes in career orientation and training program without pay in selected businesses and industry, supervised and coordinated by the College. Credit/work ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

(INSERT APPROPRIATE PREFIX) 97, 197, 297  
COOPERATIVE EDUCATION IN (Insert Appropriate Discipline) (1-5 cr)  
Supervises an on-the-job training for pay in approved business, industrial or service firm coordinated by the College's Cooperative Education office. Is applicable to all occupational-technical curricula at the discretion of the College. Credit/work ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.





## *Student Policies and Procedures*

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 established within DSLCC for any legitimate and legal purpose. Affiliation with an extramural organization shall not, in itself, disqualify the institution branch or chapter from institution privileges.
- 10. The following regulations apply to organizations on campus.
  - A. A group shall become an organization when formally recognized by DSLCC. All groups that meet the following requirements shall be recognized.

15. No individual, group, or organization may use the institution's name without the express authorization of the institution except to identify the institutional affiliation. Institution approval or disapproval of any policy may not be stated or implied by an individual, group, or organization.

### ***Publications***

16. A student, group, or organization may distribute written material on campus without prior approval providing such distribution does not disrupt the operations of DSLCC.
17. The student press is to be free of censorship. The editors and managers shall not be subject to disciplinary action because of student, faculty, administration, alumni, or community disapproval of editorial policy or content. Similar freedom is assured oral statements of views on an institution controlled and student operated radio or television station.

This editorial freedom entails a corollary obligation under the canons of responsible journalism, the First Amendment, and applicable regulations of the Federal Communications Commission.

18. All student communications shall explicitly state on the editorial page or in broadcast that the opinions expressed are not necessarily those of the institution or its student body.
19. All constituents of the institutional community are free, individually and collectively, to express their views on issues of institutional policy and on matters of interest to the student body. Clearly defined means shall be provided for student expression on all institutional policies affecting academic and student affairs.

### ***Student Participation and Demonstration***

20. The role of student government and its responsibilities shall be made explicit. There should be no review of student government actions except where review procedures are agreed upon in advance or those that are required by state or college policy.
21. On questions of educational policy, students are entitled to a participatory function.
  - A. Faculty-student committees shall be created to consider questions of policy affecting student life.

- B. Students shall be designated as members of standing and special committees concerned with institutional policy affecting academic and student affairs, including those concerned with curriculum, discipline, admissions, and allocation of student funds.

22. The right of peaceful protest is granted. DSLCC retains the right to assure the safety of individuals, the protection of property, and the continuity of the educational process.
23. Orderly picketing and other forms of peaceful protests are permitted on institution premises with the following qualifications.
  - A. Such activities must not interfere with entrance or exit from facilities, movement within institution facilities, or interrupt classes or damage property.
  - B. The institution may choose to impose its own disciplinary sanctions without involving local enforcement bodies.
24. Orderly picketing and orderly demonstrations are permitted in public areas subject to the requirements of non-interference.
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

### *Privacy*

33. Students have the same rights of privacy as any other citizen and surrender none of those rights by becoming members of the academic community.
34. The institution is neither arbiter nor enforcer of student morals. No inquiry is permitted into the activities of students away from the campus where their behavior is subject to regulation and control by public authorities.

### *Student Records*

35. The privacy and confidentiality of all student records shall be reserved. Official student academic records, supporting documents, and other student files shall be maintained only by members of the institution staff employed for that purpose. A separate Student Academic folder will be maintained which may include, but not be limited to, academic records, supporting documents, and general educational records; records of disciplinary proceedings; psychiatric records; and financial aid records.
36. No entry may be made on a student's academic record and no document may be placed in his or her file without actual notice to the student. Publication of grades, announcement of honors, and written correspondence shall constitute notice.
37. Access to his or her records and files is guaranteed every student subject only to reasonable regulation as to time, place, and supervision.

A student may challenge the accuracy of any entry or the presence of any item by bringing the equivalent of an equitable action against the appropriate person before the judicial body to which the student would be responsible under Section 1.E.

38. No record may be made in relation to any of the following matters except upon the express written request of the student. The completion of an admission or employment application constitutes permission.
  - A. Race
  - B. Religion
  - C. Political or social views
  - D. Membership in any organization other than honorary and professional organizations directly related to the educational process.

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 & 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

for a hearing which shall not be less than seven or more than fifteen school days after the student's response.

47. A calendar of the hearings in a disciplinary proceeding shall be fixed after consultation with the parties. DSLCC shall have discretion to alter the calendar for good cause.
48. Hearings shall be conducted in such manner as to do substantial justice.
  - A. Hearings shall be private if requested by the accused or accuser. If hearings involve more than one student, severance shall be allowed upon request.
  - B. An accused student has the right to be represented by counsel or an adviser who may come from within or without DSLCC. The advisor has no procedural standing nor any right to be heard.
  - C. Except for such simple announcements which may be required covering the time of hearings and similar matters, public statements, including those that may be made in the classroom, and publicity about a case shall be prohibited so far as possible until all proceedings have been completed.
  - D. Any party to the proceeding may request the privilege of presenting witnesses subject to the right of cross-examination by the other parties.
  - E. Production of records and other exhibits may be required.
49. In the absence of a transcript, there shall be both a digest and a verbatim record, such as a tape recording, of the hearing in cases that may result in the imposition of the sanctions of restitution, suspension, or expulsion as defined in 37.
50. No recommendation for the imposition of sanctions may be based solely upon the failure of the accused student to answer the charges or appear at the hearing. In such a case, the evidence in support of the charges shall be presented and considered.
51. An appeal from a decision by the initial hearing board may be made within ten days of the decision by any party to the president or his designee.

- A. An appeal shall be limited to a review of the full report of the hearing board for the purpose of determining whether it acted fairly in light of the charges and evidence presented.
- B. An appeal by the institution, in which the decision is reversed, shall be remanded to the initial hearing board for a determination of the appropriate sanctions.

#### ***Judicial Authority***

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 the Microcomputer Use Policy of Dabney S. Lancaster Community College***

##### ***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 microcomputing resources to protect the integrity of the computing

Section 1: Members of the student body shall include all enrolled students at Dabney S. Lancaster Community College.

Section 2: The voting membership shall consist of all students enrolled in credit courses.

### ***Article III***

#### **Student Senate**

Section 1: The Student Senate shall represent the student body.

Section 2: The Student Senate shall consist of ten members elected at large from the student body. Five members shall constitute a quorum for conducting business.

Section 3: 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.

Section 4: 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.

Section 4a: An elected student must maintain a minimum semester and cumulative grade-point average of 2.0

Section 4b: 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.

Section 2: An amendment must be published three weeks prior to a referendum vote of the student body.

Section 3: By-laws can originate either from the student body or the Student Senate but must be ratified by a majority vote of the Student Senate and be a simple majority of the votes cast by the student body.

***Article VIII***

Ratification

This Constitution shall be considered ratified upon approval by the faculty meeting as a committee of the whole, by the endorsement of the President of the College, and a two-thirds majority of the votes cast by the student body. Upon ratification, this constitution shall supersede any and all previous and existing constitutions of the Dabney S. Lancaster Community College's Student Senate.

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*Poverty has many roots, but the tap root is ignorance.*

*Lyndon Baines Johnson*

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 M.A., The Ohio State University  
 Ph.D., The Ohio State University

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 M.S., University of Omaha  
 Ph.D., Virginia Polytechnic Institute and State University

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*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

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 & 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

Barnes, John S., *Political Science, History, and Sociology*  
 A.B., West Virginia University  
 A.M., West Virginia University

Biggs, Machel C., *Mathematics*  
 B.S., Emory and Henry College  
 M.S., Radford College

Douglas, Renee M.  
*Program Head, Administration of Justice*  
 B.A., Roanoke College  
 M.A., C.W. Post College of Long Island University

Goralewicz, Robert J., *Director of Student Services*  
 B.S., Concord College  
 M.S., Radford University  
 Ed.D., Vanderbilt University

Hanner, Jack B., *Foreign Language*  
 B.A., Greensboro College  
 M.A., Appalachian State University

Hawse, Joan B., *Nursing*  
 A.A.S., DSLCC  
 B.S., Radford University  
 M.S., Virginia Commonwealth Univ./Med. College of Va.

Herwald, Melvyn, *Program Head, Electronics*  
 B.S., Carnegie Institute of Technology  
 M.S., Carnegie Institute of Technology



### ***SENIOR ADJUNCT FACULTY***

Broughman, Joyce, *Child Care*  
B.S., University of Virginia  
M.Ed., James Madison University

Bland, Earl A., *Religion*  
B.M.T., University of Missouri, Kansas City  
B.M.C., University of Missouri, Kansas City  
M.Div., Louisville Presbyterian Seminary  
D.Min., Columbia Theological Seminary

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  
M.S.Ed., Virginia Polytechnic Institute and State Univ.

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

Mattox, Ada T., *English/ Reading*  
B.A., Carson-Newman College

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

Reister, Robert W., *Psychology*  
B.A., West Virginia University  
M.S., Auburn University  
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M.F.A., Yale University

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B.A., Hampden-Sydney College  
J.D. University of Virginia  
M.Div., Union Theological Seminary

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B.S., Emory & Henry College  
M.Ed., University of Virginia

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B.S., James Madison University

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Robert Drewry,  
*Dean of Financial & Administrative Services*  
Valerie Hepler, *Executive Secretary*  
Janie Barnette, *Business Manager*  
Frankie Hampton, *Accountant Senior*  
Judy Dotson, *Payroll Officer*  
Joyce Emerson, *Human Resources*  
Kim McCoy, *Cashier/Local Funds Accountant*  
Barbara Hurt, *Accounts Payable and Purchasing*  
Hazel Wright, *Offices Services Assistant*  
Feng Hou,  
*Director of Information Technology*  
Amy McKinney,  
*Computer Network Technician, Senior,  
Computer Services*  
Thomas Burnette, *Computer Network Technician*  
Position vacant,  
*Computer Operations Tech., Administrative  
Data Processing*  
Melissa Unroe,  
*Office Services Specialist, Administrative Data  
Processing*  
Colby Durham, *Manager, Auxiliary Services*  
Charles Bland, *Security/Courtesy Patrol*

**BUILDINGS AND GROUNDS**

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Becca Anderson, *Secretary, Buildings and Grounds*  
Charles Bowen, *Housekeeping Worker*  
Kathy Campbell, *Housekeeping Supervisor*  
Charles Dean, *Housekeeping, Armory*  
George Dobbs, *Housekeeping Worker*  
W.L. Dressler, *Grounds Supervisor*  
Neal Zentmyer, *Housekeeping Worker*  
Roger Hayslett, *Housekeeping Worker*  
Danny Nicely, *Grounds Worker*  
Allen McKinney, *Trades/Utilities Worker*  
Ted Wiseman, *Carpenter*

**FOOD SERVICES**

Angie Montgomery, *Food Production Worker A*  
Donna Phillips, *Food Services Operator*

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*A great teacher never strives to explain his  
vision – he simply invites you to stand  
beside him and see for yourself.*

*Rev. R. Inman*

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# *Dabney S. Lancaster Community College*

## **Admission Application and In-State Tuition Application**

### *HOW TO APPLY TO DSLCC*

#### **FOR ALL STUDENTS SEEKING A DEGREE OR CERTIFICATE:**

1. Complete the entire Admission Application including the in-state tuition section. Return it to Student Services located in Backels Hall or to a DSLCC representative.
2. Send official transcripts from all high schools, colleges and universities attended or GED test scores to DSLCC. High school transcripts may not be required if your record is over ten years old or if you have completed 20 semester hours (or equivalent) at a regionally accredited college or university. Waiver of the high school transcript must be approved by the counselor.
3. Complete the Placement Test. The test is normally administered at the College prior to registration at no cost to the student. If you have taken the SAT within two years prior to entry, you may contact the counseling office to discuss possible exemption from testing.
4. Make an appointment with a DSLCC counselor or advisor to discuss your test scores, what curriculum you are interested in, and what classes you would like to take.

#### **FOR ALL NON-DEGREE OR CERTIFICATE SEEKING STUDENTS**

Complete the entire Admission Application including the in-state tuition section. Return it to Student Services located in Backels Hall or to a DSLCC representative.

*Dabney S. Lancaster Community College  
P.O. Box 1000, Rt. 60 West  
Clifton Forge, VA 24422  
540/862-4246 (V/TDD) ext. 318 or  
540/463-4289 in Rockbridge County,  
Rockbridge Regional Center,  
540/463-6673*

Application for Admission to:

DABNEY S. LANCASTER COMMUNITY COLLEGE

FOR OFFICE USE ONLY

PLEASE PRINT OR TYPE

P.O. Box 1000 Clifton Forge, VA 24422 540/862-4246 (V/TDD) or 540/463-4289 in Rockbridge Co.

NEW READMIT

Information identifying age, gender, race is voluntary and is used for research, reporting, and student services. Such information is not used for admission decisions.

Data Entry Date Initials

1. I wish to begin classes: a. Year b. Semester 2. Social Security Number 3. Last Name First Name MI Jr., 3rd 4. Mailing Address Number and Street City State Zip 5. Former Name 6. Birthdate 7. Home Phone Business Phone

Check those applicable and fill in all requested information

8. Education I received a High School Diploma from GED from I have not received a high school diploma or GED. I am currently enrolled in high school College Last Attended Previous Degree Have you attended DSLCC?

9. Present Residence City of OR County of 10. How long have you lived in Virginia? (Must complete In-State Tuition forms)

11. Do you want Student Financial Aid information? YES NO 12. Gender Male Female 13. Race White Black American Indian or Alaskan Native Asian or Pacific Islander Hispanic Other 14. Citizen of the U.S.A. YES NO If no, give Country VISA type VISA Number Date Issued

15. I intend to pursue degree, diploma, or certificate: YES, Curriculum/Program of Interest NO, Non-Curricular Name of Program 16. Type of Student: New Readmit Have attended other colleges 17. Active duty military, veteran, or dependent eligible for and planning to use VA benefits: YES NO 18. Date of Discharge (If applicable) MO DAY YEAR 19. Senior Citizen Benefits YES NO

20. Person(s) to be contacted in emergency: Name Phone I certify that the above statements are true and correct to the best of my knowledge. I will abide by the rules and regulations of the college.

Signature of Applicant Signature of Parent/Guardian (if applicant under 18) Date

It is the policy of Dabney S. Lancaster Community College to promote equal opportunity in educational programs and activities, admission, and employment without regard to race, creed, gender, national origin, disability, or any other non-merit factor.

DO NOT WRITE BELOW THIS LINE OFFICE USE ONLY H.S. CODE COL CODE CURR. CODE JURIS. DICTION DIV/ADV COUN COL ATTEND PREV DEGREE SP