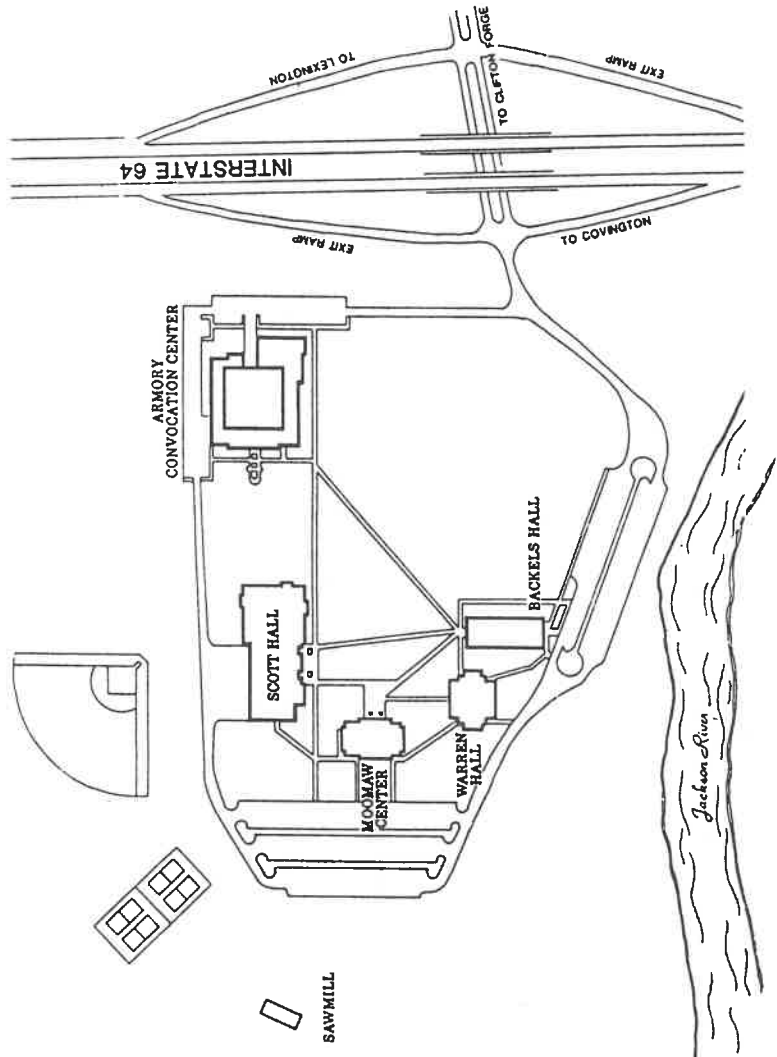


Dabney S. Lancaster Community College

Clifton Forge, Virginia

- BACKELS HALL**
Rooms 104-154 First Floor
Rooms 202-230 Second Floor
Computer Lab, Science Labs
Mechanical Design, Nursing
Student Services, Business Office,
President's Office
- SCOTT HALL**
Rooms 300-388
Arts, Sciences and Nursing
Learning Resources Center
Welding Lab, Pulp and Paper,
and Forestry Labs
JTPA, Achievement Center
- WARREN HALL**
Room 405-437
Occupational/Technical Programs
Single Parent/Displaced Homemaker
Administration of Justice,
Administrative Support Tech.,
Business Management, Electronics
- MOOMAW CENTER**
Rooms 502-520
Bookstore, Grill,
Student Activities
- ARMORY**
Rooms 600+
Gym, Classrooms
Faculty Offices, National Guard



DABNEY S. LANCASTER
COMMUNITY COLLEGE **R**

**ACADEMIC CATALOG AND
STUDENT HANDBOOK
1996-98**

MAIN CAMPUS

P.O. Box 1000, Route 60 West
Clifton Forge, Virginia 24422
540/862-4246 (V/TDD)
540/463-4289 in Rockbridge Co.

Rockbridge Regional Center

College Square Shopping Center
Lexington, Virginia 24450
540/463-6673

Administrative Office Hours:

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

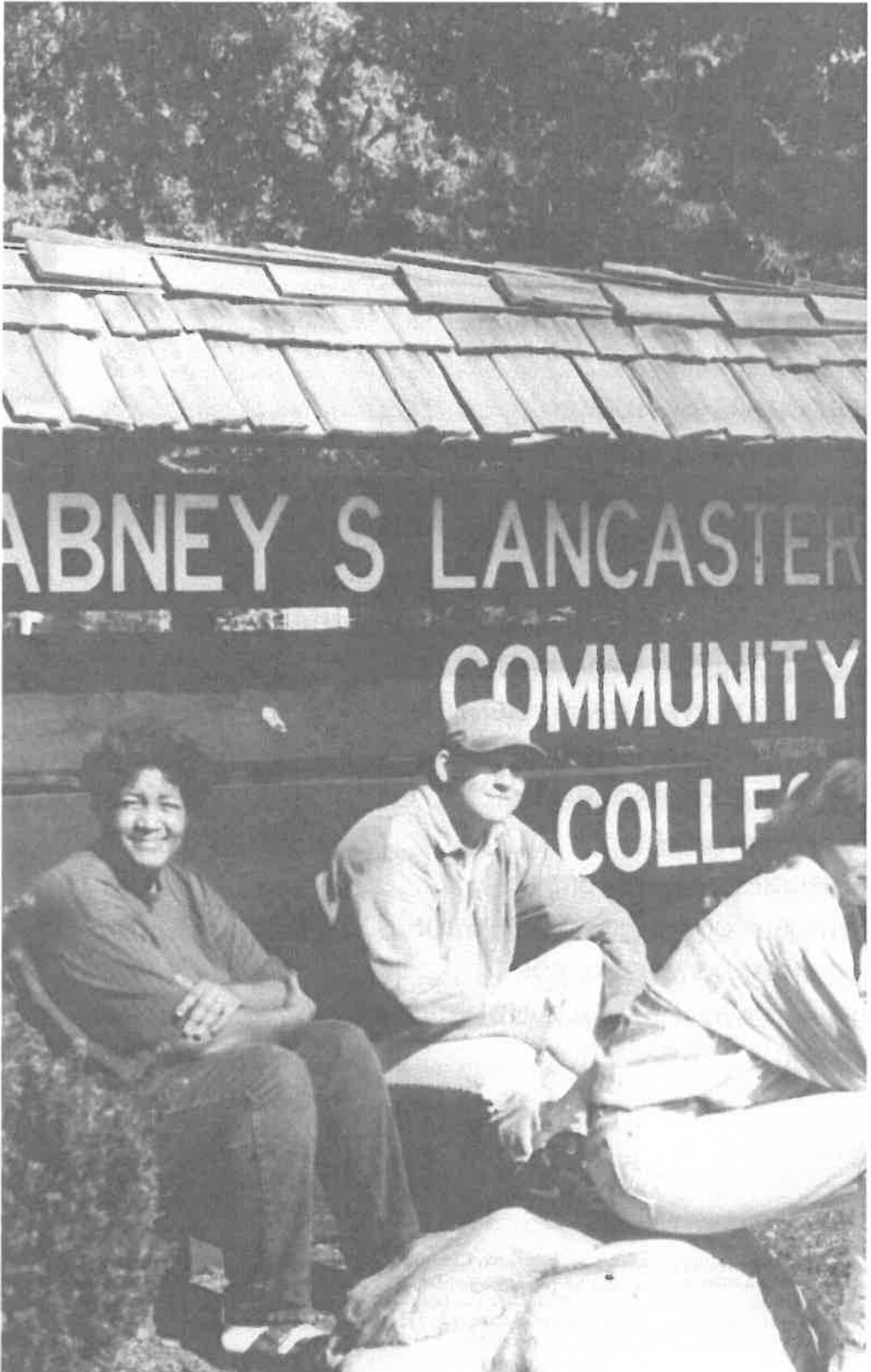
Learning Resources Center Hours

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

The statements and provisions of this catalog are not to be regarded as an irrevocable contract between the student and the College. The College reserves the right to change any provisions, schedules, programs, courses, or fees as might be required. Any changes made will be made known to the student through the Fall, Spring, or Summer Schedule of Classes or through supplements to this catalog.

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SPRING SEMESTER, 1997

REGISTRATION - November 25 - December 20

WALK-IN REGISTRATION - January 2 - January 7

CLASSES BEGIN	January 8
LAST DAY TO ADD/DROP OR RECEIVE REFUND	January 21
UNSATISFACTORY GRADE REPORT	February 28
LAST DAY TO WITHDRAW WITHOUT ACADEMIC PENALTY	March 7
SPRING BREAK	March 10-14
LAST DAY OF CLASSES	April 29
FINAL EXAMS, READING DAYS/SNOWMAKE-UP DAYS	April 30-May 8
GRADUATION	May 10

JANUARY							FEBRUARY							MARCH							APRIL							MAY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
26	27	28	29	30	31	23	24	25	26	27	28	23	24	25	26	27	28	29	27	28	29	30	25	26	27	28	29	30	31					

SUMMER SESSION, 1997

REGULAR SUMMER SESSION (12 weeks)

REGISTRATION - May 5 - May 19

CLASSES BEGIN	May 19
LAST DAY TO ADD/DROP OR RECEIVE REFUND	May 30
INDEPENDENCE DAY HOLIDAY (No classes)	July 4
LAST DAY TO WITHDRAW WITHOUT ACADEMIC PENALTY	July 7
LAST DAY OF CLASSES	August 7
FINAL EXAMS	August 8

FIRST SUMMER SESSION (6 weeks)

CLASSES BEGIN	May 19
LAST DAY TO ADD/DROP OR RECEIVE REFUND	May 23
LAST DAY TO WITHDRAW WITHOUT ACADEMIC PENALTY	June 13
LAST DAY OF CLASSES	June 26
FINAL EXAMS	June 27

SECOND SUMMER SESSION (6 weeks)

REGISTRATION - JUNE 23-JUNE 30

CLASSES BEGIN	June 30
INDEPENDENCE DAY HOLIDAY (No classes)	July 4
LAST DAY TO ADD/DROP OR RECEIVE REFUND	July 7
LAST DAY TO WITHDRAW WITHOUT ACADEMIC PENALTY	July 25
LAST DAY OF CLASSES	August 7
FINAL EXAMS	August 8

MAY							JUNE							JULY							AUGUST											
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25	26	27	28	29	30	31	29	30	27	28	29	30	31	24	25	26	27	28	29	30	24	25	26	27	28	29	30					

FALL SEMESTER, 1997

REGISTRATION - July 14 - August 15
WALK-IN REGISTRATION - August 18 - August 22

CLASSES BEGIN August 25
 LABOR DAY HOLIDAY (No classes) September 1
 LAST DAY TO ADD/DROP OR RECEIVE REFUND September 8
 MID-SEMESTER BREAK October 14
 UNSATISFACTORY GRADE REPORTS October 17
 LAST DAY TO WITHDRAW WITHOUT ACADEMIC PENALTY October 24
 THANKSGIVING HOLIDAYS (No classes) November 26-28
 LAST DAY OF CLASSES December 12
 FINAL EXAMS December 15-18
 HOLIDAY BREAK (No classes) December 19 - January 9

AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER																																					
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SPRING SEMESTER, 1998

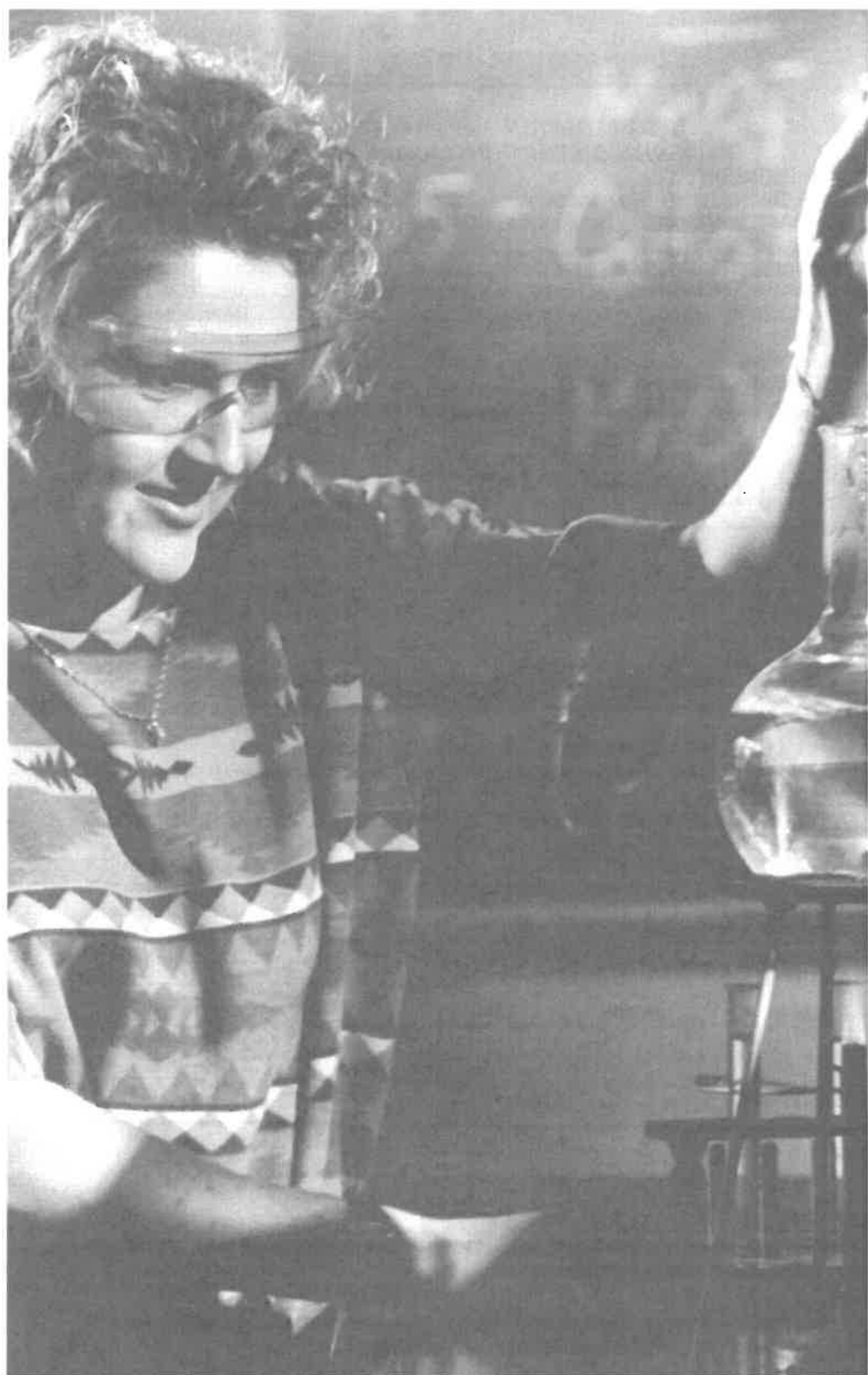
REGISTRATION - November 24 - December 19
WALK-IN REGISTRATION - January 2 - January 9

CLASSES BEGIN January 12
 LAST DAY TO ADD/DROP OR RECEIVE REFUND January 26
 MID-SEMESTER BREAK February 23
 UNSATISFACTORY GRADE REPORT February 27
 LAST DAY TO WITHDRAW WITHOUT ACADEMIC PENALTY March 6
 SPRING BREAK March 9-13
 LAST DAY OF CLASSES May 4
 FINAL EXAMS, READING DAYS/SNOW MAKE-UP DAYS May 5-12
 GRADUATION May 15

JANUARY							FEBRUARY							MARCH							APRIL							MAY																																													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S																																							
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During registration students must schedule an appointment with a counselor or advisor in Student Services.

During walk-in registration students do not need to make an appointment and are seen on a first-come, first-served basis.



GENERAL INFORMATION

THE COLLEGE

Dabney S. Lancaster Community College is a two-year public institution of higher education serving as a member of the statewide Virginia Community College System. The College serves 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.

It 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 supplemented by contributions from the service area counties and cities, the federal government, businesses, individuals, and student tuition.

LOCATION AND FACILITIES

Dabney S. Lancaster Community College 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 offered 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 redesignated 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 chairman 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 area.

Occupational-technical education, transfer education, developmental studies, continuing education, and community services are the primary avenues through which the mission is fulfilled. To assure that all students have the opportunities for success, each college shall provide a comprehensive program of student development services.

ACADEMIC OFFERINGS

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

1. **Occupational-Technical Education.** The occupational and technical education programs are designed to meet the increasing demand for technicians as well as semi-professional and skilled workers in business, industry, and government. The curriculums are planned primarily to meet the occupational needs in the region served by the College.
2. **University Parallel-College Transfer Education.** The university parallel-college transfer program includes freshman and sophomore courses in arts and sciences and pre-professional programs meeting standards acceptable for transfer to baccalaureate degree programs at four-year colleges and universities.
3. **General Education.** The programs in general education encompass the common knowledge, skills, and attitudes needed by each individual to be effective as a person, a worker, a consumer and a citizen.
4. **Continuing Adult Education.** Adult education programs are offered to enable the adults in the region to continue their learning. This work includes both credit and non-credit courses offered during the day and evening hours.
5. **Special Training Programs.** Special training is provided where specific job opportunities are available for new or expanding industries. It is coordinated with Virginia's economic expansion efforts and with the needs of employers.
6. **Developmental Studies Program.** Developmental courses are offered to prepare individuals for admission to a curriculum in the College. These classes are designed to help the individual develop the basic skills and understandings necessary to succeed in other College programs.
7. **Specialized Regional and Community Services.** The facilities and personnel of the College are available to provide educational and cultural opportunities for citizens of the region. Community services include faculty and staff speaking engagements, cultural events, workshops, conferences, seminars, special courses, public affairs, lectures and forums, extension programs offered by four-year institutions, films, exhibits and use of campus facilities and services, including the Library, Audiovisual Center, and recreational facilities.

GENERAL EDUCATION OBJECTIVES

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

Students nearing the completion of the requirements for graduation will be required to participate in activities that will assess their achievement of the following objectives:

1. **Communication.** Develop the ability to communicate effectively through speaking, active listening, reading, and writing.
2. **Learning Skills.** Develop a desire for continued learning by acquiring skills needed to pursue learning and an appreciation for personal growth.
3. **Critical Thinking.** Develop problem recognition and solving skills by using critical thinking, scientific principles/methods, and creativity.
4. **Personal Ethics.** 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.** 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.** Develop the ability to understand and apply math to the activities of daily living and to know how to use computer applications.
7. **Understanding Culture and Society.** Develop understanding and appreciation of cultures and ideas by developing an historical perspective and appreciation of the arts, and learning differences and commonalities among all humans.
8. **Understanding Science and Technology.** 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.** Develop an understanding of the relationship between mind, body, and maintenance of health.

ACCREDITATION AND MEMBERSHIPS

Dabney S. Lancaster Community College 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 accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the following degrees: Associate in Arts and Sciences (A.A. & S.) and Associate in Applied Science (A.A.S.).

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 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. The College does not discriminate on the basis of race, color, religion, national origin, political affiliation, gender, age or handicap in violation of the Americans with Disabilities Act of 1990 or other non-merit factors and complies with the Civil Rights Act of 1964. Dabney S. Lancaster Community College is further committed to ensuring equal treatment and equal access to its educational programs and facilities by all students.

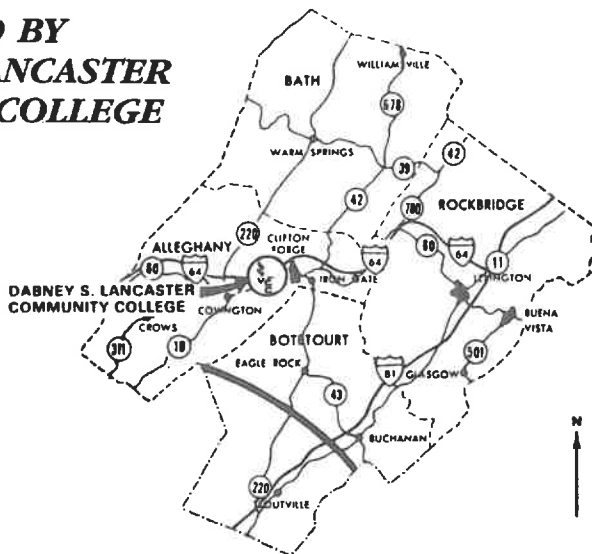
DSLCC EDUCATIONAL FOUNDATION

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

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

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

**AREA SERVED BY
DABNEY S. LANCASTER
COMMUNITY COLLEGE**





ADMISSION

GENERAL ADMISSION TO THE COLLEGE

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

For all degree or certificate seeking students, the following items are required:

1. A completed Application for Admission including completed state residency information;
2. 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. Completion of a placement test or satisfactory SAT scores (for more information see SAT Scores Section). The test is normally administered at the College prior to registration. DSLCC placement test series may not be required if the student has completed twenty semester hours (or the equivalent) at a regionally accredited college or university. Waiver of the placement test must be approved by a Student Services Counselor.

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.

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.

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 the counseling office at DSLCC.

<u>SAT SECTION</u>	<u>SCORE</u>	<u>SCORE</u>
	Test taken prior to 4/1/95	Test taken on or after 4/1/95
Verbal	400	480
Math	400	440
Math*	450	480

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

ADMISSION TO 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. Among the items generally considered in determining the eligibility of a student for admission to a curriculum in the College are educational and occupational experiences and other reasonable standards such as appropriate scores on the placement test to ensure that the student possesses the potential to meet program requirements.

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

ADMISSION TO COURSES

Admission to specific courses is available only when the student meets the prerequisite requirements for the course as identified in the *Course Description* or *Programs of Study* sections.

ADMISSION TO NON-CREDIT COMMUNITY SERVICE COURSES

Persons applying for non-credit courses do not need to meet College admission requirements.

VETERANS/NATIONAL GUARD ADMISSION

Most of the College's programs are approved by the State Department of Education for payment of veterans' benefits. Requests for benefits should be directed to the Veterans' Affairs Officer in Student Services. It is the lawful obligation of the Veterans' Affairs Officer to monitor the veteran's academic program and to inform the Veterans' Administration promptly of such matters as attendance, unsatisfactory progress and laps in enrollment. It is the student's responsibility to inform the Veterans' Affairs Officer immediately of any change in his or her status.

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

SENIOR CITIZEN'S ADMISSION

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

ADMISSION REQUIREMENTS FOR INTERNATIONAL STUDENTS

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

ADMISSION OF HOME SCHOOLED STUDENTS

Dabney S. Lancaster Community College will consider the admission of "home schooled students" who are at least 16-years old and comply with the following procedures:

1. Applicants 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 will be admitted when the applicant is 18 years of age and can demonstrate the ability to benefit from a program at the College.
4. Applicants will submit a college application and meet with a college counselor for course approval.
5. Basic skills testing in mathematics, English, and reading is required for course approval.
6. Following 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 may be required to 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 will be given to all qualified students who are residents of the political subdivisions supporting the College, provided 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.

TRANSFERRING FROM OTHER COLLEGES

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

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

Each student transferring from another college should consult the counselors in Student Services for an assessment of credits in order to determine his or her standing before registering for classes. DSLCC only accepts credit from regionally accredited colleges. No credit will be given for courses with grades lower than "C." A transfer student may be advised to repeat courses if it is clearly to his or her advantage to do so in order to make satisfactory progress in his or her curriculum. Only those credits or courses applicable to the DSLCC program will be officially applied to the student's record. The student will be informed of the amount of credit which will transfer as soon as possible, but no later than the end of the first academic term in which they are enrolled.

WAIVER OF REQUIREMENTS

Students who have reason to believe that previous educational studies, training programs or work experience may entitle them to an adjustment in the course requirements for a particular curriculum should contact Student Services to determine procedures before registering for classes.

ADVANCED STANDING INFORMATION

Dabney S. Lancaster Community College adheres to the philosophy that educational development (knowledge and/or expertise gained), regardless of how or where it occurred, is worthwhile and worthy of recognition. Therefore, curriculum students may receive advanced standing for demonstrated proficiency within a particular program or course sequence. Advanced standing is the administrative placement of a student beyond the basic course(s) in a program, allowing college credit for mastery of subject matter and/or other appropriate training, upon the submission of transcripts showing previous academic study, evidence of occupational experience or credit by exam. There is no credit-hour charge for credits earned in this manner.

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

It should be noted that, although an increasing number of colleges are accepting credits earned by examination for transfer purposes, not all colleges have adopted this policy. It is the responsibility of the student to acquire information on transfer policies at the institution he or she plans to attend.

1. **CLEP EXAMINATIONS for Advanced Standing.** The College Level Examination Program from the Educational Testing Service has been approved for obtaining credit by examination. Many subjects, such as English Composition, American History, American Government, General Psychology, Biology or Chemistry, are

available. Credit is awarded depending on the score attained. Students interested in participating in CLEP should contact their 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 occupational-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, or Certified Professional Secretaries' and Certified Legal Secretaries' exams 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 the counselors, 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. Final determination of credit will be made after the test results have been evaluated by the college.

TRANSFER BETWEEN CURRICULUMS

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 the counseling department or faculty advisor for assistance and 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, Dabney S. Lancaster Community College students may transfer to a four-year college or university. If students plan to transfer to a four-year college or university, it is their responsibility to acquaint themselves with the requirements of the department of the intended major field in the school to which transfer is contemplated and to be guided by the college or university in selecting courses. The College maintains a file of catalogs of many other colleges and universities. It is important that any student interested in transferring work closely with their advisor to ensure that they will enroll in courses which will transfer to the college or university of their choice.

University-Parallel Degree Programs

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

Associate in Applied Science Degree Programs

The Associate in Applied Science Degree Programs are designed as two-year programs. However, many four-year colleges and universities are now accepting credits earned in such programs when a student transfers into a comparable technical program. Students interested in transferring to a four-year institution after completing the AAS program should work closely with their advisor to identify four-year colleges and universities that will accept these credits and to ensure that they enroll in general education courses which are transferrable.

Articulation and Transfer Agreements

DSLCC has established articulation and transfer agreements with several colleges and universities which enable students in certain programs to transfer to these schools without losing credits. These schools include:

Bluefield College	State Univ. of New York
Eastern Kentucky University	Syracuse University
Ferrum College	Univ. of North Carolina at Charlotte
James Madison University	University of Virginia
Longwood College	Virginia Commonwealth University
Medical College of Virginia	Virginia State University
North Carolina State University	Virginia Tech
Old Dominion University	West Virginia Institute of Technology
Radford University	West Virginia University
Roanoke College	Western Michigan University

Guaranteed Admissions Agreement and Dual Admissions Agreement

DSLCC and Radford University have signed a Guaranteed Admissions Agreement. Under this agreement students in selected majors can be simultaneously enrolled at DSLCC and Radford University. Students will take their first two years at DSLCC and then transfer as juniors to Radford. They will receive the same consideration for limited class spaces, housing, registration, scholarships, etc. as students who started at Radford as freshmen.

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

DSLCC and Old Dominion University have signed a Dual Admissions Agreement. Under this program students who sign the agreement, maintain a 2.0 GPA, and graduate from one of the transfer programs at DSLCC will be guaranteed automatic admission as a junior at ODU.

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 the same opportunities for housing.

Under this program, DSLCC students will receive an ODU student ID which will allow them to attend ODU student activities such as basketball games while they are students at DSLCC.

After graduation from DSLCC students can go on to Norfolk or remain at DSLCC and take ODU classes through the Teletechnet 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 as to where this transcript is to be sent, and signature authorizing transcript release. Direct fax request to the Registrar's Office.

Due to limitations on access to student information 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 Educational 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 advisers, 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 of 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.

TUITION AND FEES

GENERAL TUITION

Tuition rates are subject to change. Tuition rates do not include activity fees.

A Virginia resident is one who has lived in, and is and has been a legal resident of Virginia for a period of at least one year prior to the commencement of the semester for which he or she is enrolling. (See Residency Requirements)

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

SENIOR CITIZENS TUITION WAIVER

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

VETERANS

Veterans who wish to receive G.I. Bill Education Benefits must contact the Office of Veterans' Affairs located in Student Services. The Veterans' Tuition Waiver provides free tuition and fees at state-supported institutions for the children of permanently disabled or deceased veterans of the U.S. armed forces. Requests for applications should be directed to the Office of Veterans' Affairs at DSLCC.

DEPENDENTS OF FIREFIGHTERS/POLICE OFFICERS KILLED IN THE LINE OF DUTY

Section SB-529 and SB 626 of the Code of Virginia provides free tuition to attend state-supported institutions of higher education for the dependents of persons killed in the line of duty to the state of Virginia or deceased, disabled, prisoners of war or missing in action as a result of any army conflict after December 6, 1941, involving the armed forces of the United States. For more information, contact the Financial Aid Office.

REFUNDS

Students shall be eligible for a refund for those credit hours dropped during the add/drop period (refunds made in accordance with state policy). The refund will be at the full credit rate for those credits dropped. After the add/drop period has passed, there will be no refunds.

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

OTHER COSTS

Student Activity Fee

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

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 the local college administration 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 the book 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 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. In addition, failure to meet financial obligations to the College may result in placement of the delinquent account with a collection agency, withholding from subsequent tax returns, litigation, and other collection procedures as may be 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 students' status and a service charge will be assessed for all returned checks.

STUDENT FINANCIAL ASSISTANCE

FINANCIAL AID

The purpose of the College's financial aid program is to provide the 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, and through area organizations, clubs, businesses and private citizens.

HOW TO APPLY FOR FINANCIAL AID

The best time to apply for financial aid is during January or February preceding the academic year of planned attendance. All students interested in applying for financial aid must do the following:

1. Apply for admission as a curriculum student to Dabney S. Lancaster Community College.
2. Complete the Free Application for Federal Student Aid. Return it to the processor who will send the student a Student Aid Report (SAR) or contact the DSLCC Financial Aid Office to arrange for electronic processing. Returning students must reapply for financial aid each academic year.
3. Complete the DSLCC Financial Aid Application and return it to DSLCC.
4. Bring the SAR report to the DSLCC Office of Student Financial Aid.

Certain loans and grants require other financial aid forms. Students should check with the College's Office of Student Financial Aid concerning these forms. There is no charge to apply. Priority deadline for campus-based aid is March 15.

ABILITY TO BENEFIT PROCEDURE

Students without a high school diploma or GED must demonstrate the ability to benefit from a course of study. In order to show an ability to benefit, a student must receive a score of at least 8.0 on an approved test. Test results will serve as official documentation of the student's ability to benefit.

Student financial aid will be withheld from students who are not able to demonstrate the ability to benefit, although students may, at their own expense, enroll in courses.

SATISFACTORY PROGRESS FOR FINANCIAL AID RECIPIENTS

Federal regulations require that students receiving federal financial aid make satisfactory academic progress in accordance with the standards set by the College. Exclusive of developmental studies, degree-seeking students may receive financial aid for no more than 15 percent of the time frame for program completion. These limitations also include all terms of enrollment, not only those terms when aid was awarded or received. Developmental studies courses are limited to one academic year, 24 semester hours, of enrollment.

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

For further information on the DSLCC Satisfactory Academic Progress Standard and to obtain a copy of these standards, contact the Office of Student Financial Aid.

The Student Financial Aid Committee—composed of students, representatives of the administrative, counseling and instructional staff—is appointed by the President of the College for the purpose of providing information concerning aid programs administering scholarship funds granted by donors, and reviewing student appeal 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 for 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 Education 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, FSLSE, 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 may be deducted from these refunds.

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 their check during the day, should contact the Office of Student Financial Aid for further arrangements.

BOOKSTORE CHARGES

Students may choose to charge textbooks and/or supplies in the DSLCC Bookstore up to the amount of his/her grant award minus appropriate tuition and fee charges. Eligible grant recipients may charge in the Bookstore during the first two weeks of classes each semester.

VETERANS SERVICES

The Veterans Affairs Office assists students in applying for VA benefits. Applications for VA benefits 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, 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 a veteran student's enrollment status, only those courses applying to their curriculum will be certified to the Veterans' Administration for payment of benefits.

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

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

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

SCHOLARSHIPS

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

The following scholarships are offered through the DSLCC Educational Foundation to graduating high school students:

LIFT SCHOLARSHIPS - Awarded to two students in the top 20 percent of their high school graduating class who have demonstrated strong leadership skills and significant community involvement.

BCC SCHOLARSHIPS - Awarded to two honor students from Bath County High School. If there are no Bath County applicants, the scholarships may be awarded to deserving students from the service area.

CFW COMMUNICATIONS SCHOLARSHIP - Awarded to a graduating senior who is in the top 20 percent of their graduating class, is a resident of the CFW Telephone Service Area, and plans to pursue a four-year degree. Must be an Allegheny or Covington High School graduate.

JULIA EDMONDS SCHOLARSHIP - Awarded to a graduating high school senior who

plans to enroll full-time at DSLCC and pursue a medical degree or to a student who will be enrolled in nursing courses at the College.

HONOR SCHOLARSHIPS - Awarded to graduating seniors who have evidenced high academic achievements, as well as outstanding contributions to their school and community. Must be in the top 20 percent of graduating class.

MARK LOCKHART MEMORIAL SCHOLARSHIP- Awarded to a student pursuing a medical or science related curriculum or who will be enrolled in nursing courses at DSLCC. Must be a graduate of Alleghany High School.

MARION AND CECIL MAY SCHOLARSHIP - Awarded to a student who graduates in the top 20 percent of their class and maintain a 2.5 GPA.

WESTVACO PULP AND PAPER SCHOLARSHIP- Awarded to a student entering the Pulp and Paper Technology program at DSLCC.

TIM BACKELS SCHOLARSHIP - Awarded to a high school senior with good academic standing and athletic participation. Must be a graduate of Alleghany High School.

NURSING SCHOLARSHIPS - Awarded to second year nursing students.

- Madonna Hepler Scholarship-Tuition
- Louise K. Lemon Scholarship - Tuition
- Mae S. Tucker Nursing Scholarship - Tuition
- Caul-Carter Book Scholarship
- Chandler-Carr Book Scholarship

The following scholarships are offered through civic and business organizations. For more information on other scholarships available, qualifications and how to apply, contact the Financial Aid Office.

- American Business Women's Association Scholarship
- Bartlett Tree Scholarship
- Elks National Scholarship
- Mary Marshall Nursing Scholarship
- Westvaco Minority Pulp & Paper Scholarship
- Veterans of Foreign Wars Post 1033

IDENT FINANCIAL ASSISTANCE PROGRAMS

Program	Who May Apply	Amount of Aid (Subject to Change)	Eligibility	How to Apply	Additional Information
Pell	All students who are U.S. citizens or lawful permanent residents.	Range: \$400 to \$2,340	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 DSLCC/Financial Aid Application (DSLCC/FAA). Students 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.
Work (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 Education.	File a FAFSA and a DSLCC/FAA.	The FWS program provides an opportunity for students to work part-time while attending college.
Mental Health (FSEOG)	All students who are U.S. citizens or lawful permanent residents.	Range: \$100 to \$4,000 per academic year.	All undergraduates who show a demonstrated financial need, as determined by the Dept. of Education.	File a FAFSA and a DSLCC/FAA.	The FSEOG program is a non-repayable grant for undergraduates with exceptional financial need.
Wealth (CA)	Virginia residents attending at least half time.	\$900 to \$1,300	Virginia residents with remaining financial need. Award amount varies with need amount.	File FAFSA and a DSLCC/FAA.	VSFAP/CH is a non-repayable state funded financial aid program.
Free (VGAP)	Virginia residents who are high school graduates attending college for the first time, full-time.	\$1,400	Dependent Virginia residents with school GPA of 2.5 and highest remaining need.	File FAFSA and a DSLCC/FAA and verification of high school GPA.	VSFAP/VGAF is a non-repayable state funded financial aid program.
Ship (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 financial aid program for undergraduates who demonstrate exceptional financial need.
Graduate (Last Program)	Degree seeking, financially needy, minority, in-state, first-time freshmen students.	Range: \$200 up to actual amount of 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.
Stafford (ad and dized)	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>
Tuition (PTAP)	Virginia residents enrolled for 3-5 credit hours per semester.	Maximum of tuition charges (does not 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.
Mental (FSLs)	All students who are U.S. citizens or lawful permanent residents.	Maximum of \$4,000 per year.	All independent undergraduates.	File a FSLS application with DSLCC Financial Aid Office. File a FAFSA and a DSLCC/FAA.	Repayment and interest provisions vary year to year. Students must notify lenders of changes in their status.

STUDENT FINANCIAL ASSISTANCE PROGRAMS CONTINUED

Aid Program	Who May Apply	Amount of Aid (Subject to Change)	Eligibility	How to Apply	Additional Information
Federal Parent Loan for Undergraduate (FPLUS)	All parents of students who are U.S. citizens or lawful permanent residents.	Amount may not exceed the students estimated cost of attendance minus other financial aid awarded.	All natural parents or legal guardians of dependent undergraduate, graduate or professional students.	File a FPLUS application with the DSLCC Financial Aid Office. File a FAFSA and a DSLCC/FAA.	Repayment interest provisions vary year. Students must notify lenders of their status.
Edvantage Loan	All students who are U.S. citizens or lawful permanent residents. At least one borrower on the loan must be a Virginia resident.	Range \$1,000 to \$15,000 per year.	All students who are pursuing a degree or certificate. Eligibility for a Stafford Loan must be determined before an Edvantage Loan is certified.	File an Edvantage Loan application with the DSLCC Financial Aid Office. Edvantage Loan applications are available from the Virginia Student Assistance Authorities. File a FAFSA and a DSLCC/FAA.	Repayment interest provisions vary year. Students must notify lenders of their status.
Short-Term Loans (Very limited)	Any Dabney S. Lancaster Community College student.	Varies	Emergency need for tuition or help.	File an application with DSLCC Financial Aid Office.	Repayment be made within 30 days of the loan.
DSLCC Educational Foundation Scholarships	High school honor graduates.	Maximum of tuition and fees.	Based on academic achievement and extra curricular activities.	File an application with the DSLCC Planning and Development Office.	Applications be received during preceding academic year you are applying.
Veterans Educational Benefits	All veterans.	Varies	Eligibility determined by Veterans Administration.	File a VA application with the DSLCC Veterans Affairs Office.	In addition to monthly benefits for VA Waiver and Financial through the Aid Office.
Local Grants and Scholarships	Any Dabney S. Lancaster Community College student.	Varies	Determined by need. In some cases special guidelines must be met.	File a FAFSA and a DSLCC/FAA. Some scholarships require additional applications.	Funded by College and local civic and private donors.
Virginia War Orphans Education Act.	Any son or daughter of a Virginian who, as a member of the armed forces, was killed or disabled in action.	Tuition and fees.	Student must be a Virginia resident between the ages of 16 and 25 and meet criteria.	File an application with the DSLCC Veterans Affairs Office.	Should file in advance of entering school. About 8-10 weeks required for processing.
Children of Deceased Law Enforcement Officers, Fire fighters and Members of Rescue Squads.	Any son or daughter of a Virginia law enforcement officer, a firefighter, or member of a rescue squad killed in the line of duty.	Tuition and fees.	Student must be a Virginia resident between the ages of 16 and 25 and meet criteria.	File an application with the DSLCC Financial Aid Office.	Should file in advance of entering school. About 10 weeks required for processing.

NOTE: All selected applicants and those students applying for educational student loans must provide a copy of their parent's and/or their Federal Income Tax Return (1040, 1040A, 1040EZ) for the prior year. Priority date for student aid applications is March 15.

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 curriculums (Business Administration, Education, General Studies, Liberal Arts, and Science) who may 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 curriculums 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 curriculums with a minimum of 12 to 15 semester hours.

ASSOCIATE DEGREE REQUIREMENTS

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

1. Have fulfilled all of the course requirements of their particular curriculum as outlined in the College catalog;
2. Have been recommended for graduation by the appropriate instructional authority in their curriculum;
3. Have completed at least 61 semester credits applicable to an associate degree of which twenty-five percent, excluding those received through credit by examination, must be acquired at the College;
4. Have completed the general education requirements (course work in English, Health, Mathematics/Science, Orientation, Physical Education, and Social Science) for an associate degree;
5. Have earned a grade point average of at least 2.0 on all studies which are applicable toward graduation in his or her particular curriculum;
6. Have 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. Have resolved all financial obligations to the College and returned all materials, including library books;

8. Have completed all assessment projects including a test(s) of competency in general education.
9. Have attended graduation exercises.

CERTIFICATE REQUIREMENTS

When a student successfully completes a program of instruction which does not lead to an associate degree, he or she may be awarded a certificate. Also, if they pursue a degree program but is unable to complete the degree requirements, they may, upon the recommendation of the appropriate instructional division and the Dean of Instruction, be issued a certificate, provided the portion of study successfully completed is equivalent to an approved certificate program offered at the College.

CONTINUING EDUCATION UNITS (CEU)

CEUs can be granted for participation in the continuing education experiences provided by the College and do not carry regular academic credit. Further information concerning CEUs may be obtained from the Continuing Educational Department.

PROGRAMS OF STUDY

COLLEGE TRANSFER PROGRAM

Associate in Arts and Sciences (A.A.&S.)

Length: 61-62 semester hours

Majors: Business Administration
Education
General Studies
Science

OCCUPATIONAL/ TECHNICAL PROGRAMS

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

Length: 65-69 semester hours

Majors: Administration of Justice
Administrative Support
Technology
Business Management
Electronics
Forestry
Information Systems
Technology
Mechanical Design
Nursing
Pulp and Paper Technology

CERTIFICATES

Length: 30-46 semester hours

Areas: Advanced Health Care
Banking
Clerical Support
Electronics
Intermediate Health Care
Law Enforcement
Manufacturing Technology
Microcomputer Operations
Office Management
Pulp and Paper Technology
Welding

CAREER STUDIES CERTIFICATES

Length: 12-27 semester hours

Areas: Basic Banking
Business/Industrial
Supervision
Child Care
Computer Aided Design
Data Entry Operations
Electronics:
Communications
Digital
Industrial
Industrial Maintenance
Introductory Health Care
Paralegal Studies
Pulp and Paper Technology
Small Business
Management
Welding
Word Processing

ACADEMIC POLICIES AND PROCEDURES

CREDITS

A credit is equivalent to one collegiate semester hour. Each credit given for a course is based on approximately three hours of study in that course weekly by each student. The course may consist of lectures, out-of-class study, laboratory, and shop study, or a combination thereof as follows:

1. One hour of lecture plus an average of two hours of out-of-class study;
2. Two hours of laboratory or shop study plus an average of one hour of out-of-class study;
3. Three hours of laboratory or shop study;
4. Fixed credit and variable hours with behavioral objectives are assigned to each developmental course (courses numbered 01-09); or
5. Varying credit is granted for all supervised study, seminar and project, and coordinated internship courses.

GRADING SYSTEM FOR CURRICULUM STUDENTS

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

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

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

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

R Re-enroll

No credit is awarded until the course objectives are finished. This grade is to be used for developmental courses (numbered 01-09) or special courses as approved by the Dean of Instruction and Student Services. The R grade will be given in only those courses in which the student can re-enroll the following semester and complete the remaining objectives without taking the entire course over. The Dean keeps a list of courses in which the R grade may be used and must approve each course eligible for an R grade. When a student re-enrolls for a course, he/she must pay for the course again.

I Incomplete

No credit: used for verifiable unavoidable reasons. Since the "Incomplete" extends enrollment in the course, requirements for satisfactory completion will be established through student/faculty consultation. Courses for which the grade of I has been awarded must be completed by the end of the subsequent semester or another grade (A, B, C

D, F) must be awarded by the instructor based upon course work which has been completed. Students must complete at least 80 percent of the course requirement to be eligible to receive the I grade.

W Withdrawal

No credit: a grade of W 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

No credit: permission of the instructor or other appropriate administrator is required to audit a course.

P Pass and U Unsatisfactory

Grades of Pass (P) or (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 for these 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

Developmental Studies at Dabney S. Lancaster Community College are an integral part of the degree and certificate programs. The program is designed to capitalize on overall abilities and to bolster the student's academic background. The main thrust of the developmental courses is to draw on the student's past successes, often in non-classroom experiences, so that their interests and abilities can be fully called into play and employed in new educational experiences. In keeping with this plan of positive reinforcement, instructors in these courses give much personal attention to their students.

Developmental studies demand facilities in order to carry out program objectives. A central part of Developmental Studies is the Achievement Center, equipped with communications equipment such as computers, tape recorders, videotape recorders, compact disc players, etc. A proper blend of modern equipment and methods, combined with a genuine concern for individuality, is the appropriate approach for today's student. Productive relationships between instructor and student are the backbone of Developmental Studies at DSLCC.

The faculty, is dedicated to the concepts of developmental studies and trained in the most modern techniques,. They provide instruction in reading, math, and English. Individual and group counseling, guest speakers, field trips, class discussions, brown bag lunch seminars, and panel discussions are also parts of Developmental Studies.

A student in Developmental Studies may fall into one of several categories. The student 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, be 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 students. Students progress at their own rate and may complete the program of studies whenever they demonstrate mastery of the subject.

GRADING DEVELOPMENTAL STUDIES (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 subsequent sequence of courses for the student who receives a grade of U.

GRADE-POINT AVERAGE

The grade-point average (GPA) is determined by dividing the total number of grade points earned in courses by the total number of credits attempted. While the permanent record must reflect the full history of all courses taken, a curriculum GPA including only those courses applicable to the student's curriculum may be computed if needed for graduation. When a course is repeated, only the last grade earned is counted in computing the curriculum GPA for graduation purposes.

GRADE REPORT

Final grade reports are mailed at the end of each semester to the student's residence as shown on his or her records. All final grades are part of the student's permanent record and will be recorded on his or her official transcript.

APPEALING FINAL GRADE

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

1. An error in the numerical computation of the grade.
2. Grade computation in a manner other than that listed in the course of study or as amended with advance notice.
3. Computation of grade in a manner other than that used for the other students in the class.

Grade appeals are resolved in the following manner:

1. The grade appeal must be submitted in writing to the division chair and must indicate clearly the reason for the grade appeal within two (2) weeks of receiving the grade report.
2. A committee of three faculty members, one appointed by the division head (outside the division), one by the student, and one by the instructor involved, will determine the facts of the case, which are then to be forwarded to the Dean of Instruction. The committee does not have the authority to change a grade.

3. The decision of the Dean of Instruction may be further appealed to the President, whose decision is final.

AUDITING

Students desiring to attend a course without taking the examination or receiving credit for the course may do so by registering to audit that course. Students desiring to audit a course will register in the regular manner and pay the regular tuition. Audited courses carry no credit and do not count as part of the student's course load. Students desiring to change from audit to credit must do so within the official add period. Changes from credit to audit must be made by the official last day for students to withdraw from a class without penalty. Permission of the instructional division chair and the Dean of Instruction is required to audit a course.

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 curriculums of the College.

Non-Curricular Student

A non-curricular student is one who is not formally admitted to one of the curriculums or developmental studies, but who is classified according to the following student goals or conditions: (1) upgrading employment skills for present job; (2) developing skills for new job; (3) career exploration; (4) personal satisfaction and general knowledge; (5) transient student; (6) non-degree transfer student; (7) high school student; (8) general or 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 student is considered a full-time student if they are carrying twelve or more credits of course work.

Part-Time Student

A student is considered a part-time student if they are carrying less than twelve credits of course work.

Freshman

A student is classified as a freshman until they have completed 30 credits in his or her designated curriculum.

Sophomore

A student is considered a sophomore after they have completed more than 30 course credits in his or her 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 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 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 Probation

Students who fail to maintain a cumulative GPA of 1.50 shall be on academic probation until such time as their cumulative average is 1.50 or better. The statement "Academic Probation" shall be placed on their permanent records. Generally, students on probation are ineligible for appointed or elected office in student organizations unless special permission is granted by the Director of Student Services or other appropriate college administrator. Students may be required to carry less than a normal course load the following semester. Students on academic probation are required to consult with their counselor. Students shall be placed on probation only after they have attempted twelve (12) semester credit hours.

Academic Suspension

Students on academic probation who fail to attain a GPA of 1.50 shall be placed on suspension only after they have attempted twenty-four (24) semester credit hours. Academic suspension normally shall be for one semester unless the student reapplies and is accepted for readmission to another curriculum of the college. The statement "Academic Suspension" shall be placed on the student's permanent record. Students who have been informed that they are on academic suspension may submit an appeal in writing to the Chairman of the Admissions Committee for reconsideration of their cases. Suspended students may be readmitted after termination of the suspension period and upon formal written petition of the Chairman of the Admissions Committee.

Academic Dismissal

Students who do not maintain at least a 2.00 GPA for the semester of reinstatement to the college when on academic suspension shall be academically dismissed. Students who have been placed on academic suspension and achieve a 2.00 GPA for the semester of their reinstatement must maintain at least a cumulative 1.50 GPA in each subsequent semester of attendance. Students remain on probation until their

cumulative GPA is raised to a minimum of 1.50. Failure to attain a cumulative 1.50 GPA in each subsequent semester until cumulative GPA reaches 1.50 shall result in academic dismissal. Academic dismissal normally is permanent unless, with good cause, students reapply and are accepted under special consideration for readmission by the Admissions Committee of the College. The statement "Academic Dismissal" shall be placed on the student's permanent record.

READMISSION PROCEDURES

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

1. Make an appointment with the program counselor and obtain an application for reinstatement;
2. Submit a completed application for reinstatement to the Director of Student Services;
3. At the Director's discretion, the student may be required to attend a personal interview or appeal before a committee. The student will be notified of the decision in writing. If the student is readmitted, the notification letter will include a Reinstatement Contract.

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

ACADEMIC RENEWAL

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

REGISTRATION

Students must follow the regular registration procedures as described in the current schedule of classes published each semester. Failure to do so could place their records in jeopardy.

Usually registration takes place during the announced period at the beginning of each semester. Early registration is possible during announced periods in the preceding semester. Students should follow established procedures for making any change in their programs after registration. Again, failure to do so could place their college records in jeopardy.

ACADEMIC ADVISING

Upon full admission to a specific curriculum, most students are assigned a faculty advisor or counselor who will oversee progress; and offer consultation on academic schedules, registration and dropping classes as well as assist 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 the Dean of Instruction and their advisor.

If the student has received academic warning or academic probation, they 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. Frequent unexplained absences may result in dismissal from a course. 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.

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. Instructors must be contacted prior to requesting withdrawal. Forms are available from counselors/advisors.

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

ADMINISTRATIVE WITHDRAWAL

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

WITHDRAWAL FROM THE COLLEGE

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

CANCELLATION OF CLASSES

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

COMMENCEMENT

A Graduate Credentials Checklist Application for Graduation and the Graduation Information sheet which must be picked up in Student Services and completed by early December. Attendance at the commencement ceremony is required of graduating students unless special permission to be absent is obtained from the Dean of Instruction. The following items must be completed to be eligible for a degree or certificate:

1. All course requirements as outlined in the college catalog have been fulfilled.
2. Instructional authority in the respective curriculum has recommended the candidate for graduation.
3. Must have completed at least 61-62 semester hours in the Associate in Arts and Sciences degree program, 65-69 semester hours in the Associate in Applied Science degree program degree program, and 30 semester hours applicable to the Certificate of which 25% (excluding those received through advanced placement or credit by exam) must be acquired at DSLCC.
4. Must have earned a cumulative GPA of at least 2.0 in all courses applicable toward respective program of study.
5. Must have on file the Graduate Credentials Checklist and Application for Graduation within the appropriate, pre-determined time.
6. Must have resolved all financial obligations to the College and returned all materials belonging to the College and the LRC.
7. Must have attended graduation exercises.

SCHOLASTIC DISHONESTY

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

1. Cheating on an examination or quiz.
2. Giving or receiving, offering or soliciting information on any quiz or examination. This includes 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, thesis, 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 specially 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.

STUDENT SUPPORT SERVICES

ACHIEVEMENT CENTER

The Achievement Center ("A" Center), funded by a Student Support Services grant, is located next to the Learning Resources Center. The "A" Center offers the following free services to all DSLCC students:

- Tutoring in over 25 subject areas.
- Study skills instruction to improve note-taking.
- Career and academic counseling.
- Information and assistance in filling out financial aid forms, writing resumes, and applying to other colleges for jobs.
- Apple IIe and IBM compatible computers plus various types of software.
- Additional services such as note-taking assistance and modified test administration for students with documented disabilities.

This program is designed to identify students with academic problems and to ensure that they receive the support services to complete the college program in which they are enrolled.

ACTIVITIES

Student activities cover a wide spectrum, ranging from intramural athletics to presentations in the fine arts. Events at the Moomaw Center planned for students' leisure time on campus include tournaments, lectures, dances, and holiday celebrations. DSLCC has an active Student Senate. Programming provided by the Student Activities Office enhances general education goals of the college, especially wellness information and multicultural events.

BOOKSTORE

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

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.

The counseling department strives 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 service 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

Both snacks and hot meals are available in the Grill in the College Center. Hot food is served with a variety of sandwiches and snacks available throughout the day.

INTRAMURAL SPORTS AND/OR CLUB SPORTS

Students at DSLCC are welcome to participate in a variety of club and intramural sports, including flag football, basketball, volleyball, and softball. All participants in the intramural and club sports program will participate at their own risk and will be 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 begins before registration when the student meets with a counselor/advisor to discuss educational interests, to determine what additional tests may be needed and to plan admission to a specific curriculum at the College. The student also meets with a counselor/advisor to plan a program and course of studies.

STUDENT GOVERNMENT

The Student Senate serves as a vital link of communication between students, administration and faculty. It works to provide the legislative leadership necessary for the welfare of the students and Dabney S. Lancaster Community College. The Senate has the responsibility of initiating new policies, services and activities for the benefit of the students.

TUTORING

The Achievement Center staff includes paraprofessional and peer tutors who offer free tutoring services to students who want assistance with their course work. Tutors meet with individuals and/or small groups to provide greater understanding for any course taught at DSLCC.

VETERANS' AFFAIRS

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



LEARNING RESOURCES CENTER

The Learning Resources Center (LRC) in Scott Hall is composed of the Library and the Audio-Visual Department. Its goal is to provide a variety of informational services to students, faculty and the community in a modern, comfortable setting with state-of-the-art materials, equipment and services; it also provides leadership and assistance in the use of technology to improve the quality of instruction. Normal hours are from 8 am to 9 pm Monday through Thursday; 8 am to 5:00 pm on Friday; and 2 pm to 6 pm Sunday.

The Library contains a collection of over 41,000 well-chosen volumes to support DSLCC's curriculum as well as provide for a wide range of interests. It subscribes to over 450 serials and has extensive holdings of video cassettes, computer software, recordings, filmstrips, films, and other nonprint materials. Equipment for the use of media is available to viewers in the Library. A professional staff is ready to assist with research, library orientations, and a variety of skill programs.

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

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

DISTANCE EDUCATION COURSES

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

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

DSLCC simultaneously broadcasts courses over two-way video and audio fiber-optic network to reach off-campus sites, and also participates in the VCCS compressed-video network. These options maintain the more personal teacher-student interaction in which DSLCC takes great pride.

The newly engineered statewide computer network adds another component to electronically joining student and instructor, and DSLCC is poised to implement that mode of access and delivery to further provide educational opportunity at a distance.

SPECIAL PROGRAMS

COOPERATIVE EDUCATION & COORDINATED INTERNSHIPS

The concept of learning through paid or volunteer work in community organizations related to a student's area of study is an integral part of the curriculum offerings at Dabney S. Lancaster Community College. Cooperative Education may serve as elective courses in the respective degree or certificate program or may be a requirement as in the Forestry degree program. Depending on the nature and number of hours per week involved in the paid employment or volunteer service, students may earn from one (1) to five (5) college credits per semester. Students are assigned a site supervisor who evaluates job performance and job duties. Students become involved in the program through their respective counselor/faculty advisor.

JTPA

Job Training Partnership Act (JTPA), funded through the Fifth District Employment and Training Consortium in Roanoke, Virginia, is a federally funded training and job placement program. Eligibility is based on income level, need for training, and ability to benefit from the services of the program.

Training assistance includes the cost of tuition, books, and supplies as well as limited support or child care and transportation. JTPA also offers assistance to participants for employment and job search. Training areas include two-year degree programs, one-year certificate programs, Geriatric Nursing Assistant, and General Education Development (GED) preparation.

SINGLE PARENT/ DISPLACED HOMEMAKER PROGRAM

DSLCC receives grant funding to serve single parents (unmarried, divorced or separated), displaced homemakers (a homemaker who needs a job skill due to disability or layoff of a spouse), and single pregnant women. The grant provides financial assistance for tuition, textbooks, and supplies on a semester by semester basis. Participants may be eligible for stipends for child care and transportation. In addition to financial assistance, the program provides a support network for all the participants.

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

CONTINUING EDUCATION AND WORKFORCE SERVICES

CONTINUING EDUCATION/ COMMUNITY SERVICES

The Continuing Education Division administers the Continuing Education/Community Services program at DSLCC to provide continuous educational opportunities and experiences for all college area residents. Continuing Education is a process of lifelong learning for individuals who are not enrolled in a formally structured curriculum. Continuing Education includes credit courses offered independent of a curriculum to enable individuals to continue their learning experiences as well as non-credit courses and specialized services providing for the educational needs of the region. These latter services may include offerings outside of formalized classroom instruction, such as conferences, workshops, and seminars. These programs will be offered on-campus or at a convenient off-campus location. Also, college facilities and personnel are available to provide specialized services to help meet the cultural and educational needs of the region.

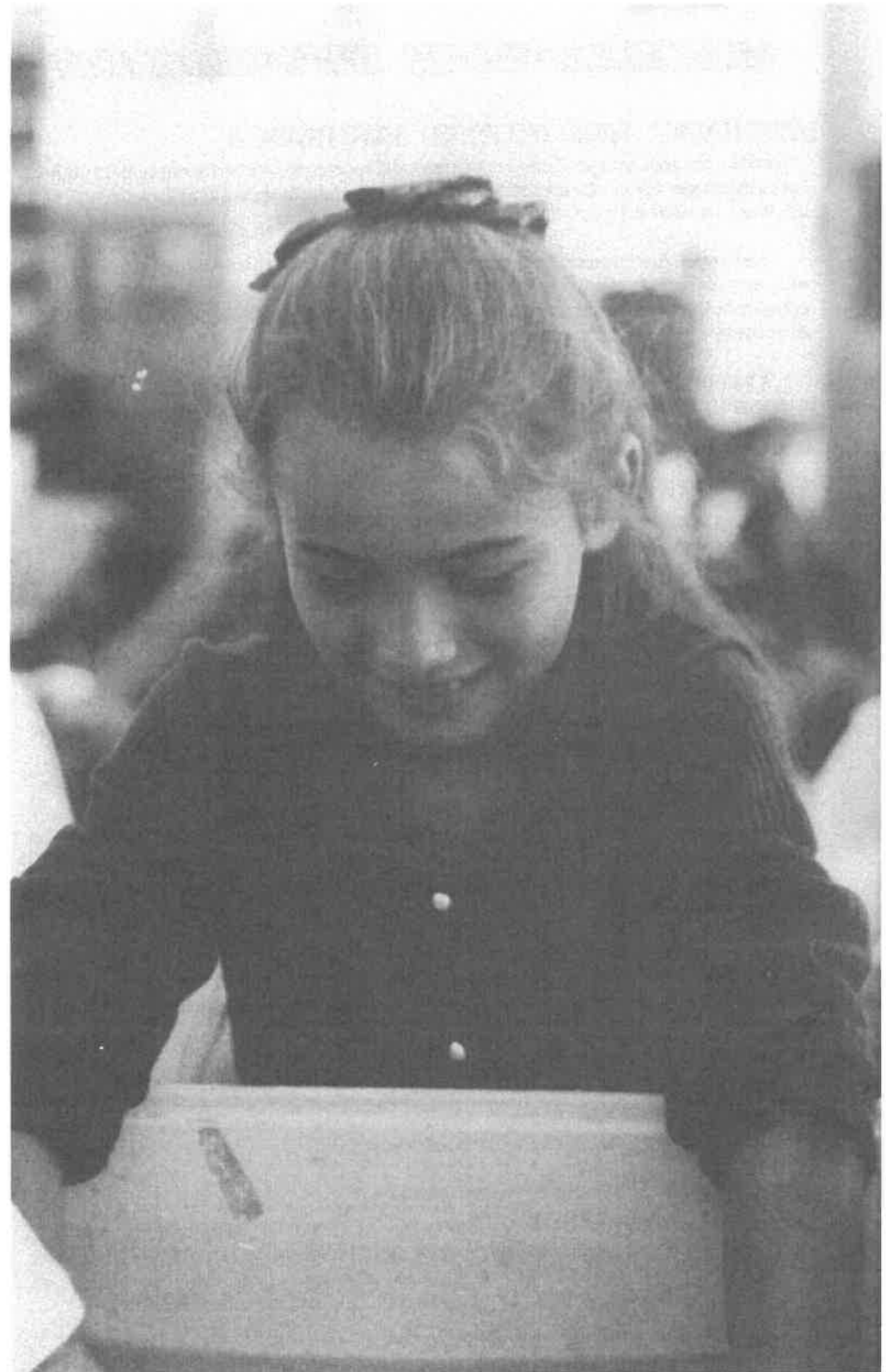
Courses and workshops often result from requests by individuals or groups within the College's service region. Non-credit offerings are supported entirely by the fees paid by the participants.

WORKFORCE SERVICES

DSLCC is dedicated to working with business and industry by providing a variety of workforce development services. Services provided include: training needs assessment; training plan development; customized course development; course delivery; and evaluation.

DSLCC collaborates with local and state economic development offices to recruit new business and industry to the service region and encourage the expansion of existing business and industry. Customized workforce development is provided for start-up and existing workforces. Training is designed to meet the needs and requirements of the industry and can be provided on-campus, at an off-campus center, or on the company site.

Training programs are currently developed in several areas and can be customized to meet the specific needs of a company. The areas include: Continuous Quality Improvement; ISO 9000; management and leadership; computer software applications; and team education. Certificate programs are available in Air Conditioning and Refrigeration, Business and Industrial Supervision, Electronics, Industrial Maintenance; Manufacturing Technology; and Welding. The related instruction component of apprenticeship training is available in the industrial maintenance and industrial electricity areas. The training programs are designed to enable individuals to obtain the skills that allow them to keep pace with the ever changing workplace.



MISCELLANEOUS INFORMATION

ACCIDENT AND HEALTH INSURANCE

Certain courses at the College include field/laboratory experiences which require safe and prudent behavior on behalf of students and instructors during travel to and from activities, as well as at on-site activities.

Dabney S. Lancaster Community College does not provide accident or health insurance for individual students in these activities. The College assumes no financial responsibility for medical care or emergency services required due to accident or illness of students enrolled in its courses.

Students are encouraged and may be required to obtain accident or health insurance, or to provide certified proof of such coverage, to participate in certain classes and activities.

BULLETIN BOARDS

The glass-enclosed bulletin boards are the official bulletin boards. All notices posted must have the approval of the President or, in their absence, the Dean of Instruction and Student Services. All notices posted on the board will stay for a period of no more than one week. Unofficial bulletin boards in the Moomaw Center are used by the Office of Student Services. Students may place notices on these boards after securing approval from the Coordinator of Student Activities.

CHILDREN

Arrangements should be made for off-campus child care. A list of certified child care providers is available in the Single Parent/Displaced Homemaker Office.

HIV/AIDS POLICY

The College is taking an active role in making available current 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 Counseling Center 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	WSLW/WKCJ - White Sulphur Springs, WV
WREL/WVLI-Lexington	WXLK 92 FM - Roanoke
WXCF - Clifton Forge	WRON FM98-AM 140 - Ronceverte, WV
WSLC 610 AM/WSLQ 99 FM - Roanoke	WVTF (PBS) 89.1 FM - Roanoke

TELEVISION STATIONS

WSLS 10 - Roanoke WDBJ 7 - Roanoke

Students are urged to listen to the radio 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 am - 5:00 pm)

During the day the College Will Be Closed or on a Delayed Class Snow Schedule.

Newscasts will state that DSLCC is operating on a delayed snow schedule. The following is a schedule of how classes will run under a delayed class snow schedule:

MONDAY, WEDNESDAY, FRIDAY CLASSES		TUESDAY, THURSDAY CLASSES	
REGULAR SCHEDULE	SNOW SCHEDULE	REGULAR SCHEDULE	SNOW SCHEDULE
8:00-8:50 am	10:00-10:40 am	8:00-9:15 am	10:00-11:10 am
9:00-9:50 am	10:45-11:25 am	9:30-10:45 am	11:15-12:25 pm
10:00-10:50 am	11:30-12:10 pm	11:00-12:15 pm	12:30-1:45 pm
11:00-11:50 am	12:15-12:55 pm	2:00-3:15 pm	2:00-3:15 pm
12:00-12:50 pm	1:00-1:40 pm	3:30-4:45 pm	3:30-4:45 pm
1:00-1:50 pm	1:45-2:25 pm		
2:00-2:50 pm	2:30-3:10 pm		
3:00-4:15 pm	3:15-4:15 pm		
4:30-5:45 pm	4:30-5:45 pm		

EVENING CLASSES (5:00 pm- 9:45 pm) Decisions concerning cancellation of DSLCC on-campus and off-campus evening classes will be made between 3:00 pm and 3:30 pm and will be announced on the radio and television.

NON-ACADEMIC GRIEVANCES

In non-academic matters when a student's own efforts to solve a grievance fail, he or she will present the grievance, in writing, to the Student Senate at a regularly scheduled meeting. After investigation, the Student Senate will report its findings in writing to the student. If further action is required, the student will be referred to the appropriate Dean who, upon request, will select a committee to consider the matter. The committee will consist of two faculty members (one appointed by the Dean and one appointed by the student) and the president of Student Senate. The committee findings will be forwarded to the President, whose decision is final.

PARKING REGULATIONS

Parking space is provided for the students subject to the following regulations.

1. All motorized vehicles regularly operated on the campus by faculty, staff and students must be registered in Student Activities and be suitably marked with the registration decal.
2. No vehicles shall be parked on the campus more than 12 consecutive hours without prior written permission.

3. All motorized vehicles shall be operated in compliance with Virginia state law.
4. The maximum safe speed on campus for all vehicles shall be 5 miles per hour.

ROOM USE

In order to avoid confusion in the use of rooms for extracurricular activities, a student groups requesting facilities should make application through the Dean of Instruction and Student Services for Backels, Scott, and Warren Halls; through the Business Office for Moomaw Center; and through the Maintenance Office for the Armory Convocation Center. The request should include the name of the group, time, room number and any special facilities required. There is no charge for campus and course related usage.

SEXUAL HARASSMENT AND SEXUAL ASSAULT

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

Since sexual harassment and sexual assault may involve students, classified staff and faculty, specific policies have been developed that affect each group. These policies can be found in the following: for students in the "Code of Conduct" in this catalog; for classified staff in the *Classified Staff Handbook*; and for faculty in the *Faculty Handbook* and the *VCCS Policy Manual* (Sec. 3.11).

For more information on these policies, contact the Director of Student Services.

SMOKING

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

SUBSTANCE ABUSE

Unauthorized manufacture, distribution and/or possession of alcoholic beverages, illegal drugs, or controlled substances are prohibited from campus or campus-related functions by both state and federal laws. Students who violate state or federal laws may be referred by College authorities for criminal prosecution.

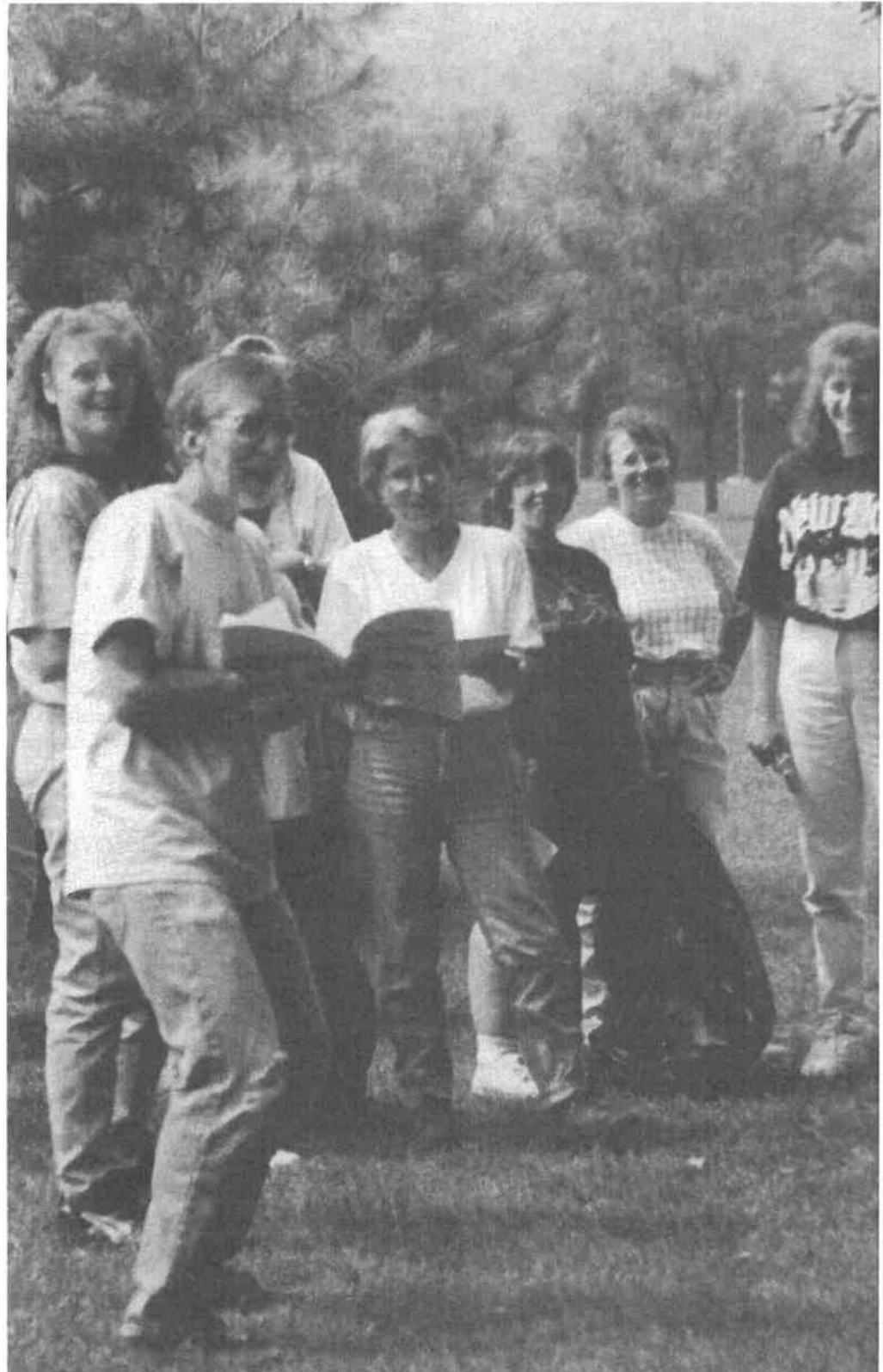
Whether or not a criminal charge is brought, a student is subject to College discipline for illegally manufacturing, distributing, possessing or using any alcoholic beverage, illegal drug, or controlled substance. Any student found to have engaged in such conduct is subject to the entire range of sanctions specified by the College, including suspension or expulsion.

TELEPHONES

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

WEAPONS POLICY

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



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

The Associate in Arts and Sciences curriculum is 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 provided and should be included in each student's program. Each program takes four semester 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 foundation in general education. Approximately one-third of the program consists of elective courses which the students would choose in accordance with the course of study he or she plans to pursue at a four-year college or university. 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
 MUS 221,222 History of Music I, II
 PHI 211,212 His. of Western Phil. I, II
 REL 200 Survey of Old Testament
 REL 210 Survey of New Testament
 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 216 Social Psychology
 SOC 200 Principles of Sociology
 SOC 268 Social Problems
 (Additional "Distance Learning" Social
 Science electives may be offered)

Basic Computer Competencies Requirements: Basic computer competencies for DSLCC students are defined as follows. All DSLCC students must be able to:

1. Enter into a computer software package;
2. Enter data and/or text or access an existing file;
3. Manipulate the data, text, or file;
4. Save the manipulations; and
5. Print a hard copy.

As such, all DSLCC students must either:

1. Pass any "non-computer" course which requires these basic computer competencies; or
2. Pass a computer course of at least two semester hours; or
3. Demonstrate these basic computer competencies prior to graduation.

"Non-computer" courses which require basic computer competencies have been identified by footnotes in the program of studies.

The following is a list of typical computer courses* available to satisfy basic computer competencies:

AST	141	Word Processing I
IST	106	Microcomputer Operating Systems
IST	114	Fundamentals of Computer Information Systems
IST	139	Microcomputer Integrated Software

Other computer courses may also be available.

BUSINESS ADMINISTRATION

The Business Administration program is the first two years of a four-year discipline that combines a general education approach with broad programs in business to provide the fundamentals of sound business theories and practices. It is designed to allow students to transfer into the third year of a four-year college or university business program, and it is not intended to prepare students for clerical or similar occupations.

Career Objectives: Students who transfer in this program may wish to major in one of the following fields:

Accounting
Economics

Finance
Management

Marketing

All students in business, whether at a community college or four-year college or university, will generally take the following courses for the first two years.

First Semester (Fall)

ENG 111 English Comp. I	3	
STD 100 Orientation	1	
HIS 111 History of World Civ. I -or- HIS 121 U.S. History I	3	
BIO 101 General Biology I w/lab -or- CHM 111 College Chemistry I w/lab -or- PHY 201 College Physics I w/lab -or- PHY 241 University Physics I w/lab	4	
ECO 201 Principles of Economics I	3	
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	
BIO 102 General Biology II w/lab -or- CHM 112 College Chemistry II w/lab -or- PHY 202 College Physics II w/lab -or- PHY 242 University Physics II w/lab	4	
ECO 202 Principles of Econ. II	3	
EEE *** Computer Elective	<u>3</u>	
	16	

Third Semester (Fall)

ACC 211 Principles of Accounting I	3	
ENG 241 American Literature I -or- ENG 243 English Literature I	3	
EEE *** HLT/PED Elective	1	
SPD 110 Intro. to Speech Comm.	3	
MTH 163 Pre-Calculus I -or- MTH 173 Calculus I	3-4	
EEE *** Social Science Elective	<u>3</u>	
	16	

Fourth Semester (Spring)

ACC 212 Principles of Accounting II	3	
ENG 242 American Literature II -or- ENG 244 English Literature II	3	
EEE *** Humanities Elective	1	
MTH 164 Pre-Calculus II -or- MTH 174 Calculus II -or- MTH 240 Statistics	3-4	
EEE *** Humanities Elective	<u>3</u>	
	16	
Minimum credit hours for degree	63	

EDUCATION

The Education program represents the first two years of a challenging and intensive quest for a four-year college or university degree in Education. This curriculum provides general education 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.

Career Objectives: Students who transfer in this program may wish to pursue licensure in one of the following fields:

Early Childhood Education Elementary Education	Secondary Education
<i>First Semester (Fall)</i>	
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	1
	15
<i>Second Semester (Spring)</i>	
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.	3
	16
<i>Third Semester (Fall)</i>	
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	3
EEE *** Computer Elective	3
	16
<i>Fourth Semester (Spring)</i>	
ENG 242 American Literature II -or- ENG 244 English Literature II	3
EEE *** Social Science Elective	3
EEE *** Social Science Elective	3
EEE *** Humanities Elective	3
EEE *** Humanities Elective	3
	15
	62
Minimum credit hours for degree	

Education

GENERAL STUDIES

The General Studies student will take the core requirements. The remaining hours of general electives will be chosen from the Humanities, Social Sciences, Natural Sciences and Mathematics. After completing the first two years at DSLCC, the student will be able to transfer into the third year of a four-year college or university.

Career Objectives: Students who transfer in this program may wish to major in one of the following fields:

Economics	History	Pre-Law
English	Humanities	Psychology
Foreign Language	Journalism	Sociology
Government (Political Science)	Philosophy	

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	1

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 241	Univ. Physics II w/lab	4
SPD 110	Intro. to Speech Comm.	3

Third Semester (Fall)

ENG 241	American Literature I -or-		3
ENG 243	English Literature I		3
EEE ***	Humanities Elective		3
EEE ***	Social Science Elective		3
EEE ***	Social Science Elective		3
EEE ***	HLT/PED Elective		1
EEE ***	Computer Elective		3

Fourth Semester (Spring)

ENG 242	American Literature II -or-		3
ENG 244	English Literature II		3
EEE ***	Humanities Elective		3
EEE ***	Social Science Elective		3
EEE ***	Social Science Elective		3
EEE ***	Humanities Elective		3

Minimum credit hours for degree 62

SCIENCE

The Science program represents the first two years of an intensive pursuit of a four-year college or university degree in one of the many natural sciences. In this program, a student will have the opportunity to engage in the study of initial courses in mathematics and sciences which lead to the more advanced third and fourth year 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, freeing up his or her final two years for intensive study in a science major.

Career Objectives: Students who transfer in this program may wish to major in one of the following fields:

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

First Semester (Fall)

ENG 111 English Comp. I	3
IS 111 History of World Civ. I -or-	
IS 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
TD 100 Orientation	1
EE *** PED. Elective	1
	15

Second Semester (Spring)

ENG 112 English Comp. II	3
IS 112 Hist. of World Civ. II -or-	
IS 122 U.S. History II	3
MTH 164 Pre-Calculus II -or-	
MTH 174 Calculus II	3-5
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
EE *** HLT/PED Elective	1
	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	3		
EEE *** Computer Elective	3		
	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	3		
EEE *** Social Science Elective	3		
EEE *** Social Science Elective	3		
	16		
Minimum credit hours for degree	61		



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. If a student wishes to transfer, they 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 co-requisites required.

CERTIFICATE PROGRAMS

In addition to Associate in Applied Science Degree Programs, Dabney & 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 DEGREE

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

Students whose ultimate goal is a baccalaureate degree should complete the transfer track within the Administration of Justice degree requirements. Close coordination with the receiving institution is necessary through the program head and Student Services.

Occupational Objectives:

Commercial or Industrial Security Officer
City, County, or State Law Enforcement Officer
County Sheriff's Deputy
Private or Government Investigator
Correctional Officer/Jailer

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

Students enrolled in prerequisite courses beyond the first semester should anticipate enrolling in summer session classes to complete the required courses by the end of the second school year. Normally, students enrolled in two or more developmental classes (English, reading, or math) need three years to complete the degree requirements.

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

ASSOCIATE DEGREE CURRICULUM

First Semester (Fall)

ADJ 105	Juvenile Justice System	3
ADJ 110	Introduction to Law Enforcement	3
ENG 111	College Composition I	3
MTH 120	Introduction to Math	3
STD 100	Orientation	1
EEE ***	PED Requirement	1
¹ EEE ***	SOC SC Requirement	<u>3</u>
		17

Second Semester (Spring)

ADJ 201	Criminology	3
ADJ 228	Narc. & Dangerous Drugs	3
ENG 112	College Composition II	3
IST 139	Integ. Micro Software	3
EEE ***	HLT/PED Requirement	1
EEE ***	SOC SC Requirement	<u>3</u>
		16

Third Semester (Fall)

ADJ 111	Law Enforce. Organization and Admini.	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 ***	Free Elective(s)	<u>3-4</u>
		16

Minimum Credit Hours for Degree 65

¹PSY 200 Recommended.

Transfer Track

First Semester (Fall)

ADJ 105	Juvenile Justice System	3
ADJ 110	Introduction to Law Enforcement	3
ENG 111	College Composition I	3
¹ MTH 151,	Math Option	3
	152, or 240	
STD 100	Orientation	1
EEE ***	HLT/PED Requirement	1
EEE ***	SOC SC Requirement	<u>3</u>
		17

Second Semester (Spring)

ADJ 201	Criminology	3
ADJ 228	Narc. & Dangerous Drugs	3
ENG 112	College Composition II	3
IST 139	Integ. Micro Software	3
EEE ***	HLT/PED Requirement	1
EEE ***	SOC SC Requirement	<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	3
		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

¹Inquire with the four-year receiving institution for the appropriate math requirement

LAW ENFORCEMENT CERTIFICATE PROGRAM

Purpose: This program is designed for those who desire to upgrade skills in their occupational speciality or to acquire a certificate prior to a degree after high school.

Occupational Objective: Enhance skills and employment marketability.

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

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

<u>Occupational Related</u>			<u>General Education</u>		
DJ 110	Intro. to Law Enforce.	3	ENG ***	Requirement	3
DJ 111	Law Enforce. & Adm. I	3	EEE ***	Social Science Elective	3
DJ 211	Criminal Law, Evidence	6	HLT 106	First Aid & Safety	2
	212 and Procedures I-II				8
DJ 228	Narcotics & Dangerous				
	Drugs	3			
DJ 236	Principles of Criminal			Minimum credit hours for certificate	32
	Investigation	3			
EE ***	Career Electives	6			
		24			

ADMINISTRATIVE SUPPORT TECHNOLOGY DEGREE

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

Occupational Objectives:

Administrative Office Assistant
Executive Secretary
Legal Secretary

Medical Secretary
Technical Office Occupations
Word Processing Specialist

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

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

ASSOCIATE DEGREE CURRICULUM

First Semester (Fall)

AST 101	Keyboarding	3
AST 107	Editing/Proofreading	3
AST 141	Word Processing I	3
ENG 111	College Composition I	3
MTH 120	Introduction to Math	3
STD 100	Orientation	1
		16

Second Semester (Spring)

³ AST 102	Keyboarding II	3
³ AST 142	Word Processing II	3
³ AST 240	Machine Transcription	3
BUS 121	Business Math I	3
IST 123	Spreadsheet Software I	3
EEE ***	PED/HLT Elective	1
		16

Third Semester (Fall)

AST 137	Records Mgmt.	3
³ AST 243	Office Administration I	3
³ AST 253	Advanced Desktop Pub. I	3
⁴ SPD 110	Intro. to Speech Comm.	3
EEE ***	Social Science Elective	3
EEE ***	Humanities Elective	3
		18

Fourth Semester (Spring)

ACC 105	Office Accounting	3
¹ AST 236	Spec. Software Applic.	3
² AST 244	Office Administration II	3
EEE ***	PED Elective	1
EEE ***	Social Science Elective	3
EEE ***	Free Elective	3
		16
	Minimum credit hours for degree	66

¹ Prerequisite 25 wpm

² AST 265 Legal Office Procedures or AST 271, Medical Secretarial Procedures, may be substituted.

³See course description in catalog for specific prerequisites.

⁴upon approval of the advisor, students may also choose either ENG 112 or ENG 115 to satisfy degree requirements.

CLERICAL SUPPORT CERTIFICATE

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

Occupational Objectives: Clerk-Typist, File Clerk, Bookkeeper, Receptionist, Word Processing Clerk.

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

Program Requirements: The curriculum requires the student to complete office skills courses, including communications and mathematics, needed to function in a modern office. Students must receive "C" or better in the Keyboarding I and Word Processing I before proceeding to the next sequenced course. Upon completion of the program and maintaining an overall "C" average (2.0 GPA) in all applicable classes, the student will be awarded the Clerical Support Certificate.

First Semester (Fall)

AST 101	Keyboarding I	3
AST 106	Business English Skills Review	3
AST 137	Records Management	3
¹ AST 141	Word Processing I	3
ENG 111	College Composition I	3
		15

Second Semester (Spring)

ACC 105	Office Accounting	3
² AST 102	Keyboarding II	3
² AST 240	Mach. Trans.	3
² AST 142	Word Process II	3
¹ AST 236	Special. Software Applic.	3
EEE ***	Social Science Elective	3
		18

Minimum credit hours for certificate 33

¹Prerequisite 25 wpm

²See course description in catalog for specific prerequisites.

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
Manufacturer's
Representative

Small Business Owner
Retail Manager
Accounting

Salesperson
Supervisor
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 or 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.

ASSOCIATE DEGREE CURRICULUM

First Semester (Fall)

BUS 100 Introduction to Business	3
ENG 111 College Composition I	3
¹ IST 139 Micro. Integrated Software	3
MTH 120 Introduction to Math	3
MKT 100 Principles of Marketing	3
STD 100 Orientation	<u>1</u>
	16

Second Semester (Spring)

BUS 150 Principles of Management	3
BUS 122 Business Mathematics	3
² ENG 112 College Composition II	3
SPD 110 Intro. to Speech Comm.	3
EEE *** HLT/PED Elective	1
EEE *** Social Science Elective	<u>3</u>
	16

Third Semester (Fall)

ACC 211 Principles of Accounting I	3
BUS 115 Organizational Behavior	3
BUS 241 Business Law I	3
PED Requirement	1
EEE *** Humanities Elective	3
EEE *** Free Elective	3
	<u>3</u>
	16

¹Prerequisite: 25 WPM Keyboarding Skills

²Upon approval of the advisor, students may also choose ENG 115 to satisfy degree requirements.

General Business Management

All courses prefixed with ACC, BUS, CIS, ECO, MKT, IND, or OFT may qualify as career-related electives with the approval of the advisor/counselor. Cooperative Education 197 and 297 and Coordinated Internship 190 or 290 are acceptable electives, with a maximum of seven (7) credit hours applicable toward the degree program. Enrollment is subject to approval of the instructor for Cooperative Education and the advisor/counselor.

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)	5
	<u>5</u>
	17

Minimum credit hours for degree 65

BANKING CERTIFICATE

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

Occupational Objectives: Bank Teller, Head Cashier, Head Teller, others as appropriate.

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

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

First Semester (Fall)

BUS 241 Business Law	3
ECO 201 Principles of Economics I	3
ENG *** Requirement	3
FIN 110 Principles of Banking	3
IST 139 Micro. Integrated Software	3
MTH 120 Introduction to Math.	3
	<u>3</u>
	18

Second Semester (Spring)

ACC 105 Office Accounting	3
BUS 121 Business Mathematics I	3
BUS 236 Communications in Mgmt.	3
ECO 202 Principles of Econ. II	3
EEE *** CIS/FIN/BUS Elective	3
	<u>3</u>
	15

Minimum credit hours for certificate 33

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.

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
¹ IST 139	Micro Integrated Software	3
MTH 120	Introduction to Math	3
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 ***	CIS/OFT/BUS Elective	<u>3</u>
		15

Minimum credit hours for certificate 33

¹Prerequisite 25 WPM Keyboarding Skills
Proficiency testing available first week of classes.

*Requires faculty/advisor approval

ELECTRONICS TECHNOLOGY DEGREE

Purpose: The rapid growth of electronics and related industries has created a steady demand for qualified electronic technicians. This degree program is designed to train persons for full-time employment immediately upon completion. The degree program may also provide the first two years of a four-year Bachelor of Science in Engineering Technology (BSET) program. Finally, the program helps employed electronics technicians in local industry to upgrade their skills in this rapidly changing field. Evening courses in electronics are often scheduled to meet the needs of those employed full time and who cannot attend day classes.

The Electronics Technology program is also a Tech Prep Associate Degree Curriculum in cooperation with area high schools.

Occupational Objectives:

Communications Technician
Electronics Technician

Industrial Electronics Technician
Laboratory Technician

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

Program Requirements: The first year of the Electronics program is designed to establish a general base in mathematics, electronic circuits, and networks. The second year expands to a number of important areas of electronics, such as computers, control circuits, machinery and communications. Approximately one-half of the program will include courses in electronics technology, with the remaining courses in related subjects, general education, and electives. Each student must consult with his or her faculty advisor in planning a program and selecting electives.

Students must achieve an overall grade of "C" (2.0 GPA) in required courses of the curriculum 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 Electronics Technology.

NOTE: A number of colleges and universities award baccalaureate degrees in electronics technology. DSLCC has transfer articulation agreements with several of these. The student interested in such a program should consult with his/her advisor as early as possible.

ASSOCIATE DEGREE CURRICULUM

First Semester (Fall)

ENG 111	College Composition I	3
ETR 113	AC & DC Fund. I	4
ETR 123	Electronic Application I	2
MTH 113	Eng. Tech. Math I	5
STD 100	Orientation	1
EEE ***	PED Elective	1
		16

Third Semester (Fall)

ELE 211	Electrical Machines I	3
ETR 203	Electronic Devices	4
ETR 279	Digital Systems I	4
PHY 131	Applied Physics I	3
EEE ***	PED/HLT Elective	1
EEE ***	Humanities Elective	3
		18

Second Semester (Spring)

¹ ENG 115	Technical Writing	3
ETR 114	DC & AC Fund. II	4
ETR 144	Devices & Applications	4
ETR 166	Fund. of Compr. Tech.	3
EEE ***	Social Science Elective	3
		17

Fourth Semester (Spring)

ELE 212	Electrical Machines II	3
ETR 241	Electronic Comm. I	4
ETR 280	Digital Systems II	4
PHY 132	Applied Physics II	3
EEE ***	Social Science Elective	3
		17

Minimum credit hours for degree 68

¹Upon approval of the advisor, students also may choose either ENG 112 or SPD 110 to satisfy degree requirements.

ELECTRONICS CERTIFICATE

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

Admission Requirements: In addition to the general requirement for admission to the College, entry into this program requires proficiency in math and in the reading and writing of English. Students not proficient in these areas will be required to enroll in appropriate prerequisite skills courses. Students who have some previous training in electricity/electronic troubleshooting or the use of electronic instruments may be granted advanced standing upon demonstration of proficiency.

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

First Semester (Fall)

ENG	Requirement	3
ETR 113	AC & DC Fund. I	4
ETR 123	Electrical Appl.	2
MTH 113	Eng. Tech Math I	5
EEE ***	ETR/ELE Elective	3
		17

Second Semester (Spring)

ETR 114	AC & DC Fund. II	4
ETR 144	Devices & Appl.	4
ETR 166	Fund. of Comp. Tech.	3
EEE ***	Social Science Elective	3
		14
		31

Minimum credit hours for cert. 31

FORESTRY TECHNOLOGY DEGREE

Purpose: Forestry and forest-related industries are vital to the economy of Virginia, where 60% of the total land area is forest. The use of these resources by forest industries and land management agencies requires management 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 upon completion of the program. Graduates from the program will be qualified for positions in forestry management, urban tree care or as wood products technicians in timber harvesting or sawmill operations. This program meets the Society of American Foresters' criteria for national recognition.

Occupational Objectives:

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

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 one unit of algebra, one unit of high school geometry or 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. Students who choose this route should complete all non-forestry courses listed, prior to entering the summer session. Transfer students should complete the technical math courses before transferring to DSLCC. Failure to do so will add an additional year of study to the program.

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

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

Students interested in transferring to bachelor degree programs in Forestry, should consult with their counselor/advisor early in their program at DSLCC.

ASSOCIATE DEGREE CURRICULUM

First Semester (Fall)

ENG 111	College Composition I	3
FOR 105	Forest and Wildlife Ecology	4
FOR 115	Dendrology	4
MTH 113	Engineering Tech Math I	5
STD 100	Orientation	<u>1</u>
		17

Second Semester (Spring)

¹ IST 139	Comp. Integr. Software	3
FOR 125	Forest Fire Control	1
FOR 201	Forest Mensuration I	4
SPD 110	Intro. to Speech Comm.	3
EEE ***	Social Science Elective	3
EEE ***	Social Science Elective	<u>3</u>
		17

Summer Session

FOR 290/297	Co-op Education	3
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Third Semester (Fall)

FOR 202	Forest Mensuration II	4
FOR 227	Timber Harvesting	5
FOR 245	Forest Products I	2
FOR 246	Urban Forestry	4
HLT 106	First Aid and Safety	<u>2</u>
		17

Fourth Semester (Spring)

BUS 195	Topics in Supervision	2
FOR 135	Wildlife & Fisheries Mgmt.	4
FOR 215	Applied Silviculture	4
FOR 229	Sawmilling	<u>5</u>
		15
	Minimum hours for degree	69

¹Prerequisite 25 wpm keyboarding skills.

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 and culminates in a systems development project. Students must receive an overall "C" average (2.0 GPA) in all degree requirements in order to receive the AAS degree in Information Systems Technology.

ASSOCIATE DEGREE CURRICULUM

First Semester (Fall)

AST	141 Word Processing I	3
BUS	100 Intro. to Business	3
IST	106 Micro. Operating Systems	3
ENG	111 College Composition I	3
MTH	151 Math for Liberal Arts I	3
STD	100 Orientation	1
		16

Second Semester (Spring)

IST	114 Fund. of Com. Info. Systems	3
IST	153/ 154 Comp. Program Design	4
IST	216 Personal Computer Hardware Troubleshooting	3
ENG	112 College Composition II	3
EEE	*** HLT/PED Elective	1
EEE	*** Social Science Elective	3

Third Semester (Fall)

ACC 211 Principles of Accounting I	3
IST 133 Database Mgmt. Software	3
IST 172 C Programming I	3
IST 251 CIS Development	3
EEE *** HLT/PED Elective	1
EEE *** Social Science Elective	3
	<u>16</u>

*ELECTIVES TO BE CHOSEN FROM FOLLOWING COURSES:

IST 160/161 Computer Programming: Basic	3
IST 164/165 Computer Programming: Pascal	1
IST 218/219 Multimedia Production	3
IST 283 Non-Procedural & 4th: Gen Lang	3
IST 200/201 Local Area Networks	3
IST 278/279 Computer Programming: C++	3

Fourth Semester (Spring)

ACC 212 Prin. of Accounting II	3
*IST *** Elective	3
IST 123 Spreadsheet Soft.	3
IST 258 System Dev. Project	3
MTH/BUS Business Statistics	3
EEE *** Humanities Elective	3
	<u>18</u>

Minimum credit hours for degree 67

MICROCOMPUTER OPERATIONS CERTIFICATE

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

Occupational Objectives: Data Entry Clerk or Microcomputer Operator Trainee

Admission Requirements: In addition to the admission requirements of the College, entry into this certificate program requires proficiency in mathematics, writing and reading. Students should also possess skill in writing and reading of English. Students who are not proficient in these areas will be required to enroll in appropriate developmental skills courses.

Students who do not have basic skills in computer keyboarding with proficiency at 25 wpm will be required to enroll in a keyboarding class. Computer keyboarding skill testing will be available the first week of classes with no fees charged.

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

First Semester (Fall)

AST 141 Word Processing I	3
IST 114 Fundamentals of Comp. Information Systems	3
IST 106 Micro. Operating Systems	3
ENG *** Requirement	3
MTH 120 Introduction to Math	3
	<u>15</u>

Second Semester (Spring)

ACC 115 Applied Accounting	3
IST 123 Spreadsheet Software	3
IST/AST/ Micro. Software Electives	6
BUS	3
EEE *** Social Science Elective	3
	<u>15</u>

Minimum credit hours for certificate 30

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.

Core

*BUS 209	Continuous Quality Improvement	3
ETR 141	Electronics I	3
ETR 166	Fundamentals of Computer Technology	3
*IND 137	Team Concepts and Problem Solving	3
*IND 138	Quality Improvement for Manufacturing	3
IND 181	World Class Manufacturing	3
MAC 150	Intro. to Computer Aided Manufacturing	3

*Students will select one class (3 credits) from BUS 209, IND 137 or IND 138.

General Education

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

*Students may substitute MTH 103 (Basic Technical Math)

Restricted Electives

*EEE ***	Restricted Electives	9
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*In addition 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 meet needs and/or desires of an individual or industry related to the manufacturing environment.

Minimum credit hours for certificate 30

MECHANICAL DESIGN DEGREE

Purpose: There is a need for qualified designers to work with engineers in industry and civil agencies. The Associate in Applied Science Degree curriculum in Mechanical Design Technology is designed to prepare individuals for full-time employment immediately upon completion of the program. In addition, students have the option of transferring credits earned in the A.A.S. degree program to certain four-year colleges and universities toward a B.S. degree (see note below). The mechanical design technician is concerned with: properties of materials; operation and layout of machines; and designs, specifications and drawings used to describe structures and products. A graduate of this program is capable of skillfully accomplishing neat and accurate detail and assembly drawings both manually and on computer-aided design equipment.

The Mechanical Design program is also a Tech Prep Associate Degree curriculum in cooperation with area high schools.

Occupational Objectives:

Detail Drafter	Fixture Designer	Mechanical Designer
Engineering Technician	Machine Design Drafter	Structural Design Drafter

Admission Requirements: In addition to the admission standards established for the College, entry into the Associate in Applied Science program, with a major in Mechanical Design requires proficiency in reading, English, and mathematics, including one unit of algebra, and one unit of geometry or equivalent. Students who are not proficient in any of these subject areas will be required to correct deficiencies in prerequisite skills courses before entering the curriculum. Students should complete prerequisite math courses in the summer session prior to starting the program or fall semester, as needed. Failure to do this will extend their studies one year to succeed in the math-based courses.

Program Requirements: Approximately one-half of the program will include courses in mechanical design and related technologies, with the remaining courses in general education and electives. Instruction will include both theoretical concepts and practical applications needed for future success in mechanical design technology. Each student is advised to consult with the faculty advisor and the counseling department in planning a program and selecting electives. Students must achieve an overall grade of "C" (2.0 GPA) in the curriculum's required courses to be awarded a degree. Upon completion of the program, the graduate will be awarded the Associate in Applied Science Degree with a major in Mechanical Design.

NOTE: A number of colleges and universities have bachelor degree programs in Engineering Technology which continue from the Mechanical Design A.A.S. degree. Students interested in such programs should consult with a counselor/ advisor early in their program at DSLCC.

ASSOCIATE DEGREE CURRICULUM

First Semester (Fall)

DRF 141	Industrial Drafting Tech. I	3
ENG 111	College Composition I	3
MTH 113	Engineering Tech. Math I	5
PSY 200	Principles of Psychology	3
STD 100	Orientation	1
EEE ***	PED Elective	1
		16

Second Semester (Spring)

DRF 142	Industrial Drafting Tech. II	3
DRF 155	Fund. of Arch. Drafting	3
ENG 115	Tech. Writing	3
MTH 114	Engineering Tech. Math II	5
PSY 216	Social Psychology	3
		17

Third Semester (Fall)

DRF 211	Advanced Drafting Tech. I	3
DRF 231	Computer Aided Drafting I	3
EGR 130	Statics & Strength of Mat. for Engineering Tech.	5
IND 113	Mat. & Processes of Manu.	2
PHY 131	Applied Physics I	3
		16

Fourth Semester (Spring)

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
PHY 132	Applied Physics II	3
EEE ***	HLT/PED Elective	1
EEE ***	Humanities Elective	3
		17

Minimum credits for degree 66

¹Upon approval of the advisor, students also may choose either ENG 112 or SPD 110 to satisfy degree requirements.

NURSING DEGREE

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

Purpose: The two-year Associate Degree Program is designed to prepare selected students to qualify as contributing members of the health team, rendering safe, direct patient care as beginning practitioners of nursing in a variety of health service facilities. At the successful completion of the program, students will be eligible to take the National Council Licensure Examination leading to licensure as a registered nurse (R.N.).

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

Admission Requirements: Early application is suggested since space is limited. Applications for the new class beginning in the fall semester may be made to the nursing department beginning November of the preceding year.

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

1. Graduation from high school or GED.
2. High school courses in biology, algebra, and chemistry. High school record of achievement must reflect a "C" average in academic subjects.
3. GPA of 2.0 or higher.
4. Completion of physical and dental examinations following admission. Immunization and laboratory testing are to be included. Applicants must be free of any physical or psycho-social problem which adversely affect their performance as practitioners of nursing.
5. Students will take placement tests in reading, algebra, basic math, and writing. 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.
6. 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.
7. CPR certification is required by the end of the first semester.

Applicants with deficiencies may qualify for admission through satisfactory completion of a prescribed developmental and/or pre-nursing program.

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 one year 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 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 any liability for any 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 costs of books, students in the nursing program are required to purchase student uniforms and accessories.

TRADITIONAL CURRICULUM

First Semester (Fall)

BIO 231	Anatomy & Physiology I	4	NUR 212	Second Level Nursing II	8
NUR 105	Nursing Skills	2	PSY 238	Devel. Psychology	3
NUR 111	Nursing I	7	EEE ***	Free Elective	<u>1-3</u>
NUR 136	Prin. of Pharmacology I	1			12-14
STD 100	Orientation	<u>1</u>			
		15			

Second Semester (Spring)

BIO 232	Anatomy & Physiology II	4	NUR 213	Second Level Nursing III	8
HLT 230	Nutrition and Devel.	3	NUR 254	Dimensions of Prof. Nurs.	2
NUR 137	Prin. of Pharmacology II	2	**EEE ***	Social Science Elective	<u>3</u>
NUR 211	Nursing III	8		13	
		17	*PHI 220	Recommended	
			**SOC 200	Recommended.	

Third Semester (Summer)

BIO 195	Topics in Microbiology	1	Total Semester Hours	67-69
ENG 111	College Composition I	3	Nursing Credits	38
ENG 112	College Composition II	3	Support Course Hours	29-31
*EEE ***	Humanities Elective	<u>3</u>		
		10		

Fourth Semester (Fall)

Fifth Semester (Spring)

ACCELERATED BRIDGE CURRICULUM FOR LPN'S

Prerequisites

BIO 231	Anatomy & Physiology I	4	NUR 213	Second Level Nursing III	8
BIO 232	Anatomy & Physiology II	4	NUR 254	Dimensions of Prof. Nurs.	2
ENG 111	English Composition I	3	**EEE ***	Social Science Elective	<u>3</u>
ENG 112	English Composition II	3		13	
HLT 230	Princ. of Nutrition & Dev.	3	*PHI 220	Recommended	
		17	**SOC 200	Recommended	

Summer Bridge

BIO 195	Topics in Microbiology	1	Total Semester Hours	54-56
NUR 115	LPN Transition	7	(Additional 20 hours awarded upon completion of NUR 115)	
STD 100	Orientation	1	Nursing Credits	25
EEE ***	Free Elective	<u>1-3</u>	Support Course Hours	29-31
		10-12		

Fourth Semester (Fall)

NUR 212	Second Level Nursing II	8
PSY 238	Developmental Psych.	3
*EEE ***	Humanities Requirement	<u>3</u>
		14

HEALTH CARE CERTIFICATES

Purpose: The Certificates in Health Care include courses which are valuable for those who plan to enter a career related to health care. The Intermediate Certificate focuses primarily on home health care; the Advanced Certificate focuses on medical or surgical assisting skills in the physician's office, clinic, or operating room

Occupational Objectives: Nursing Assistant, Geriatric Nursing Assistant, Home-Health Assistant, Medical Assistant, Surgical 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. Students must take placement tests in reading, algebra, basic math and writing. Satisfactory scores must be achieved on each of these tests. 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. The student is required to complete a plan of courses and learning experiences provided at the College and selected community agencies, such as hospitals, nursing homes, or physicians' offices. The clinical faculty will evaluate the student's performance through written evaluations by the agency and personal observation.

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. General stipulations of these contracts include:

1. Clinical agencies reserve the right to dismiss a student from their agency at any time with due cause.
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 any liability for any injury or death to himself/herself or damage to his/her 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.

INTERMEDIATE HEALTH CARE CERTIFICATE

First Semester

Elective	Free Elective	3
BIO 231	Anatomy and Physiology I	4
ENG 111	English Composition I	3
HLT 105	Cardiopulmonary Resc.	1
HLT 106	First Aid and Safety	2
HLT 143	Medical Terminology I	3
		16

Second Semester

BIO 195	Microbiology	1
BIO 232	Anatomy & Physiology II	4
HLT 144	Medical Terminology II	3
HLT 230	Principles of Nutrition	3
NUR 135	Dosage and Calculations	2
¹ NUR 196	Training in Home Health	1
		14

Total Credit Hours 30

¹NUR 27, HLT 105, and HLT 106 are pre-requisites

*Students must hold Virginia CNA license

ADVANCED HEALTH CARE CERTIFICATE

First Semester

Elective	Free Elective	3
BIO 231	Anatomy and Physiology I	4
ENG 111	English Composition I	3
HLT 105	Cardiopulmonary Resc.	1
HLT 106	First Aid and Safety	2
HLT 143	Medical Terminology I	3
		16

Third Semester

Elective	Humanities Elective	3
Elective	Social Science Elective	3
Elective	Word Processing Elective	3
² MDL 196	Phlebotomy & Office Assistant or Surgical Assistant Training	4
NUR 135	Dosage and Calculations	2
PSY 238	Human Growth & Devel.	3
		18

Second Semester

BIO 195	Microbiology	1
BIO 232	Anatomy & Physiology II	4
ENG 112	English Composition II	3
HLT 144	Medical Terminology II	3
HLT 230	Principles of Nutrition	3
¹ NUR 196	Training in Home Health	1
		15

Total Credit Hours 46

¹NUR 27, HLT 105, and HLT 106 are pre-requisites

²NUR 27, HLT 143, HLT 144, BIO 231, and BIO 232 are pre-requisites; BIO 195 is a co-requisite

*Students must hold Virginia CNA license

PULP AND PAPER TECHNOLOGY DEGREE

Purpose: The Associate in Applied Science Degree Program has been developed to prepare students for entry into the paper and allied products industry. The introduction of high technology into paper and allied products processing has mandated training and education of new employees in the entire system of pulp and paper processing. Since the inception of the degree program, 25 percent of graduates have been accepted into four-year pulp and paper technology program, 15 percent have begun working in entry-level positions in the paper industry, and 50 percent have improved their career potential in the mills where they work.

NOTE: A number of colleges and universities award a baccalaureate degree in Pulp and Paper Technology. DSLCC is developing transfer articulation agreements with several of these. Students interested in such a program should advise and consult their counselor/advisor early in their studies.

Occupational Objectives: Upon completion of this program, the student will be considered an industrial technician and will be welcomed by such industrial giants as Westvaco, Chesapeake, Union Camp, and many smaller allied product plants as:

Technician Trainee
Wet End Control Technician

Quality Control Technician
Technician I

Admission Requirements: In addition to the admission standards established for the College, entry into the program requires proficiency in reading, English, mathematics, including one unit of algebra and one unit of geometry or the equivalent. Students who are not proficient in any of these subject areas will be required to correct deficiencies in prerequisite skills courses before entering the curriculum. Students should complete prerequisite math courses in the summer session prior to starting the program in fall semester, as needed. Failure to do this will extend their studies one year to succeed in the math-based courses.

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

ASSOCIATE DEGREE CURRICULUM

First Semester (Fall)

CHM 100 Intro. to Chemistry	3
ENG 111 College Composition I	3
¹ PPT 171 Intro. to Pulp and Paper I	4
MTH 113 Engineering Tech Math I	5
STD 100 Orientation	1
	16

Second Semester (Spring)

² ENG 115 Technical Writing	3
¹ PPT 172 Intro. to Pulp and Paper II	4
PHY 130 Survey of Applied Physics	3
EEE *** PED Elective	1
EEE *** Social Science Elective	3
	14

1Summer Semester

Third Semester (Fall)

PPT 275 P & P Mill Maintenance	3
PPT 276 Processes of Pulping	3
PPT 279 Convert. & Printing	3
EEE *** Humanities Elective	3-4
EEE *** Social Science Elective	3
	16

Fourth Semester (Spring)

ENV 220 Env. Problems	3
PPT 230 Applied QPC	3
PPT 277 Papermaking Processes	3
PPT 278 Instruments & Controls	3
HLT 106 First Aid/Safety	2
EEE *** Free Elective	3
	17

Minimum credit hours for degree **64**

¹Students transferring from another VCCS Community College must complete PPT 171 and 172 during the summer session.

²Upon approval of the advisor, students may also choose either ENG 112 or SPD 110 to satisfy degree requirements.

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. Preparatory students must complete the introductory pulp and paper courses prior to enrolling in any of the advanced level courses. In order to succeed in the program, students should also possess a proficiency in math, writing, and reading skills. Students not proficient in these subject areas will be required to enroll in appropriate prerequisite skills courses.

Program Requirements: The curriculum includes basic courses in practical writing skills, social sciences, and 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.

General Education

ENG Requirement	3
SOC SC Requirement	3
HLT 106 First Aid & Safety	2
	8

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	3
	24

Minimum credit hours for certificate **32**

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

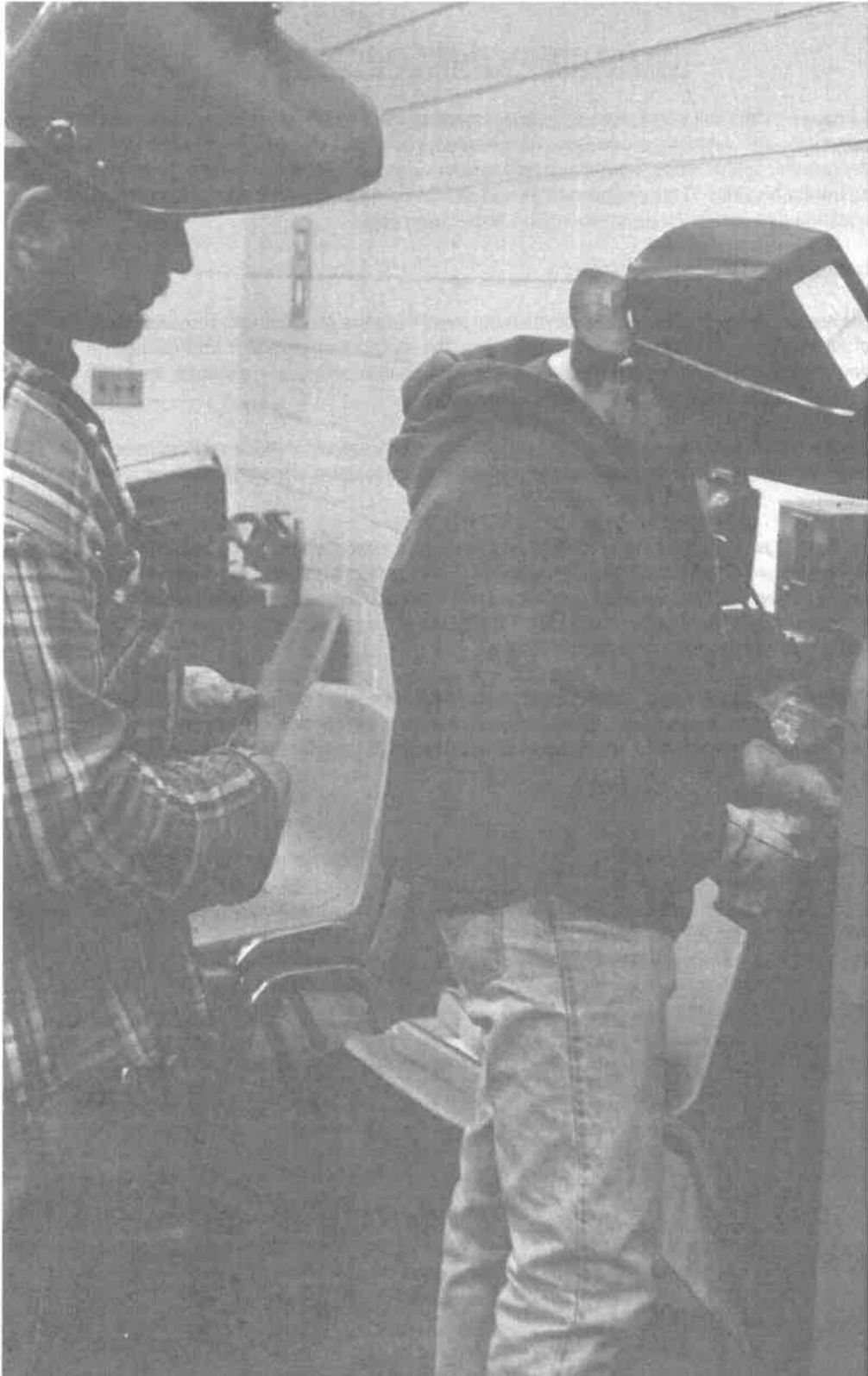
Admission Requirements: Students must meet the general admission requirements of the College. Successful completion of the curriculum requires proficiency in communications; an understanding of applied mathematics, a moderate level of dexterity and average mechanical aptitude.

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, communication skills, safety, and numerous skill areas of welding, i.e., gas tungsten-arc welding, shielded metal-arc welding, gas metal-arc welding, pipe welding, oxyacetylene and plasma cutting.

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

First Semester (Fall)			Second Semester (Spring)		
HLT 106	First Aid & Safety	2	DRF 166	Weld Blueprint Reading	2
MTH 103	Basic Technical Math	3	ENG 101	Practical Writing I	3
WEL 130	Inert Gas Welding I	3	WEL 124	Arc Weld II	3
WEL 117	Oxyacetylene Welding and Cutting	3	WEL 126	Pipe Welding I	3
WEL 123	Arc Welding I	3	WEL 135	Inert Gas Welding II	2
WEL 145	Welding Metallurgy	3			13
		17		Minimum credit hours for certificate	30



CAREER STUDIES CERTIFICATES

Length: Variable (12-29 hours) depending upon the identified need. The 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 course 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	Industrial Maintenance
Business/Industrial Supervision	Introductory Health Care
Child Care	Paralegal Studies
Computer Aided Design	Pulp and Paper Technology
Data Entry Operations	Small Business Management
Electronics:	Welding
Communications	Word Processing
Digital	
Industrial	

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.

Basic Banking

BUS 121	Business Math I	3
ECO 201	Principles of Econ. I	3
ECO 202	Principles of Econ. II	3
FIN 110	Principles of Banking	<u>3</u>
		12

Business/Industrial Supervision

BUS 111	Principles of Supervision	3
BUS 236	Communications in Mgmt.	3
HLT 105	CPR	1
HLT 106	First Aid and Safety	2
BUS/IND	Career Elective	<u>3</u>
		12

Child Care

CHD 118	Methods and Materials in the Language Arts	3
CHD 120	Intro. to Early Childhood Education	3
CHD 125	Creative Activities for Children	3
CHD 205	Guiding the Behavior of Children	3
EDU 235	Health, Safety, & Nutrition Education	<u>3</u>
		15

Computer Aided Design

IST	Elective	3
DRF 141	Industrial Drafting Tech. I or equivalent	3
DRF 142	Industrial Drafting Tech. II or equivalent	3
DRF 231	CAD I	3
DRF 232	CAD II	<u>3</u>
		15

Data Entry Operations

AST 141	Word Processing I	3
IST 106	Micro. Operating Systems	3
IST 114	Fundamentals of Computer Information Systems	3
EEE ***	Software Elective	<u>3</u>
		12

Electronics

	Core	
ETR 113	DC and AC Fund. I	4
ETR 123	Electronic Applications	2
ETR/ELE	Electives: See Options 6-9	
	MINIMUM CREDITS	12-15
	Options	
	Digital	
ETR 279	Digital Systems I	4
ETR 280	Digital Systems II	4
	Communications	
ETR 241	Electronics Comm.	4
	Industrial	
ELE 211	Electrical Machines I	3
ELE 212	Electrical Machines II	3

Industrial Maintenance

DRF 161	Blueprint Reading I	2
ELE 115	Electricity	3
MAC 195	Intro. to Industrial Machine Repair	3
MAC 195	Pipefitting I	3
MEC 195	Hydraulics & Pneumatics	3
MTH 21	Survey of Tech. Math I	3
MTH 22	Survey of Tech. Math II	3
SAF 126	Prin. of Industrial Safety	3
WEL 116	Welding Oxyacetylene	2
*EEE ***	Restrictive Elective	2-3
		27

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

Introductory Health Care

HLT 105	Cardiopulmonary Resc.	1
BIO 231	Anatomy and Physiology I	4
HLT 143	Medical Terminology I	3
HLT 106	First Aid and Safety I	2
HLT 230	Nutrition	3
¹ EEE ***	Free Elective	3
		16

¹NUR 27 highly recommended

Paralegal Studies

ENG 111	College Composition I	3
LGL 110	Intro. to Law & the Legal Assistant	3
LGL 125	Legal Research	3
LGL 126	Legal Writing	3
LGL 130	Law Office Admin. & Management	3
LGL 210	State and Federal Proc.	3
		18

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.	4
		12-13

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

Small Business Management

ACC 115	Applied Accounting	3
BUS 165	Small Business Management	3
*IST 139	Integrated Software	3
MKT/BUS	Electives	6
		15

*Prerequisite: 25 wpm keyboarding skills

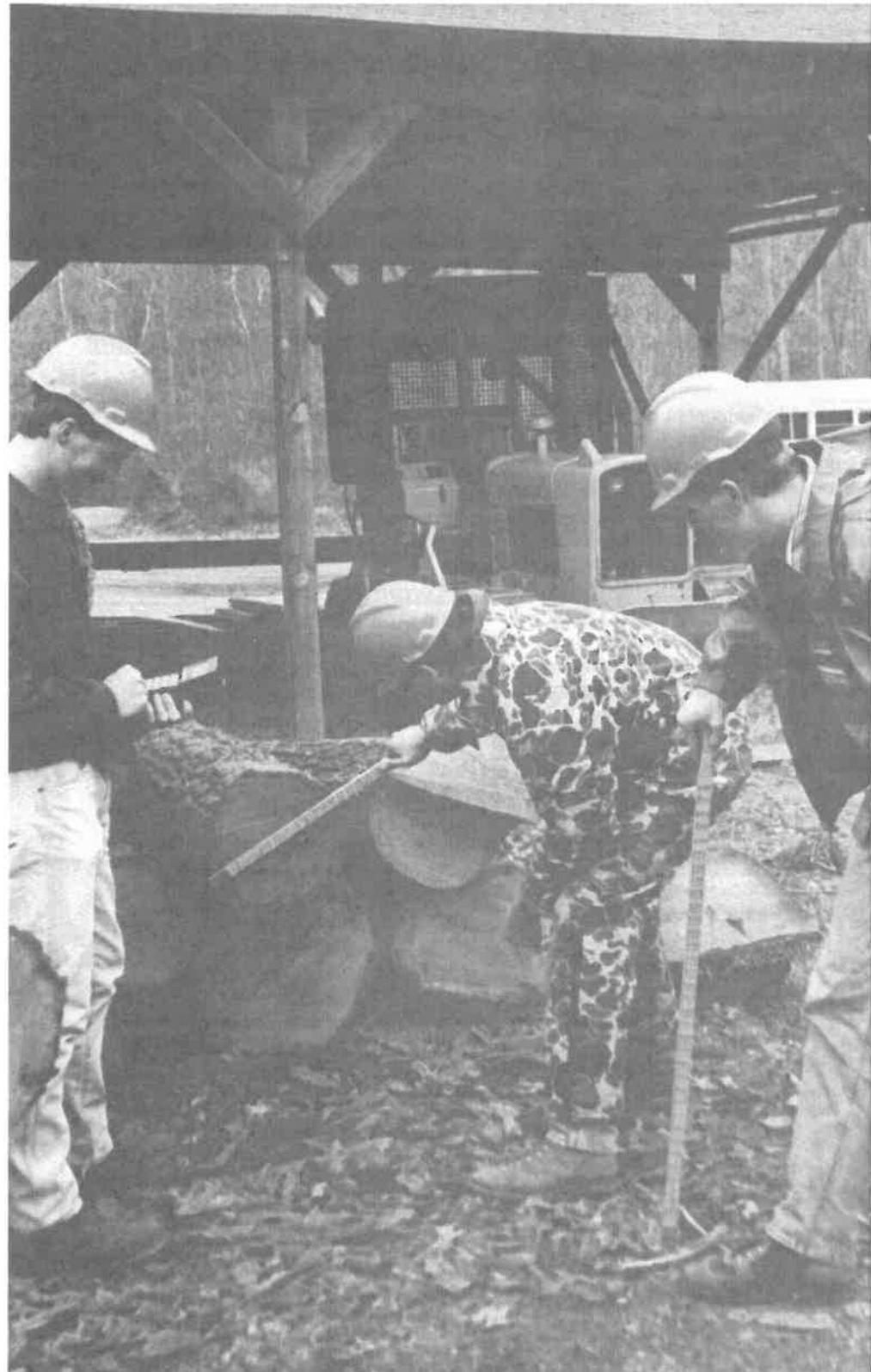
Welding

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

Word Processing

*AST 141	Word Processing I (WordPerfect 6.1)	3
AST 142	Word Processing II (WordPerfect 6.1)	3
AST 236	Specialized Software Applications (MicroSoft Works)	3
AST 253	Advanced Desktop Publishing (WordPerfect 6.1)	3
		12

*Prerequisite: 25 wpm keyboarding skills



DESCRIPTION OF COURSES

COURSE NUMBERS

Courses numbered 01-09 are in the developmental program. The credits earned in these courses are not applicable toward certificate programs or an associate degree. Students may re-take these courses three (3) semesters until the course objectives are completed. Permission of the Dean of Instruction is required to re-enroll.

Courses numbered 10-99 are basic occupational courses for certificate programs. The credits earned in these courses are not applicable toward an associate degree.

Courses numbered 100-199 are freshman-level courses applicable toward an associate degree or certificate program.

Courses numbered 200-299 are sophomore-level courses applicable toward an associate degree program.

COURSE CREDITS

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

COURSE HOURS

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

PREREQUISITES

If any prerequisites are required to enroll in a course, these prerequisites will be identified in the course description. Courses in special sequences (usually identified by the numerals I-II) require that prior courses or their equivalent be completed before enrolling in the advanced courses in the sequence. When co-requisites are required, this means that two courses identified in the description must be taken at the same time.

COURSES OFFERED

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

ACCOUNTING

ACC 105 OFFICE ACCOUNTING (3 CR)

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

ACC 211 PRINCIPLES OF ACCOUNTING I (3-4 CR)

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

ACC 212 PRINCIPLES OF ACCOUNTING II (3-4 CR)

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

ACC 213-214 PRINCIPLES OF ACCOUNTING LAB (1 CR.) (1 CR.)

Provides problem solving experiences to supplement instruction in ACC 211-212. Should be taken concurrently with ACC 211-212. Laboratory 2 hour per week.

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, rehabilitation methods and current trends. Prerequisite ENG 01 and 04. 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. Prerequisite ENG 01 and 04. Lecture 3 hours per week.

ADJ 111 LAW ENFORCEMENT ORGANIZATION & ADMINISTRATION (3 CR.)

Teaches the principles of organization and administration of law enforcement agencies. Studies the management of line operations, staff and auxiliary services, investigative and juvenile units. Introduces the concept of data processing; examines policies, procedures, rules, and regulations pertaining to crime prevention.

Surveys concepts of protection of life and property, detection of offenses, and apprehension of offenders. Prerequisite ENG 01, ENG 04, and MTH 02. Lecture 3 hours per week.

ADJ 166 FISH AND GAME REGULATIONS (3 CR.)

Surveys state and federal laws regarding inland fishing, water fowl, and game animals. Prerequisite 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. Prerequisite 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. Prerequisite ENG 01 and 04. 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. Prerequisite 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. Prerequisite 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 investigation. Applies investigative techniques to specific situations and preparation of trial evidence. Prerequisite ENG 01, ENG 04, ADJ 236 or divisional approval. 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. Prerequisite ENG 01 and 04. Lecture 3 hours per week.

ADJ 248 PROBATION, PAROLE, AND TREATMENT (3 CR.)

Surveys the philosophy, history, organization, personnel, and functioning of traditional and innovative probation and parole programs. Considers major treatment models for clients. Prerequisite ENG 01 and 04. Lecture 3 hours per week.

ADMINISTRATIVE SUPPORT TECHNOLOGY

AST 101 KEYBOARDING I (3-4 CR.)

Teaches the alpha/numeric keyboard with emphasis on correct techniques, speed, and accuracy. Teaches formatting of basic personal and business correspondence, reports, and tabulation. A laboratory co-requisite (AST 103) may be required. Lecture 3-4 hours per week.

AST 102 KEYBOARDING II (3-4 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. A laboratory co-requisite (AST 104) may be required. Lecture 3-4 hours per week.

AST 107 EDITING/PROOFREADING SKILLS (3 CR.)

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

AST 114 KEYBOARDING FOR INFORMATION PROCESSING (1-2 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. A laboratory co-requisite (AST 115) may be required. Lecture 1-2 hours per week.

AST 137 RECORDS MANAGEMENT (3 CR.)

Teaches filing and records management procedures for hard copy, electronic, and micrographic systems. Identifies equipment, supplies, and solutions to records management problems. Lecture 3 hours per week.

AST 141 WORD PROCESSING I (SPECIFY SOFTWARE) (3-4 CR.)

Teaches creating and editing documents, including line and page layouts, columns, fonts, search/replace, cut/paste, spell/thesaurus, and advanced editing and formatting features of word processing software. Prerequisite AST 101 or equivalent. A laboratory co-requisite (AST 144) may be required. Lecture 3-4 hours per week.

AST 142 WORD PROCESSING II (SPECIFY SOFTWARE) (3-4 CR.)

Teaches advanced software applications. Prerequisite AST 141 or equivalent. A laboratory co-requisite (AST 145) may be required. Lecture 3-4 hours per week.

AST 236 SPECIALIZED SOFTWARE APPLICATIONS (SPECIFY SOFTWARE) (3-4 CR.)

Teaches specialized integrated software applications on the microcomputer. Emphasizes document production to meet business and industry standards. Prerequisite AST 101 or equivalent. A laboratory co-requisite (AST 237) may be required. Lecture 3-4 hours per week.

AST 240 MACHINE TRANSCRIPTION (3-4 CR.)

Develops proficiency in the use of transcribing equipment to produce business documents. Emphasizes listening techniques, business English, and proper formatting. Includes production rate and mailable copy requirements. A laboratory co-requisite (AST 241) may be required. Co-requisite AST 102 or equivalent. Lecture 3-4 hours per week.

AST 243 OFFICE ADMINISTRATION I (3 CR.)

Develops an understanding of the administrative support role and the skills necessary to provide organizational and technical support in a contemporary office setting. Emphasizes the development of critical-thinking, problem-solving, and job performance skills in a business office environment. Prerequisite AST 101. Lecture 3 hours per week.

AST 244 OFFICE ADMINISTRATION II (3 CR.)

Enhances skills necessary to provide organizational and technical support in a contemporary office setting. Emphasizes administrative and supervisory role of the office professional. Includes travel and meeting planning, office budgeting and financial procedures, international issues and career development. Prerequisite AST 243 or equivalent. Lecture 3 hours per week.

AST 253 ADVANCED DESKTOP PUBLISHING I (SPECIFY SOFTWARE) (3-4 CR.)

Introduces specific desktop publishing software. Teaches document layout and design, fonts, type styles, style sheets, and graphics. Prerequisite AST 101 or equivalent and experience in using a word processing package. A laboratory co-requisite (AST 255) may be required. Lecture 3-4 hours per week.

AST 265 LEGAL OFFICE PROCEDURES I (3 CR.)

Introduces general office procedures used in law offices and courts. Co-requisite AST 102 or equivalent. Lecture 3 hours per week.

**AST 271 MEDICAL OFFICE PROCEDURES I
(3 CR.)**

Covers medical office procedures, records management, preparation of medical reports, and other medical documents. Co-requisite AST 102 or equivalent. Lecture 3 hours per week.

AIR CONDITIONING AND REFRIGERATION**AIR 121 AIR CONDITIONING AND REFRIGERATION
(3 CR.)**

Studies refrigeration theory, tools and equipment, soldering, brazing, refrigeration systems, system components, compressors, evaporators, metering devices. Provides laboratory application of refrigerators and freezers. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**AIR 122 AIR CONDITIONING AND REFRIGERATION II
(3 CR.)**

Presents operations of commercial refrigeration systems, ice machines, design, installation and service, air conditioning and heat pumps. Prerequisite AIR 121. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**AIR 123-124 AIR CONDITIONING AND REFRIGERATION III AND IV
(3 CR.) (3 CR.)**

Psychometric properties of air, heat load and gain calculation, heated and chilled water systems, duct design, air distribution, and air comfort requirements. Prerequisite AIR 122. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

ARTS**ART 120 BEGINNING DRAWING
(2 CR.)**

Introduces principles and practices of the various media used in drawing. Lecture 1 hour. Studio instruction 2 hours. Total 3 hours per week.

**ART 121-122 DRAWING I-II
(3-4 CR.) (3-4 CR.)**

Develops basic drawing skills and understanding of visual language through studio instruction/lecture. Introduces concepts such as proportion, space perspective, tone and composition as applied to still life, landscape, and the figure. Uses drawing media such as pencil, charcoal, ink wash and color media. Includes field trips and gallery assignments as appropriate. Variable hours per week.

**ART 201-202 HISTORY ART I-II
(3 CR.) (3 CR.)**

Studies the historical conflict of art of the ancient, medieval, renaissance and modern worlds. Includes research project. Lecture 3 hours per week. Prerequisite ENG 01 and 04; corequisites ENG 03 and 05.

**ART 241-242 PAINTING I-II
(3-4 CR.) (3-4 CR.)**

Introduces abstract and representational painting in acrylic and/or oil with emphasis on color composition and value. Prerequisite: ART 122 or divisional approval. Variable hours per week.

**ART 243-244 WATERCOLOR I-II
(4 CR.) (3 CR.)**

Presents abstract and representational painting in watercolor with emphasis on design, color, composition, technique and value. Prerequisite divisional approval. Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week.

BIOLOGY**BIO 100 BASIC HUMAN BIOLOGY
(3 CR.)**

Presents basic principles of human anatomy and physiology. Discusses cells, tissues, and selected human systems. Prerequisites ENG 01 and 04. Corequisite ENG 05. Lecture 3 hours per week.

**BIO 101-102 GENERAL BIOLOGY I-II
(4 CR.) (4 CR.)**

Explores fundamental characteristics of living matter from the molecular level to the ecological community with emphasis on general biological principles. Introduces the diversity of living organisms and their structure, function and evolution. Prerequisites ENG 01, ENG 04 and MTH 03. Corequisites ENG 03 and 05. Lecture 3 hours. 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 AND PHYSIOLOGY I, II
(4 CR.)(4 CR.)**

Integrates the study of gross and microscopic anatomy with physiology, emphasizing the analysis and interpretation of physiological 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. Corequisites 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 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.

**BUS 165 SMALL BUSINESS
MANAGEMENT
(3 CR)**

Identifies management concerns unique to small businesses. Introduces the requirements necessary to initiate a small business and identifies the elements comprising a business plan. Presents information establishing financial and administrative controls, developing a marketing strategy, managing business operations, and the legal and government relationships specific to small businesses. Lecture 3 hours per week.

**BUS 200 PRINCIPLES OF MANAGEMENT
(3 CR)**

Teaches management and the management functions of planning, organizing, leading, and controlling. Focuses on application of management principles to realistic situations managers encounter as they attempt to achieve organizational objectives. Lecture 3 hours per week.

**BUS 201 ORGANIZATIONAL BEHAVIOR
(3 CR)**

Presents a behaviorally oriented course combining the functions of management with the psychology of leading and managing people. Focuses on the effective use of human resources through understanding human motivation and behavioral patterns, conflict management and resolution, group functioning, and process, the psychology of decision-making, and the importance of recognizing and managing change. Lecture 3 hours per week.

**BUS 205 HUMAN RESOURCE
MANAGEMENT
(3CR)**

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

**BUS 206 PUBLIC RELATIONS IN
MANAGEMENT
(3 CR)**

Presents public relations as a management responsibility and introduces the theory of public relations. Focuses on public relations techniques and their application to gaining and maintaining understanding and support for an organization from the employee, community, customer, supplier, and stockholder. Uses lec-

tures, demonstrations, and case problems. Lecture 3 hours per week.

BUS 209 CONTINUOUS QUALITY IMPROVEMENT (3 CR)

Presents the different philosophies in Quality Control. Introduces students to Process Improvement, Team Development, Consensus Building, and Problem-Solving strategies. Identifies methods for Process Improvement in manufacturing and service organizations, which includes Statistical Process Control when used in the quality control function of business and industry. Lecture 3 hours per week.

BUS 221 BUSINESS STATISTICS I (3 CR)

Focuses on statistical methodology in the collection, organization, presentation, and analysis of data; concentrates on measures of central tendency, dispersion, probability concepts, and distribution, sampling, statistical estimation, normal and T distribution, and hypotheses for means and proportions. Prerequisite MTH 163 or division approval. Lecture 3 hours per week.

BUS 236 COMMUNICATION IN MANAGEMENT (3 CR)

Introduces the functions of communication in management with emphasis on gathering, organizing, and transmitting facts and ideas. Teaches the basic techniques of effective oral and written communication. Lecture 3 hours per week.

BUS 241 BUSINESS LAW I (3 CR)

Presents a broad introduction to legal environment of U.S. business. Develops a basic understanding of contract law and agency and government regulation. Lecture 3 hours per week.

BUS 265 ETHICAL ISSUES IN MANAGEMENT (3 CR)

Examines the legal, ethical, and social responsibilities of management. May use cases to develop the ability to think and act responsibly. Lecture 3 hours per week.

CHEMISTRY

CHM 100 INTRODUCTION TO CHEMISTRY (3 CR.)

Introduces chemical concepts to students not intending to specialize in a chemistry field. Emphasizes basic inorganic/organic principles. Prerequisites ENG 04 and MTH 02. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

CHM 111-112 COLLEGE CHEMISTRY I-II (4 CR.) (4 CR.)

Explores the fundamental laws, theories, and mathematical concepts of chemistry. Designed primarily for science and engineering majors. Prerequisites ENG 04 and MTH 03. Corequisite ENG 05. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

CHM 241-242 ORGANIC CHEMISTRY I-II (3 CR.) (3 CR.)

Introduces fundamental chemistry of carbon compounds, including structure, physical properties, syntheses, and typical reactions. Emphasizes reaction mechanisms. Prerequisite CHM 112 or divisional approval. Corequisite CHM 243-244. Lecture 3 hours per week.

CHM 243-244 ORGANIC CHEMISTRY LABORATORY I-II (2 CR.) (2 CR.)

Is taken concurrently with CHM 241 and CHM 242. Prerequisites CHM 112 or division approval. Laboratory 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 encouraging pro-social behavior in children and emphasizes basic skills and techniques in classroom management. Lecture 3 hours per week.

COMPUTER SCIENCE

CSC 100 INTRODUCTION TO COMPUTER USAGE (1 CR.)

Teaches fundamental skills of computer operation. Examines hardware (processor, keyboard, disk drive, and printers) and operating system and editors. Lecture 1 hour per week.

DRAFTING

DRF 141-142 INDUSTRIAL DRAFTING TECHNIQUES I-II (3 CR.) (3 CR.)

Introduces industrial drafting techniques, including history of the graphic language, fundamentals of lettering, care and use of drafting instruments, reproduction and control of drawing. Teaches basic geometric construction, sketching and shape description, multiview projection, sections and conventions, auxiliary views and revolutions. Explains threads, fasteners, springs, dimensioning, tolerancing, pictorial drawing. DRF 141 Prerequisites MTH 03, MTH 06, or equivalent. 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 divisional approval. Prerequisite DRF 141 or equivalent. Lecture 2 hours. Laboratory 3 hours. Total 5 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 211 ADVANCED TECHNICAL DRAFTING I (3 CR.)

Teaches use of drafting equipment, with possible CAD applications, emphasizing knowledge and skill required for industrial drawing. May include piping, gearing, geometric and positional tolerances, drawing layout and lettering of all types. Prerequisite DRF 142, MTH 113, MTH 114. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

DRF 212 ADVANCED TECHNICAL DRAFTING II (3 CR.)

Teaches concepts of structural metal fabrication and drawing, and advanced design drafting techniques. Assignments may be done using CAD. Prerequisite MTH 112, 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 141 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. 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 AAS degree program curriculum. Nature and extent of the project to be developed jointly with the instructor. Prerequisite MTH 114, ENG 130. Lecture 2 hours.

ECONOMICS

ECO 201 PRINCIPLES OF ECONOMICS I - MACROECONOMICS (3 CR.)

Introduces macroeconomics including the study of Keynesian, classical, monetarist principles and theories, the study of national economic growth, inflation, recession, unemployment, financial markets, money and banking, the role of government spending and taxation, along with international trade and investments. Lecture 3 hours per week.

ECO 202 PRINCIPLES OF ECONOMICS II - MICROECONOMICS (3 CR.)

Introduces the basic concepts of microeconomics. Explores the free market concepts with coverage of economic models and graphs, scarcity and choices, supply and demand, elasticities, marginal benefits and costs, profits, and production and distribution. Lecture 3 hours per week.

EDUCATION

EDU 110 INTRODUCTION TO CHILD CARE (3 CR.)

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

EDU 118 METHODS AND MATERIALS IN THE LANGUAGE ARTS FOR YOUNG CHILDREN (3 CR.)

Presents techniques and methods for encouraging the development of language and perceptual skills in young children. Stresses improvement of vocabulary, speech and methods to stimulate discussion. Surveys

children's literature, examines elements of quality story telling and story reading, and stresses the use of audiovisuals materials. Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week.

EDU 120 INTRODUCTION TO EARLY CHILDHOOD EDUCATION (3 CR.)

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

EDU 235 HEALTH, SAFETY, AND NUTRITION EDUCATION (3 CR.)

Focuses on the physical needs of children and explores strategies to meet these needs. Emphasizes positive health routines, hygiene, nutrition, feeding and clothing habits, childhood diseases, and safety. Places emphasis on the development of food habits and concerns in food and nutrition. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

ELECTRICITY

ELE 211-212 ELECTRICAL MACHINES I-II (3 CR.) (3 CR.)

Studies the construction, theory of operations and applications of AC and DC machines. Lecture 2 hours per week. Laboratory 2 hours per week.

ELECTRONICS

ETR 113-114 A.C. AND D.C. FUNDAMENTALS (4 CR.) (4 CR.)

Studies A.C. and D.C. circuits, basic electrical components, instruments, network theorems, and techniques used to predict, analyze and measure electrical quantities. Prerequisite for ETR 113: MTH Q3 or permission of instructor. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

ETR 123 ELECTRONIC APPLICATIONS (2 CR.)

Provides laboratory and shop assignment/jobs as applied to basic electronic devices, circuits and systems with emphasis on practical measurements. May require preparation of a report as an out-of-class activity. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

ETR 144 DEVICES AND APPLICATIONS (4 CR.)

Teaches theory of active devices and circuits such as diodes, power supplies, transistors (BJT's), amplifiers and their parameters, fets, and op amps. May include UJT's, oscillators, RF amplifiers, thermionic devices, and others. Prerequisite ETR 113 or equivalent. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

ETR 166 FUNDAMENTALS OF COMPUTER TECHNOLOGY (3 CR.)

Introduces computer use and literacy. May include operating systems, high level language programming, word processors, spreadsheets and other generic software. Lecture 3 hours per week.

ETR 203 ELECTRONIC DEVICES (4 CR.)

Studies active devices and circuits such as diodes, power supplies, transistors (BJT's), amplifiers, thermionic devices, and other devices. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

ETR 241 ELECTRONIC COMMUNICATIONS I (4 CR.)

Studies noise, information and bandwidth, modulation and demodulation, transmitters and receivers, wave propagation, antennas and transmission lines. May include broad band communication systems, microwave, both terrestrial and satellite, fiber optics, multiplexing and associated hardware. Prerequisite ETR 201 or equivalent. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

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 operation 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 determinate beams, and axially loaded columns. Prerequisite MTH 114. 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 appreciation of reading. Guides students in making inferences, drawing conclusions, and detecting relationships between generalizations and supporting details. Includes interpreting graphic aids and mastering basic library skills. 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, and 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. Corequisites 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, may include comprehensive library skills. 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 integrating, composing, revising, and editing. Supports writing by integrating experiences in thinking, reading, listening, and speaking. Prerequisites ENG 03 and 04. Corequisite ENG 05. Lecture 3 hours per week.

ENG 115 TECHNICAL WRITING (3 CR.)

Develops ability in technical writing through extensive practice in composing technical reports and other documents. Guides students in achieving voice, tone, style, and content in formatting, editing, and graphics. Introduces students to technical discourse through selected reading. Prerequisites ENG 111 and 05. Lecture 3 hours per week.

ENG 135 APPLIED GRAMMAR (3 CR.)

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

ENG 150 CHILDREN'S LITERATURE (3 CR.)

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

ENG 211-212 CREATIVE WRITING I-II (3 CR.) (3 CR.)

Introduces the student to the fundamentals of writing imaginatively. Students write in forms to be selected from poetry, fiction, drama, and essays. Prerequisite ENG 112 or divisional approval. Lecture 3 hours per week.

ENG 241-242 SURVEY OF AMERICAN LITERATURE (3 CR.) (3 CR.)

Examines American literary works from Colonial times to the present, emphasizing the ideas and characteristics of our national literature. Involves critical reading and writing. Prerequisite ENG 112 or divisional approval. Lecture 3 hours per week.

ENG 243-244 SURVEY OF ENGLISH LITERATURE I-II (3 CR.) (3 CR.)

Studies major English works from the Anglo-Saxon period to the present, emphasizing ideas and characteristics of the British literary tradition. Involves critical reading and writing. Prerequisite ENG 112 or divisional approval. Lecture 3 hours per week.

ENG 261-262 ADVANCED CREATIVE WRITING I-II (3 CR.) (3 CR.)

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

ENG 273-274 WOMEN IN LITERATURE I-II (3 CR.) (3 CR.)

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

ENG 279 FILM AND LITERATURE (3 CR.)

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

ENVIRONMENTAL SCIENCE**ENV 40 BASIC CERTIFICATION PREPARATION-WASTEWATER (1 CR.)**

Reviews materials which are normally associated with the Wastewater Treatment Plant Operator's Class IV or Class III certification examinations. Utilizes lecture, audiovisual, and workshop sessions to review required materials and to prepare the trainee to complete the wastewater operator examinations. Laboratory 2 hours per week.

ENV 47 BASIC CERTIFICATION PREPARATION-WATER (1 CR.)

Reviews materials which are normally associated with the Water Treatment Plant Operator's Class III or Class IV certification examinations. Utilizes lecture, audiovisual, and workshop sessions to review the required materials and to prepare the trainee to complete the water operator examinations. Laboratory 2 hours per week.

ENV 146 ADVANCED CERTIFICATION PREPARATION-WASTEWATER (1 CR.)

Reviews the materials associated with the Wastewater Treatment Plant Operator's Class II or Class I certification examinations. Consists of lecture, audiovisual, and workshop sessions to review the required material and to prepare the trainee to complete the wastewater operator's examination. Laboratory 2 hours per week.

ENV 147 ADVANCED CERTIFICATION PREPARATION-WATER (1 CR.)

The advanced certification examination program is a workshop to review the additional materials associated with Water Treatment Plant Operator Class II or Class I certification examinations. The program consists of lecture, audiovisual, and workshop sessions to review the required material and to prepare the trainee to complete the water operator's examination. Laboratory 2 hours per week.

ENV 220 ENVIRONMENTAL PROBLEMS (3 CR.)

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

FINANCIAL SERVICES**FIN 107 PERSONAL FINANCE (3 CR.)**

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

FIN 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. The course explores the working of fiscal and monetary policy, the functions and powers of the Federal Reserve system, and various monetary theories. Also highlighted are 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 and suppression, and forest fire 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 195 TOPICS IN FORESTRY
(2 CR.)**

Introduces basic applied mathematics and algebra to forestry situations. Involves measurements and practical field experiences for beginning forest technology students. Prerequisite ENG 04. Co-requisite ENG 05. Lecture 1 hour. Laboratory 2 hours. Total 3 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 226 WOODLOT MANAGEMENT
(2 CR.)**

Applies the principles and practices of forestry to the establishment and management of the public or private woodlot. Lecture 2 hours per week.

**FOR 227 TIMBER HARVESTING
(5 CR.)**

Teaches harvesting methods, including physical layout, economics, contracts, silvicultural water management, protection consideration, 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 operation of a small sawmill consisting of head saw, edger, and trimmer for the production of quality hardwood and softwood lumber. 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. 320 hours total for the term.

FOR 297 COOPERATIVE EDUCATION IN FORESTRY (4 CR.)

Supervised on-the-job training with pay in selected business, industry or service organizations coordinated by the college. Permission of the instructor is required. Laboratory 40 hours per week. Prerequisite FOR 201, FOR 125. 320 hours total for the term.

FRENCH**FRE 101-102 BEGINNING FRENCH I-II (4 CR.) (4 CR.)**

Introduces understanding, speaking, reading, and writing skills and emphasizes basic French sentence structure. Lecture 4 hours per week. May include one additional hour of oral practice per week.

FRE 201-202 INTERMEDIATE FRENCH I-II (4 CR.) (4 CR.)

Continues to develop understanding, speaking, reading, and writing skills. French is used in the classroom. Prerequisite French 102 or equivalent. Lecture 4 hours per week. May include one additional hour of oral practice per week.

GEOGRAPHY**GEO 210 INTRO. TO CULTURAL GEOGRAPHY (3 CR.)**

Focuses on the relationship between culture and geography. Presents a survey of modern demographics, landscape modification, material and nonmaterial culture, language, race and ethnicity, religion, politics, and economic activities. Introduces the student to types and uses of maps. Lecture 3 hours per week.

HEALTH**HLT 105 CARDIOPULMONARY RESUSCITATION (1 CR.)**

Provides training in coordinated mouth-to-mouth artificial ventilation and chest compression, choking, life-threatening emergencies, and sudden illness. Prerequisites ENG 01 and 04. Co-requisites ENG 03 and 05. Lecture 1 hour per week.

HLT 106 FIRST AID AND SAFETY (2 CR.)

Focuses on the principles and techniques of safety and first aid. Prerequisites ENG 01 and 04. Co-requisites ENG 03 and 05. Lecture 2 hours per week.

HLT 110 CONCEPTS OF PERSONAL AND COMMUNITY HEALTH (3 CR.)

Studies the concepts related to the maintenance of health, safety, and the prevention of illness at the personal and community level. Prerequisites ENG 01

and 04. Co-requisites ENG 03 and 05. Lecture 2 hours per week.

HLT 116 PERSONAL WELLNESS (3 CR.)

Explores the relationship between personal health and physical fitness as they apply to individuals in today's society. Includes nutrition, weight control, stress, conditioning, and drugs. Prerequisites ENG 01 and 04. Co-requisites ENG 03 and 05. Lecture 3 hours per week.

HLT 143-144 MEDICAL TERMINOLOGY I-II (3 CR.) (3 CR.)

Provides an understanding of medical abbreviations and terms. Includes the study of prefixes, suffixes, word stems, and technical terms with emphasis on proper spelling, pronunciation, and usage. Emphasizes more complex skills and techniques in understanding medical terminology. Prerequisites ENG 01 and 04. Co-requisites ENG 03 and 05. Lecture 3 hours per week. Lecture 2 hours per week.

HLT 230 PRINCIPLES OF NUTRITION AND HUMAN DEVELOPMENT (3 CR.)

Teaches the relationship between nutrition and human development. Emphasizes nutrients, balanced diet, weight control, and the nutritional needs of an individual. Prerequisites ENG 01 and 04. Co-requisites ENG 03 and 05. Lecture 3 hours per week.

HISTORY**HIS 111-112 HISTORY OF WORLD CIVILIZATION I-II (3 CR.) (3 CR.)**

Surveys Asian, African, Latin American, and European civilizations from the ancient period to the present. Prerequisites ENG 01 and 04. Co-requisites ENG 03 and 05. Lecture 3 hours per week.

HIS 121-122 UNITED STATES HISTORY I-II (3 CR.) (3 CR.)

Surveys United States history from its beginning to the present. Prerequisites ENG 01 and 04. Co-requisites ENG 03 and 05. Lecture 3 hours per week.

INDUSTRIAL ENGINEERING**IND 113 MATERIALS AND PROCESSES OF INDUSTRY (2 CR.)**

Studies industrial/engineering materials and contemporary processes for the manufacture of products. Investigates materials' nature, structure, and properties. Examines processes and their effects on materials. Co-requisite MTH 03 or equivalent. Lecture 3 hours per week.

IND 137 TEAM CONCEPTS AND PROBLEM SOLVING (3 CR.)

Studies team concepts and problem solving techniques to assist project teams in improving quality and productivity. Provides knowledge of how to work as a team, plan and conduct good meetings, manage logistics and details, gather useful data, communicate the results and implement changes. Lecture 3 hours per week.

IND 138 QUALITY IMPROVEMENT FOR MANUFACTURING (3 CR.)

Provides instruction in the tools and methods of improving processes. Includes team organization and tools to gather, analyze, and display data. 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 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 (3-4 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. A laboratory co-requisite (IST 101) may be required. Lecture 3-4 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 106 MICROCOMPUTER OPERATING SYSTEMS (3-4 CR.)

Teaches use of operating system utilities and multiple-level directory structures, creation of batch files, and configuration of microcomputer environment. May include a study of graphical user interfaces. A laboratory co-requisite (IST 107) may be required. Lecture 3-4 hours per week.

IST 107 MICROCOMPUTER OPERATING SYSTEMS LABORATORY (1 CR.)

Provides problem solving experience to supplement instruction in IST 106. Should be taken concurrently with IST 106, in appropriate curricula, as identified by the College. Laboratory 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 (3-4 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. A laboratory co-requisite (IST 115) may be required. Lecture 3-4 hours per week.

IST 115 FUNDAMENTALS OF COMPUTER INFORMATION SYSTEMS LABORATORY (1 CR.)

Provides problem-solving experience to supplement instruction in IST 114. Should be taken concurrently with IST 114, in appropriate curricula, as identified by the College. Laboratory 2 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 (3-4 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. A laboratory co-requisite (IST 126) may be required. Lecture 3-4 hours per week.
- IST 126 SPREADSHEET SOFTWARE II LABORATORY (1 CR.)**
Provides problem solving experience to supplement instruction in IST 124. Should be taken concurrently with IST 124, in appropriate curricula, as identified by the College. Laboratory 2 hours per week.
- IST 133 DATABASE MANAGEMENT SOFTWARE (3-4 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. A laboratory co-requisite (IST 134) may be required. Lecture 3-4 hours per week.
- IST 134 DATABASE MANAGEMENT SOFTWARE LABORATORY (1 CR.)**
Provides problem solving experience to supplement instruction in IST 133. Should be taken concurrently with IST 133, in appropriate curricula, as identified by the College. Laboratory 2 hours per week.
- IST 139 MICROCOMPUTER INTEGRATED SOFTWARE (3-4 CR.)**
Provides a working introduction to integrated software for microcomputers. Teaches integration of spreadsheet, database management, word processing, and telecommunication software. A laboratory co-requisite (IST 140) may be required. Lecture 3-4 hours per week.
- IST 140 MICROCOMPUTER INTEGRATED SOFTWARE LABORATORY (1 CR.)**
Provides problem solving experience to supplement instruction in IST 139. Should be taken concurrently with IST 139, in appropriate curricula, as identified by the college. Laboratory 2 hours per week.
- IST 153 COMPUTER PROGRAM DESIGN (3-4 CR.)**
Teaches design of programming solutions to common processing problems in information systems. Surveys methods and styles of structured modular design, using recognized design tools. A laboratory co-requisite (IST 161) may be required. Lecture 3-4 hours per week.
- IST 154 COMPUTER PROGRAM DESIGN LABORATORY (1 CR.)**
Provides problem solving experience to supplement instruction in IST 153. Should be taken concurrently with IST 153, in appropriate curricula, as identified by the college. Laboratory 2 hours per week.
- IST 160 COMPUTER PROGRAMMING: BASIC I (3-4 CR.)**
Teaches writing BASIC programs from stated problems or specifications, applying structured programming methods to develop working software that meets specifications. Provides specific skills for modifying existing programs. A laboratory co-requisite (IST 161) may be required. Lecture 3-4 hours per week.
- IST 161 COMPUTER PROGRAMMING: BASIC I LABORATORY (1 CR.)**
Provides problem solving experience to supplement instruction in IST 160. Should be taken concurrently with IST 160, in appropriate curricula, as identified by the college. Laboratory 2 hours per week.
- IST 164 COMPUTER PROGRAMMING: PASCAL I (3-4 CR.)**
Teaches writing PASCAL programs from stated problems or specifications, applying structured programming methods to develop working software that meets specifications. Provides specific skills for modifying existing programs. A laboratory co-requisite (IST 165) may be required. Lecture 3-4 hours per week.
- IST 165 COMPUTER PROGRAMMING: PASCAL I LABORATORY (1 CR.)**
Provides problem solving experience to supplement instruction in IST 164. Should be taken concurrently with IST 164, in appropriate curricula, as identified by the college. Laboratory 2 hours per week.
- IST 172 COMPUTER PROGRAMMING: "C" I (3-4 CR.)**
Teaches writing "C" programs from stated problems or specifications, applying structured programming methods to develop working software that meets specifications. Provides specific skills for modifying existing programs. A laboratory co-requisite (IST 173) may be required. Lecture 3-4 hours per week.
- IST 173 COMPUTER PROGRAMMING: "C" I (1 CR.)**
Provides problem solving experience to supplement instruction in IST 172. Should be taken concurrently with IST 172, in appropriate curricula, as identified by the College. Laboratory 2 hours per week.

IST 200 LOCAL AREA NETWORKS (3-4 CR.)
 Teaches network topologies, protocols, network components, cabling, network operating systems, directories, security, printing, data backup, installation of file servers, workstations and applications. A laboratory co-requisite (IST 201) may be required. Lecture 3-4 hours per week.

IST 201 LOCAL AREA NETWORKS LABORATORY (1 CR.)
 Provides problem solving experience to supplement instruction in IST 200. Should be taken concurrently with IST 200, in appropriate curricula, as identified by the college. Laboratory 2 hours per week.

IST 216 PERSONAL COMPUTER HARDWARE TROUBLESHOOTING (3-4 CR.)
 Identifies the functions of all PC components, and how to diagnose problems with these components and fix them. Teaches how to disassemble and reassemble the PC, how to replace or upgrade components and how to add peripherals such as printers, modems, and scanners. Studies hardware preventive maintenance and troubleshooting techniques. A laboratory co-requisite (IST 217) may be required. Lecture 3-4 hours per week.

IST 217 PERSONAL COMPUTER HARDWARE TROUBLESHOOTING (1 CR.)
 Provides problem solving experience to supplement instruction in IST 216. Should be taken concurrently with IST 216, in appropriate curricula, as identified by the College. Laboratory 2 hours per week.

IST 218 MULTIMEDIA PRODUCTION (3-4 CR.)
 Teaches integration of transparencies, slides, hand-outs, video, and audio clips into a software presentation using and authoring language. A laboratory co-requisite (IST 219) may be required. Lecture hours 3-4 hours per week.

IST 219 MULTIMEDIA PRODUCTION LABORATORY (1 CR.)
 Provides problem solving experience to supplement instruction in IST 218. Should be taken concurrently with IST 218, in appropriate curricula, as identified by the college. Laboratory 2 hours per week.

IST 251 COMPUTER INFORMATION SYSTEM DEVELOPMENT (3-4 CR.)
 Presents a structured approach to defining needs, creating specifications, and implementing new information systems. Teaches business-oriented, computer-based systems. Defines common processes and procedures. Includes data modeling, report generation, life cycle methodology, and traditional and structured tools for development. Lecture 3-4 hours per week.

IST 258 SYSTEM DEVELOPMENT PROJECT (3-4 CR.)
 Applies life cycle system development methodologies in a case study. Incorporates feasibility study, system analysis, system design, program specification, and implementation planning. Involves assigning a project to students as members of system development teams. A laboratory co-requisite (IST 259) may be required. Lecture hours 3-4 per week.

IST 259 SYSTEM DEVELOPMENT PROJECT LABORATORY (1 CR.)
 Provides problem solving experience to supplement instruction in IST 258. Should be taken concurrently with IST 258, in appropriate curricula, as identified by the College. Laboratory 2 hours per week.

IST 278 COMPUTER PROGRAMMING: C++ OBJECT ORIENTED PROGRAMMING (3-4 CR.)
 Teaches advanced techniques for designing, programming, and implementing object-oriented programs, using C++. A laboratory co-requisite (IST 279) may be required. Lecture hours 3-4 hours per week.

IST 279 COMPUTER PROGRAMMING: C++ OBJECT ORIENTED PROGRAMMING LABORATORY (1 CR.)
 Provides problem solving experience to supplement instruction in IST 278. Should be taken concurrently with IST 278, in appropriate curricula, as identified by the college. Laboratory 2 hours per week.

IST 283 NON-PROCEDURAL AND FOURTH GENERATION LANGUAGES (3-4 CR.)
 Teaches writing non-procedural fourth generation language programs from stated problems or specifications. Includes specific skills for modifying and maintaining existing programs. Lecture 3-4 hours per week.

IST 284 GRAPHICAL USER INTERFACE APPLICATION DEVELOPMENT (3-4 CR.)
 Teaches the command language of selected personal computer applications. Such languages could include operating system batch file programming, application macro programming, and Graphical User Interface (GUI) visual programming. A laboratory co-requisite (IST 285) may be required. Lecture 3-4 hours per week.

IST 285 GRAPHICAL USER INTERFACE APPLICATION DEVELOPMENT LABORATORY (1 CR.)
 Provides problem solving experience to supplement instruction in IST 284. Should be taken concurrently with IST 284, in appropriate curricula, as identified by the College. Laboratory 2 hours per week.

LEGAL

LGL 110 INTRODUCTION TO LAW AND THE LEGAL ASSISTANT (3 CR)

Introduces various areas of law in which legal assistant may be employed. Includes study of the court system (Virginia and federal) as well as a brief overview of criminal law, torts, domestic relations, evidence, ethics, the role of the legal assistant, and other areas of interest. Lecture 3 hours per week.

LGL 125 LEGAL RESEARCH (3 CR)

Provides an understanding of various components of a law library and emphasizes research skills through the use of digests, encyclopedias, reporter systems, codes, Shepard's Citations, ALR, and other research tools. May include overview of computer applications and writing projects. Lecture 3 hours per week.

LGL 126 LEGAL WRITING (3 CR)

Studies proper preparation of various legal documents, including legal memoranda, letters, and pleadings. Involves practical applications. May include case and appellate briefs. Prerequisite ENG 111 or permission of instructor. Lecture 3 hours per week.

LGL 130 LAW OFFICE ADMINISTRATION AND MANAGEMENT (3 CR)

Introduces management principles and systems applicable to law firms, including record keeping, disbursements, escrow accounts, billing, and purchasing. May include accounting methods and software packages applicable to law firms. Lecture 3 hours per week.

LGL 210 VIRGINIA AND FEDERAL PROCEDURE (3 CR)

Examines the rules of procedure in the Virginia and federal court systems, including the Federal Rules of Civil Procedure and the Rules of Practice and Procedure in the District Court, Circuit Court, Court of Appeals, and Supreme Court of Virginia. Lecture 3 hours per week.

MACHINE TECHNOLOGY

MAC 150 INTRODUCTION TO COMPUTER AIDED MANUFACTURING (3 CR.)

Introduces computer aided manufacturing (CAM) with emphasis on programming of numerical control machinery. Teaches program writing procedure using proper language and logic and a CAM programming system to produce numerical control code for machines. Teaches basic computer usage, 2 1/2-D and 3-D CAD-CAM integration, and code-to-machine transfer. 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 establishment 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 of 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. Variable 4 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. Variable hours per week. Prerequisite: MTH 02.

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. Variable 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. Variable 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 BASIC TECHNICAL MATH
(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 examination and MTH 02 or equivalent. Lecture 3 hours per week.

MTH 113-114 ENGINEERING TECHNICAL MATHEMATICS I-II
(5 CR.)(5CR.)

Presents algebra, geometry, trigonometry, and an introduction to calculus. Includes solution of linear and quadratic equations, trigonometric curve sketching, logarithms, ratio, proportion, variation, vectors, and the binomial theorem. Prerequisites for MTH 113 are MTH 03 and MTH 06. Prerequisites for MTH 114 are at least a "C" in MTH 113 and MTH 06 or equivalent. Lecture 5 hours per week.

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. Prerequisites satisfactory score on an appropriate proficiency examination or MTH 03, MTH 04 and MTH 06 or equivalent. Lecture 3 hours per week.

MTH 163-164 PRECALCULUS I-II
(3 CR.)(3 CR.)

Presents college algebra, matrices, and algebraic exponential, logarithmic functions. Covers trigonometry, analytic geometry, and sequences and series. Prerequisite for MTH 163 is satisfactory score on an appropriate proficiency examination and MTH 03 and 04, and MTH 06 or equivalent. Prerequisite for MTH 164 is MTH 163 or equivalent. Lecture 3 hours per week.

MTH 173-174 CALCULUS WITH ANALYTIC GEOMETRY I-II
(5 CR.)(5 CR.)

Presents analytic geometry and calculus, including functions, limits, derivatives, differentials, indefinite

integrals, definite integrals, and applications. Prerequisites satisfactory score on an appropriate proficiency examination and four units of high school mathematics, including two units of algebra, one unit of geometry and one-half unit of trigonometry or equivalent. Lecture 5 hours per week.

MTH 240 STATISTICS
(3 CR.)

Covers descriptive statistics, elementary probability, sampling distributions, estimation, hypothesis testing, regression, correlation, analysis of variance, and non-parametric method. Prerequisite MTH 163 or equivalent or division approval. Lecture 3 hours per week.

MECHANICAL ENGINEERING

MEC 195 HYDRAULICS AND PNEUMATICS
(3 CR.)

Introduces theory, operation and maintenance of hydraulic/pneumatics devices and systems. Emphasizes the properties of fluids, fluid flow, fluid statics, and the application of Bernoulli's equation. Lecture 3 hours per week.

MEC 215 ADVANCED JIG AND FIXTURE DESIGN
(2 CR.)

Applies the principles, practices, tools, and commercial standards of jig and fixture designs. Employs lectures, visual aids, individual projects and design work, with emphasis on problem-solving and independent design. Prerequisite MTH 113. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

MEDICAL TECHNOLOGY

MDL 196 MEDICAL OR SURGICAL ASSISTING
(1 CR.)

Provides supervised, on-the-job training in a physician's office or clinic; or on a surgical unit.

MUSIC

MUS 221-222 HISTORY OF MUSIC I-II
(3 CR.)(3 CR.)

Presents the chronology of musical styles from antiquity to the present time. Relates the historical development of music to parallel movements in art, drama, and literature. Develops techniques for listening analytically and critically to music. Prerequisite ENG 01 and 04. Corequisites ENG 03 and 05. Lecture 3 hours per week.

NATURAL SCIENCE

NAS 05 SCIENCES I (3 CR.)

Focuses the basic principles of chemistry, physics, and biology. Prerequisites ENG 01 and 04. Lecture 2 hours per week. Recitation and laboratory 2 hours. Total 4 hours per week.

NURSING

NUR 27 GERIATRIC NURSE'S AIDE (3-4 CR.)

Teaches care of older patients with emphasis on the social, emotional, and spiritual needs of geriatric patients; procedures; communication and interpersonal relations; observation, charting and reporting; safety and infection control; anatomy and physiology; personal care, nutrition and patient feeding; death and dying. Variable 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. Laboratory 6 hours per week.

NUR 111 NURSING I (7 CR.)

Introduces nursing principles, concepts and the nursing process. Develops nursing skills to meet the biopsychosocial needs of individuals. Includes math computational skills and basic computer instruction related to the delivery of nursing care. Provides supervised learning experiences in college nursing laboratory and/or cooperating agencies. Lecture 5 hours, Laboratory 6 hours.

NUR 115 LPN TRANSITION (7 CR.)

Introduces the role of the registered nurse through concepts and skill development in the discipline of professional nursing. This course serves as a bridge course for licensed practical nurses and is based upon individualized articulation agreements, mobility exams, or other assessment criteria as they relate to local programs and service areas. Includes math computational skills and basic computer instruction related to the delivery of nursing care. Lecture 5 hours. Laboratory 6 hours per week.

NUR 135 DRUG DOSAGE CALCULATIONS (1-2 CR.)

Teaches apothecary, metric, household conversion; 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. 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. Lecture 1-2 hours per week.

NUR 196 TRAINING IN HOME HEALTH (1 CR.)

Provides on-the-job experience with supervised clinical experiences in home health. Variable hours per week.

NUR 211,212, SECOND LEVEL NURSING I-II-III 213 (8 CR.)(8 CR.)(8 CR.)

Emphasizes the nursing area of individuals, families and/or groups in various stages of development experiencing alternations related to their biopsychosocial needs. Uses all components of the nursing process with increasing degrees of skill. Includes math computational skills and basic computer instruction related to the delivery of nursing care. Provides supervised learning experiences in college nursing laboratory and/or cooperating agencies. Variable hours per week.

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. Lecture 2 hours per week.

PHILOSOPHY

PHI 111-112 LOGIC I-II (3 CR.) (3 CR.)

PHI 111 introduces inductive and deductive reasoning, with an emphasis on common errors and fallacies. PHI 112 evaluates deductive arguments utilizing methods of symbolic logic. Lecture 3 hours per week.

PHI 211-212 HISTORY OF WESTERN PHILOSOPHY I-II (3 CR.) (3 CR.)

Provides historical survey of representative philosophers from the pre-Socratics to the present. Introduces the student to development of philosophical thought through selected readings of original works and appropriate critical materials. Prerequisites ENG 03 and 05. Lecture 3 hours per week.

PHI 220 ETHICS (3 CR.)

Provides a systematic study of representative ethical systems. Prerequisites ENG 03 and 05. Lecture 3 hours per week.

PHYSICAL EDUCATION AND RECREATION

PED 101 FUNDAMENTALS OF PHYSICAL ACTIVITIES (1 CR.)

Presents principles underlying the components of physical fitness. Utilizes conditioning activities involving cardiovascular strength and endurance, respiratory efficiency, muscular strength, and flexibility. May include fitness assessment, nutrition and weight control information, and concepts of wellness. Designed for students with special physical needs. Lab 2 hours per week. Prerequisite instructor approval.

PED 103 AEROBIC FITNESS (1 CR.)

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

PED 111 WEIGHT TRAINING I (1 CR.)

Focuses on muscular strength and endurance training through individualized workout programs. Teaches appropriate use of weight training equipment. Variable hours per week.

PED 123 TENNIS I (1 CR.)

Teaches tennis skills with emphasis on stroke development and strategies for individual and team play. Includes rules, scoring, terminology, and etiquette. Variable hours per week.

PED 133 GOLF I (1 CR.)

Teaches basic skills of golf, rules, etiquette, scoring, terminology, equipment selection and use, and strategy. Variable hours per week.

PED 135 BOWLING I (1 CR.)

Teaches basic bowling skills and techniques, scoring, rules, etiquette, and terminology. Variable hours per week.

PED 139 ICE SKATING (1 CR.)

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

PED 152 BASKETBALL (1 CR.)

Introduces basketball skills, techniques, rules, and strategies. Variable hours per week.

PED 154 VOLLEYBALL (1 CR.)

Introduces skills, techniques, strategies, rules, and scoring. Lab 2 hours per week.

PED 177 BASIC CANOEING (1 CR.)

Introduces basic canoeing techniques, selection and care of equipment, terminology, safety procedures, and navigating currents. Variable hours per week.

PED 180 ORIENTEERING (1 CR.)

Teaches a brief history of the sport, equipment use, map reading, compass uses, and techniques and types of orienteering. Variable hours per week.

PED 181 DOWNHILL SKIING I (1 CR.)

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

PED 187 BACKPACKING (1 CR.)

Focuses on the preparation of a backpacking trip, equipment and clothing selection, personal and group safety, ecology, and physical conditioning. Includes field experience. Variable hours per week.

PHYSICS

PHY 131-132 APPLIED PHYSICS I-II (3 CR.) (3 CR.)

Emphasizes application of topics such as precision measurement, statics, dynamics, energy, momentum, properties of matter, heat, sound, optics, and electricity and magnetism. Prerequisites high school algebra, geometry and trigonometry, or equivalent or divisional approval. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

PHY 201-202 GENERAL COLLEGE PHYSICS I-II (4 CR.) (4 CR.)

Teaches fundamental principles of physics. Covers mechanics, thermodynamics, wave phenomena, electricity and magnetism, and selected topics in modern physics. Prerequisite MTH 163 or equivalent. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

PHY 241-242 UNIVERSITY PHYSICS I-II (4 CR.) (4 CR.)

Teaches principles of classical and modern physics. Includes mechanics, wave phenomena, heat, electricity, magnetism, relativity, and nuclear physics. Prerequisite MTH 164; Co-requisite MTH 173-174. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

POLITICAL SCIENCE

PLS 135 AMERICAN NATIONAL POLITICS (3 CR.)

Teaches political institutions and processes of the national government of the United States. Focuses on Congress, Presidency and the Courts, and on their interrelationships. Gives attention to public opinion, suffrage, elections, policy, political parties, interest groups, civil rights, domestic policy and foreign relations. Prerequisites ENG 01 and 04. Co-requisites 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. Corequisites 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. Corequisites 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, motivation, emotion, stress, development, intelligence, personality, psychopathology, therapy and social psychology. Prerequisites ENG 01 and 04. Corequisites 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. Prerequisite PSY 200, ENG 03, and ENG 05. Lecture 3 hours per week.

PSY 216 SOCIAL PSYCHOLOGY (3 CR.)

Examines individuals in social contexts, their social roles, group processes and intergroup relations. Includes topics such as small group behavior, social behavior, social cognition, conformity, attitudes, and motivation. Prerequisite 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. Corequisites ENG 03 and 05. Students are also strongly recommended to take 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. A brief historical overview of paper and packaging will be presented, 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 operations, bleaching and provides aspects of process operations troubleshooting. Lecture 3 hours. Laboratory 2 hours. Total 5 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.

**PPT 276 PROCESSES OF PULPING
(3 CR.)**

An in-depth view of the varied pulping and recovery processes. Topics will include the Kraft, NSSC, Groundwood Processes; as well as specialized technologies such as solvent pulping. Wood types as they affect pulping will be illustrated. Several liquor recovery cycles will be presented. Prerequisite PPT 171. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**PPT 277 PAPERMAKING PROCESSES
(3 CR.)**

Designed to provide an in-depth understanding of the papermaking process. Topics will include stock preparation, headbox operations, the "wet end", size press and on-machine coating areas. Off machine super calendering, coating and rewinding will also be presented. Prerequisite PPT 171. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**PPT 278 INSTRUMENTS AND CONTROLS
(3 CR.)**

Surveys of various instruments and controls in the pulp and paper processing mill. Introduces the topics of control loops, modes of signal transmission, and will discuss the three types of controller adjustments. Interaction between controller and control element will be discussed and analyzed. Prerequisite PPT 171. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**PPT 279 CONVERTING AND PRINTING
PROCESSES
(3 CR.)**

This course focuses on the end-user of paper products. Three major printing processes will be studied, as well as problems and testing methods common to the printing industry. Packaging industry equipment will be introduced, with special emphasis on the corrugator. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

REAL ESTATE**REA 100 PRINCIPLES OF REAL ESTATE
(4 CR.)**

Examines practical applications of real estate principles. Includes a study of titles, estates, land descriptions, contracts, legal instruments and concepts, real estate mathematics, financing, agency, appraisal, fair housing, and management of real estate. Lecture 4 hours per week.

RELIGION**REL 200 SURVEY OF THE OLD TESTAMENT
(3 CR.)**

Surveys books of the Old Testament with emphasis on prophetic historical books. Examines the historical and geographical setting and place of the Israelites in the ancient Middle East as background to the writings. Prerequisites ENG 01 and 04. Corequisites ENG 03 and 05. Lecture 3 hours per week.

**REL 210 SURVEY OF THE NEW TESTAMENT
(3 CR.)**

Surveys books of the New Testament with special attention upon placing the writing within their historical and geographical setting. Prerequisites ENG 01 and 04. Corequisites ENG 03 and 05. Lecture 3 hours per week.

SAFETY**SAF 126 PRINCIPLES OF INDUSTRIAL
SAFETY
(3 CR.)**

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

**SAF 127 INDUSTRIAL SAFETY
(2 CR.)**

Provides basic understanding of safety and health in an industrial situation. Includes hazardous material, substances, conditions, activities and habits as well as the prescribed methods and equipment needed for the employee to protect himself/herself and others. Lecture 2 hours per week.

SOCIOLOGY**SOC 200 PRINCIPLES OF SOCIOLOGY
(3 CR.)**

Introduces fundamentals of social life. Presents significant research and theory in areas such as culture, social structure, socialization, deviance, social stratification, and social institutions. Prerequisites ENG 01 and 04. Corequisites ENG 03 and 05. Lecture 3 hours per week.

SOC 245 SOCIOLOGY OF AGING
(3 CR.)

Introduces study of aging with special emphasis on later stages of the life cycle. Includes theories of aging, historical and comparative settings, social policy, and future trends of aging. Lecture 3 hours per week.

SOC 268 SOCIAL PROBLEMS
(3 CR.)

Applies sociological concepts and methods to analysis of current social problems. Includes delinquency and crime, mental illness, drug addiction, alcoholism, sexual behavior, population crisis, race relations, family and community disorganization, poverty, automation, wars, and disarmament. Prerequisites ENG 01 and 04. Corequisites ENG 03 and 05. Lecture 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. Corequisite 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 hours 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 CO-
OPERATIVE EDUCATION IN (Insert Appropriate
Discipline)
(1-5 CR.)**

Supervises an on-the-job training for pay in approved business, industrial and service firm coordinated by the College's Cooperative Education office. Is applicable to all occupational-technical curricula at the discretion of the College. Credit/work ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

**(INSERT APPROPRIATE PREFIX) 98, 198, 298
SEMINAR AND PROJECT IN (Insert Appropriate
Discipline)
(1-5 CR.)**

Requires completion of a project or research report related to the student's occupational objective and a study of approaches to the selection and pursuit of career opportunities in the field. May be repeated for credit. Variable hours.

**(INSERT APPROPRIATE PREFIX) 99, 199, 299
SUPERVISED STUDY IN (Insert Appropriate Disci-
pline)
(1-5 CR.)**

Assigns problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit. Variable hours.

WELDING

**WEL 116 WELDING I (OXYACETYLENE)
(2 CR.)**

Teaches oxygen/acetylene welding and cutting including safety equipment, welding, brazing and soldering procedures and cutting procedures. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

**WEL 117 OXYACETYLENE WELDING AND
CUTTING
(3 CR.)**

Introduces the history of oxyacetylene welding, principles of welding and cutting, nomenclature of the equipment, assembly of the puddle, running flat beads, butt welding in different positions, brazing, hard and soft soldering. Discuss procedure in the use of tools and equipment. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**WEL 123-124 ARC WELDING I-II
(3 CR.) (3 CR.)**

Presents the operation of AC transformers and DC motor generator arc welding sets. Teaches polarities, heats, and electrodes for use in joining various metal alloys by the arc welding process. Deals with running beads, butt and fillet welds in all positions, assessment of weld quality through visual inspection. Emphasizes safety procedures. Lecture 1 hours. Laboratory 6 hours. Total 7 hours per week.

**WEL 126 PIPE WELDING I
(3 CR.)**

Teaches metal arc welding processes, including the welding of pressure piping in the horizontal, vertical and horizontal-fixed positions in accordance with Section IX of the ASME Code. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**WEL 130 INERT GAS WELDING I
(3 CR.)**

Introduces practical operation in use of inert-gas-shield arc welding and equipment, operations in safety practices in various positions, shielding gases, filler rods, process variations, and their applications. Discusses manual, semiautomatic and automatic welding. Lecture 1 hour. Laboratory 6 hours. Total 7 hours per week.

**WEL 135 INERT GAS WELDING II
(3 CR.)**

Continues practical operations in the uses of inert-gas-shield arc welding. Discusses equipment, safety operation, welding practice in the various applications, manual and semiautomatic welding. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**WEL 145 WELDING METALLURGY
(3 CR.)**

Studies steel classifications, heat treatment procedures, properties of ferrous and non-ferrous metals. Discusses techniques and practices of testing welded joints and destructive/nondestructive, visual magnetic and fluorescent testing. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.



**DABNEY S. LANCASTER COMMUNITY COLLEGE
CODE FOR STUDENT RIGHTS, RESPONSIBILITIES AND
CONDUCT STUDENT DISCIPLINE
Cite as F.R.D. 133**

Preamble

With education the primary force, the means to provide the necessities of life and many luxuries to all our national population, and to many other peoples, has been created. This great progress has been accomplished by the provision to the educational community of general support, accompanied by diminishing interference in educational processes by political agencies outside the academic community.

If it is true, as it well may be, that men/women are in a race between education and catastrophe, it is imperative that educational institutions not be limited in the performance of their lawful missions by unwarranted judicial interference.

Obligations of a Student

Attendance at a tax supported educational institution of higher learning is not compulsory. The federal constitution protects the equality of opportunity of all qualified persons to attend. Whether this protected opportunity be called a qualified "right" or "privilege" is unimportant. It is optional and voluntary.

The voluntary attendance of a student in such institutions is a voluntary entrance into the academic community. By such voluntary entrance, the student voluntarily assumes obligations of performance and behavior reasonably imposed by the institution of choice relevant to its lawful missions, processes, and functions. These obligations are generally much higher than those imposed on all citizens by the civil and criminal law. So long as there is no invidious discrimination, no deprivation of due process, no abridgement of a right protected in the circumstances, and no capricious, clearly unreasonable or unlawful action employed, the institution may discipline students to secure compliance with these higher obligations as a teaching method or to sever the student from the academic community.

No student may, without liability to lawful discipline, intentionally act to impair or prevent the accomplishment of any lawful mission, process, or function of a educational institution.

Short Title

1. These rules shall be known as the Dabney S. Lancaster Community College Code of Conduct.

Bill of Rights

2. The following enumeration of rights shall not be construed to deny or disparage others retained by students in their capacity as members of the student body or as citizens of the community at large:

- A. Free inquiry, expression and assembly are guaranteed to all students.
- B. Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided by the institution.
- C. The right of students to be secure in their persons, papers and effects against unreasonable searches and seizures is guaranteed.
- D. No disciplinary sanctions may be imposed upon any student without notice to the accused of the nature and cause of the charges, and a fair hearing which shall include confrontation of witnesses against him/her and the assistance of a person of his or her own choosing.
- E. A student accused of violating institutional regulations is entitled, upon request, to a hearing before a judicial body.
- F. The judicial body shall be composed of five voting members and one non-voting member. The voting members shall be three members of the faculty and two students. The faculty members shall be appointed by the division chair as directed by the Dean of Instruction and Student Services and the student members shall be appointed by the President of Student Government. The non-voting member shall be an ad-hoc member and provide administrative and organizational support.

Definitions

3. When used in this Code:

- A. The term "creed" means personal beliefs.
- B. The term "group" means a number of persons who have not yet complied with the formal requirements for becoming an organization.
- C. The term "institution" means Dabney S. Lancaster Community College and, collectively, those responsible for its control and operation.
- D. The term "instructor" means any person hired by the institution to conduct classroom activities. In certain situations a person may be both "student" and "instructor". Determination of his status in a

particular situation shall be determined by the surrounding facts.

- 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 II.
- H. The term "shall" is used in the imperative sense.
- I. The term "student" includes all persons taking courses at the institution both full-time and part-time.
- J. The term "student press" means either an organization whose primary purpose is to publish and distribute any publication on campus or a regular publication of an organization.
- K. All other terms have their natural meaning unless the context dictates otherwise.

Access to Higher Education

- 4. Within the limits of its facilities, the institution 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, ethnic background, sex or creed.

Classroom Expression

- 5. Discussion and expression of all views relevant to the subject matter is 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 of participation in classroom discussion and submission of written exercises are not inconsistent with this section.
- 6. Academic Evaluation of student performances shall be neither prejudicial nor capricious.
- 7. 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 without the student's permission or under legal compulsion.

- A. 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

- 8. Discussion and expression of all views are permitted within the institution subject only to reasonable restrictions to ensure that the mission of the institution is not disrupted and to maintain order.
- 9. 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. (Section 14, *infra*).
- 10. Organizations and groups may be established within the institution for any legal purpose. Affiliation with an extramural organization shall not, in itself, disqualify the institution branch or chapter from institution privileges.
- 11. A. A group shall become an organization when formally recognized by the institution. All groups that meet the following requirements shall be recognized.
 - 1. Submission of a list of officers, including an advisor selected from the faculty or staff, and copies of the constitution and by-laws to the appropriate institution official or body. All changes and amendments shall be submitted within one week after they become effective.
 - 2. Where there is affiliation with an extramural organization, that organization's constitution and by-laws shall be filed with the appropriate institution official or body. All amendments shall be submitted within a reasonable time after they become effective.
 - 3. All sources of outside funds shall be disclosed.
- B. Upon recognition of organization, the institution shall make clear that said recognition infers neither approval nor disapproval of the aims, objectives and policies of the organization.
- C. Groups of a continuing nature must institute proceedings for formal recognition if they are to continue receiving the benefits of Sections 14, 15, 16, and 17.

- D. Any organization which engages in illegal activities, on or off campus, may have sanctions imposed against it, including withdrawal of institution recognition for a period not exceeding one year.
- E. Any group which engages in illegal activities on campus may have sanctions imposed against it, including failure to gain recognition for a period not exceeding one year.
12. Membership in all institution-related organizations, within the limits of their facilities, shall be open to any member of the institution community who is willing to subscribe to the stated aims and meet the stated obligations of the organizations.
13. Membership lists are primarily for the use of the organization. Names and addresses of officers and members may be required as a condition of access to institution funds.
14. Institution facilities shall be assigned to organizations, groups and individuals within the institution community for regular business meetings, for social programs, and for programs open to the public.
- A. Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of the space assigned, to regulate time and use, and to insure proper maintenance.
- B. Preference may be given to programs designed for audiences consisting primarily of members of the institutional community.
- C. Allocation of space shall be made based on priority of requests and the demonstrated needs of the organization, group or individual.
- D. The institution may delegate the assignment function to an administrative official.
- E. Charges may be imposed for any unusual costs for use of facilities.
- F. Physical abuse of assigned facilities shall result in reasonable limitations on future allocation of space to offending parties and restitution for damages.
- G. The individual, group or organization requesting space must inform the institution of the general purpose of any meeting open to persons other than members and the names of outside speakers.
- H. The solicitation of funds on the college campus will be permitted only with prior approval of the college president.
15. The authority to allocate student activity funds or institutional student fees for use by recognized organizations shall be delegated to a body in which student participation in the decisional process is assured.
- A. Approval of requests for funds is conditioned upon submission of budgets to, and approval by this body.
- B. Financial accountability is required for all allocated funds, including statement of income and expenses on a regular basis. Failure of an organization to submit an accurate financial statement may result in withdrawal of future funding. Otherwise, organizations shall have independent control over the expenditure of allocated funds.
16. 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**
17. A student, group, or organization may distribute written material on campus without prior approval providing such distribution does not disrupt the operations of the institution.
18. 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 and applicable regulations of the Federal Communications Commission.
19. 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.
20. 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.
21. 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 and those that are required by state or college policy.

22. 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.

23. The right of peaceful protest is granted. The institution retains the right to assure the safety of individuals, the protection of property and the continuity of the educational process.

24. Orderly picketing and other forms of peaceful protests are permitted on institution premises.

A. Interference with ingress to and egress from and movement within institution facilities, interruption of classes, or damage to property exceeds permissible limits.

B. Even though remedies are available through local enforcement bodies, the institution may choose instead to impose its own disciplinary sanctions.

25. Orderly picketing and orderly demonstrations are permitted in public areas subject to the requirements of non-interference.

26. Every student has the right to be interviewed on campus by any organization who has been approved to recruit at the institution.

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

27. If a student is charged with, or convicted of, an off-campus violation of law, the matter is of no disciplinary concern to the institution unless the student is incarcerated and unable to comply with academic requirements.

A. The institution may impose sanctions for grave misconduct 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, and;

B. Once a student is adjudged guilty in a court of law the institution may impose sanctions if

it considers the misconduct to be so grave as to demonstrate flagrant disregard for the rights of others.

28. The institution may institute its own proceedings against a student who violates a law on campus which is also a violation of a published institution regulation. (Note: Institutional rules and regulations differ from civil and criminal laws.)

Sexual Harassment

29. Dabney S. Lancaster Community College prohibits the harassment of any male or female, full- or part-time students by any and all DSLCC employees. Sexual harassment is defined as the unwelcomed sexual advances, requests for sexual favors, and/or other verbal or physical conduct or written communications of an intimidating, hostile, or offensive sexual nature, regardless of where such conduct might occur.

30. Complaints of unwelcomed sexual advances or repeated sexual expressions creating a hostile environment, or threats of penalties in order to gain sexual favors, and of promises seeking to induce sexual favors may be raised through the following procedures:

A. Report the incident to the Director of Student Services if the accused is a student, or if the accused is an employee, the employee's divisional supervisor. The Director/Supervisor will inform the accuser of the options for resolution that are available. The options may include mediation, invoking procedures as set forth in the DSLCC Code of Conduct, the involvement of law enforcement officials and advising the accuser to seek the advice of an attorney.

B. The Director/Supervisor will meet with the accused to review the incident, and, based on the Director's/Supervisor's finding, and options selected by the accuser, take appropriate action. Action taken may include documentation, referring the case to the College's disciplinary process, and/or involving law enforcement officials.

C. If either the accuser or the accused is not satisfied with the decision of the Director/Supervisor then an appeal may be made to the Dean of Instruction and Student Services.

Sexual Assault

31. Sexual assault is defined as sexual intercourse without consent, including rape (whether by acquaintance or stranger), sodomy, or other forms of sexual penetration. To constitute lack of consent, the acts must be committed by force, threat of force, intimidation, or through the use of the victim's mental helplessness of which the accused was aware and should have been aware. Mental helplessness includes incapacitation by alcohol or other drugs. Sexual assault also includes intentionally touching either directly or

through clothing, of the victim's genitals, breasts, thighs, or buttocks without the victim's consent, as well as, touching or fondling of the accused by the victim when the victim is forced to do so against his or her will.

32. Sexual assault is a crime and as such carries severe penalties as prescribed by law. Due to the criminal nature of the sexual assault, both the accuser and the accused should seek legal advice. It should be noted however that the College's disciplinary proceeding is not a court of law; and as a result, legal representation is not permitted.
33. The reporting and disciplinary procedures for sexual assault are similar to those for sexual harassment with the following notable exceptions:
 - A. The accused may be suspended for the College prior to the start of disciplinary procedures. If the accused is an employee, the suspension will be with pay until such time that guilt is adjudged. If the accused is a student and adjudged not guilty then the student will incur no financial loss resulting from lost tuition.
 - B. The College may close the disciplinary procedure to the College community.
 - C. The College may involve law enforcement officials immediately upon notification that an incident occurred.
 - D. The College's disciplinary procedure may be suspended pending the outcome of criminal proceedings.
 - E. An individual convicted in a court of law of a sexual assault that occurred at the College or at a College supported activity, may be expelled regardless of whether charges are brought through the College's disciplinary procedures.

Privacy

34. Students have the same rights of privacy as any other citizen and surrender none of those rights by becoming members of the academic community.
35. 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. Social morality on campus, not in violation of law, is of no disciplinary concern to the institution.

Student Records

36. 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 full-time 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 discipline proceedings; psychiatric records; and financial aid records.

37. 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 and announcement of honors constitute notice.
38. Access to his or her records and files is guaranteed every student subject only to reasonable regulation as to time, place, and supervision.
 - A. 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 47.
39. No record may be made in relation to any of the following matters except upon the express written request of the student.
 - A. Race;
 - B. Religion;
 - C. Political or social views; and
 - D. Membership in any organization other than honorary and professional organizations directly related to the educational process.
40. 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 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.

41. Upon graduation or withdrawal from the institution, the information contained in the Student Academic folder will be retained in accordance with the above policy and maybe destroyed three years from the date of the student's separation from the College.

Sanctions

42. The following sanctions may be imposed upon students:

- A. Admonition: An oral statement to a student that he/she is violating or has violated institution rules;
- B. Warning: Notice, orally or in writing, that continuation or repetition of conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action;
- C. Censure: A written reprimand for violation of specified regulations, including the possibility of more severe disciplinary sanctions in the event of the finding of a violation of any institution regulation within a stated period of time.
- D. Disciplinary probation: Exclusion from participation in privileged or extracurricular institution activities as set forth in the notice for a period of time not exceeding one school year;
- E. Restitution: Reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation;
- F. Suspension: Exclusion from classes and other privileges or activities as set forth in the notice for a definite period of time not to exceed two years;
- G. Expulsion: Termination of student status for an indefinite period. The conditions of readmission, if any, shall be stated in the order of expulsion.

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

Proscribed Conduct

44. Generally, institutional discipline shall be limited to conduct which adversely affects the institutional community's pursuit of its educational objectives. The following misconduct is subject to disciplinary action:

- A. All forms of dishonesty including cheating, plagiarism, knowingly furnishing false information to the institution, and forgery, alteration or use of institution documents or instruments of identification with intent to defraud;

- B. Intentional disruption or obstruction of teaching, research administration, disciplinary proceeding or other institutional activities;
- C. Physical abuse of any person on institution premises or at institution sponsored or supervised functions;
- D. Theft from or damage to institution premises or damage to property of a member of the institutional community on institution premises;
- E. Failure to comply with directions of institution officials acting in performance of their duties;
- F. Violation of published institutional regulations including those relating to entry and use of institutional facilities, the rules in this Code of Conduct, and any other regulations which may be enacted;
- G. Unauthorized manufacture, distribution and/or possession of alcoholic beverages, illegal drugs, or controlled substances are prohibited from campus, or campus sponsored activities, by both state and federal laws. Students who violate state or federal laws may be referred by College authorities for criminal prosecution.
- H. Violation of law on institutional premises in a way that affects the institutional community's pursuit of its proper educational purposes.

Procedural Standards in Discipline Proceedings

45. Any academic or administrative official, faculty member or student may file charges against any student for misconduct. In extraordinary circumstances the student may be suspended pending consideration of the case. Such suspension shall not exceed a reasonable time.
46. The institution may make a preliminary investigation to determine if the charges can be disposed of informally by mutual consent without the initiation of disciplinary proceedings. Such disposal will be final and there shall be no subsequent proceedings or appeals.
47. All charges shall be presented to the accused student in written form and he/she shall respond within seven school days. The time may be extended for such response. A time shall be set for a hearing which shall not be less than seven or more than fifteen school days after the student's response.
48. A calendar of the hearings in a disciplinary proceeding shall be fixed after consultation with the parties. The institution shall have discretion to alter the calendar for good cause.
49. Hearings shall be conducted in such manner as to do substantial justice.

- A. Hearings shall be private if requested by the accused student. If hearings involving 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 the institution.
 - 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.
50. 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.
51. 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.
52. An appeal from a decision by the initial hearing board may be made by any party to the president within ten days of the decision.
- 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

53. Appropriate judicial bodies shall be formed to handle all questions of student discipline.
54. The judicial bodies may formulate procedural rules which are not inconsistent with the provision of this Code.
55. 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.
56. 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.

VCCS Computer Ethics Guidelines

Thousands of users share VCCNet computer resources. Everyone must use these resources responsibly since misuse by even a few individuals has the potential to disrupt VCCS business or the works of others. Therefore you must exercise ethical behavior when using VCCNet resources.

State Laws (Article 7.1 of Title 18.2 of the Code of Virginia) classifies damage to computer hardware or software (18.2-152.4), unauthorized examination (18.2-152.5), or unauthorized use (18.2-152.6) of computer systems as (misdemeanor) crimes. Computer fraud (18.2-152.3) and the use of a computer as an instrument of forgery (18.2-152.14) can be felonies. The VCCS's internal procedures for enforcement of its policy are independent of possible prosecution under the law.

Definition

VCCNet resources include mainframe computers, minicomputers, microcomputers, networks, software, data, facilities, and related supplies.

Guidelines

The following guidelines shall govern the use of all VCCNet resources:

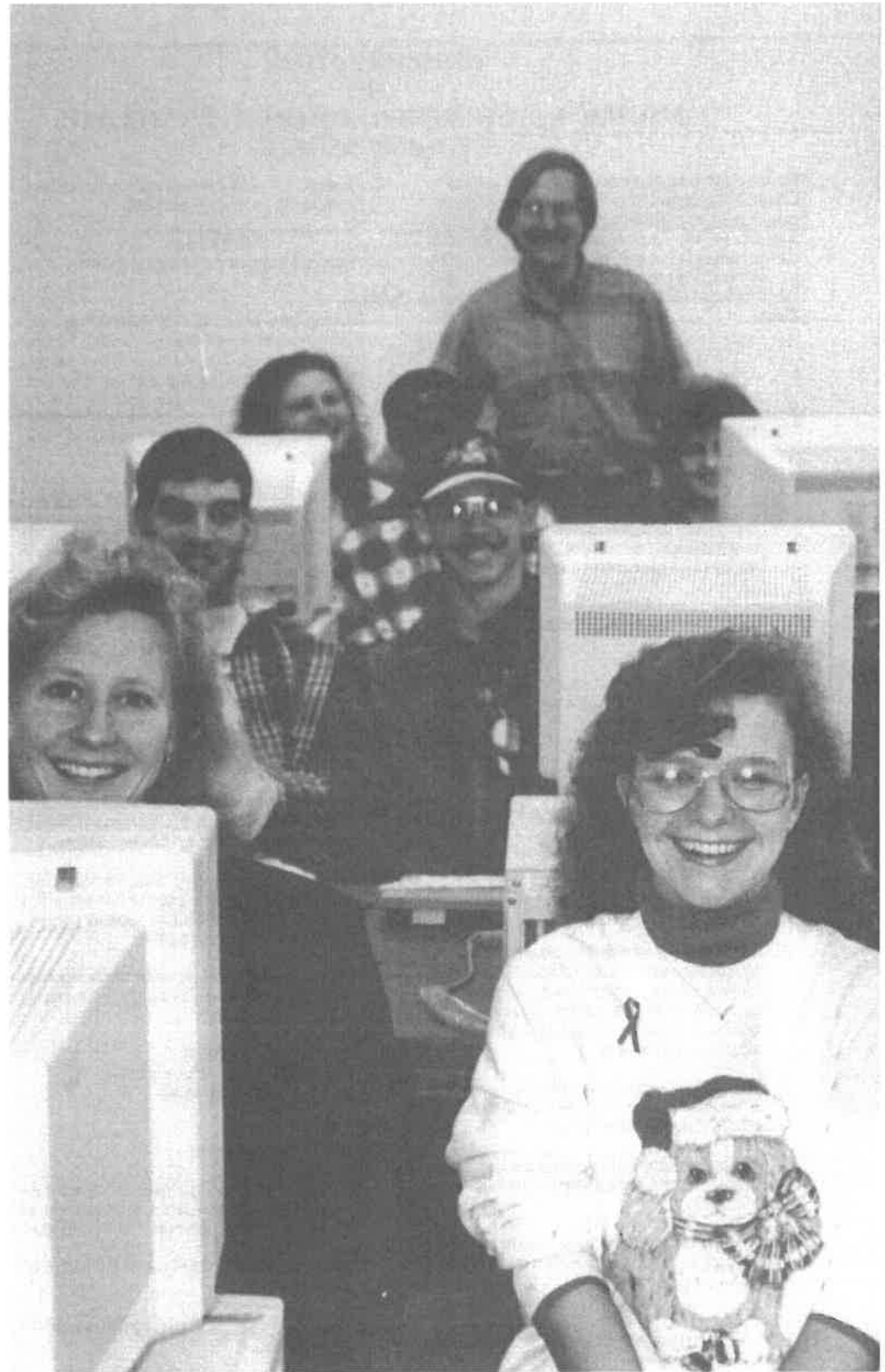
57. You must use only those computer resources that you have the authority to use. You must not provide false or misleading information to gain access to computing resources. The VCCS may regard these actions as criminal acts and may treat them accordingly. You must not use the VCCNet resources to gain unauthorized access to computing resources of other institutions, organizations, or individual.
58. You must not authorize anyone to use your computer accounts for any reason. You are responsible for all use of your accounts. You must take all reasonable precautions, including password maintenance and file protection measures to prevent use of your account by unauthorized persons. You must not, for example, share your password with anyone.
59. You must use your computer resources only for authorized purposes. Students or staff, for example may not use their accounts for private consulting. You must not use your computer resources for unlawful purposes, such as the installation of fraudulently or illegally obtained software.
60. Other than material known to be in the public domain, you must not access, alter, copy, move or remove information, proprietary software or other files (including programs, members of subroutine libraries, data and electronic mail) without prior authorization. The college of

VCCNet data trustee, security officer, appropriate college official or other responsible party may grant authorization to use electronically stored materials in accordance with policies, copyright laws and procedures. You must not copy, distribute, or disclose third party proprietary software without prior authorization from the licensor. You must not install proprietary software on systems not properly licensed for its use.

61. You must not use any computing facility irresponsibly or needlessly affect the work of others. This includes transmitting or making accessible offensive, annoying or harassing material. This includes intentionally, recklessly, or negligently damaging systems, intentionally damaging or violating the privacy of the information not belonging to you. This includes the intentional misuse of resources or allowing misuse of resources by others. This includes loading software or data from untrustworthy sources such as a free-ware, onto official systems without prior approval.
62. You should report any violation of these regulations by another individual and any information relating to a flaw or bypass of computing facility security to the Information Security Officer or the Internal Audit department.

Enforcement Procedure

63. Faculty, staff and students at the college or VCCNet facility should immediately report violations to information security policies to the local Chief Information Officer (CIO).
64. If the accused is an employee, the CIO will collect the facts of the case and identify the offender. If, in the opinion of the CIO, the alleged violation is of a serious nature, the CIO will notify the offender's supervisor. The supervisor, in conjunction with the College of System Office Human Resources Office and the CIO, will determine the appropriate disciplinary action. Disciplinary actions may include but are not limited to:
- a. Temporary restriction of the violator's computing resource access for a fixed period of time, generally not more than six months.
 - b. Restitution for damages, materials consumed, machine time, etc. on an actual cost basis. Such restitution may include the costs associated with determining the case facts.
 - c. Disciplinary action for faculty and classified staff in accordance with the guidelines established in the State Standards of Conduct Policy.
65. In the event that a student is the offender, the accuser should notify the Dean of Student Services, The Dean, in cooperation with the CIO, will determine the appropriate disciplinary actions which may include but are not limited to:
- a. Temporary restriction of the violator's computing resource access for a fixed period of time generally not more than six months.
 - b. Restitution for damages, materials consumed, machine time, etc. on an actual cost basis. Such restitution may include the costs associated with determining the case facts.
 - c. Disciplinary action for student offenders shall be in accordance with the college student standards of conduct.
66. The College President will report any violations of state and federal laws to the appropriate authorities.
67. All formal disciplinary actions taken under this policy are grievable and the accused may pursue findings through the appropriate grievance procedure.



**CONSTITUTION
OF
DABNEY S. LANCASTER COMMUNITY COLLEGE
STUDENT SENATE**

We, the students of the Dabney S. Lancaster Community College of the Virginia Community College System in order to promote cooperation among all students at this institution, to form an effective student government, and to formulate those policies essential to the functioning of the government, do ordain and establish this Constitution for Dabney S. Lancaster Community College.

**ARTICLE I
Name and Purpose**

Section

1. This organization shall be known as the Student Senate of the Dabney S. Lancaster Community College.
2. The purpose of this organization shall be to provide the necessary governmental structures to encompass the student activities of the Dabney S. Lancaster Community College.

**ARTICLE II
Membership and Voting**

Section

1. Members of the student body shall include all enrolled students at Dabney S. Lancaster Community College.
2. All currently enrolled students are allowed to vote in Student Senate elections.

**ARTICLE III
Student Senate**

Section

1. The executive power of the student body shall be invested in the Student Senate.
2. The Student Senate shall be empowered to elect by plurality vote of the Student Senate the following officers, listed in order of presidential succession, from their number: president, vice-president, recording secretary, corresponding secretary, and treasurer.
3. The Student Senate shall consist of a minimum of five and a maximum of ten members elected at large from the student body.
4. The term of office for the above members of the Senate shall be for one calendar year from date of election.
 - A. An elected student must maintain a 2.0 average. Three seats will be made available to part-time students.
 - B. An election will be held within two weeks after a vacancy has been declared by the Student Senate.

5. A minimum of five Senate members constitute a quorum for carrying on business.

**ARTICLE IV
Senate Elections and Qualifications**

Section

1. On the fifth week after the beginning of each spring semester, an 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 sixth week and will serve until the spring semester of the next year.
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 third week of each fall semester. Those students elected at this time will be seated at the beginning of the fourth week, and serve until the fourth week of the fall semester of the next year.
3. The person or persons receiving the highest number of votes for the number of seats to be filled shall be declared elected to the offices.
4. On the first meeting after the fall election the Student Senate will convene to elect all officers for the following year.
5. The supervision of the Student Senate elections shall be the responsibility of the Dean of Student Services and the present Student Senate.
6. Any student eligible for Student Senate office may have his/her name placed on the ballot by presenting a petition with 15 names of student body members eligible to vote.
7. At least two weeks before an election the number of vacancies shall be publicized to the student body.

**ARTICLE V
Power of the Officers of the
Student Senate**

Senate

1. Power of the President:
 - A. He/she shall have the power to appoint the chairperson and members of all committees with the advice and consent of the Senate.
 - B. He/she shall have the power to vote in case of a tie.
 - C. He/she shall call and preside at all meetings of the Senate.

- D. He/she shall represent the student body at official functions of the college.
 - E. He/she shall handle all matters pertaining to the general welfare of the student body not otherwise specifically delegated.
 - F. He/she shall serve as ex-officio member of all committees appointed through the Senate.
2. The Vice-President shall:
- A. Assume all duties of the president during absence of the president.
 - B. Become president if the office of president is vacated during the one-year session and for the election of a new vice-president at the first regular meeting of the Senate.
 - C. Receive the reports, budget, and constitutions of all clubs, and recommend to the Student Senate the recognition or removal of recognition of all student clubs.
3. The Recording Secretary shall:
- A. Keep a permanent record of all of the proceedings of the student body meetings; these records are to be available for the information of any member of the student body.
 - B. Keep the record of attendance of the Senate meeting.
4. The Corresponding Secretary shall:
- A. Publish all proceedings and required notices of the student body and of the Senate.
 - B. Conduct all external correspondence of the Senate.
5. The Treasurer shall:
- A. Receive and record such amounts that may be directed.
 - B. Report the financial position of the student body at all senate meetings.
 - C. Serve as chairperson of the appropriations committee.

**ARTICLE VI
Power of the Senate**

Section

- 1. The Senate shall approve all student organizations, their constitutions, and their annual budget requests.
- 2. The Senate shall receive and discuss grievances from the student body and represent these grievances to the faculty and to the administration.

- 3. The Senate shall receive funds appropriated to the student body and budget the use of these funds.

**ARTICLE VII
Amendments and By-Laws**

Section

- 1. Amendments to the Constitution can originate either from the student body or Senate but must be ratified by a majority vote of the Senate and a two-thirds majority of the votes cast by the student body.
- 2. An amendment must be published a month prior to vote by the student body.
- 3. By-laws can originate either from the student body or the Senate but must be ratified by a majority vote of the Senate and be a simple majority of the votes cast by the student body.
- 4. A by-law must be published two weeks prior to vote by the student body.

**ARTICLE VIII
Ratification**

Section

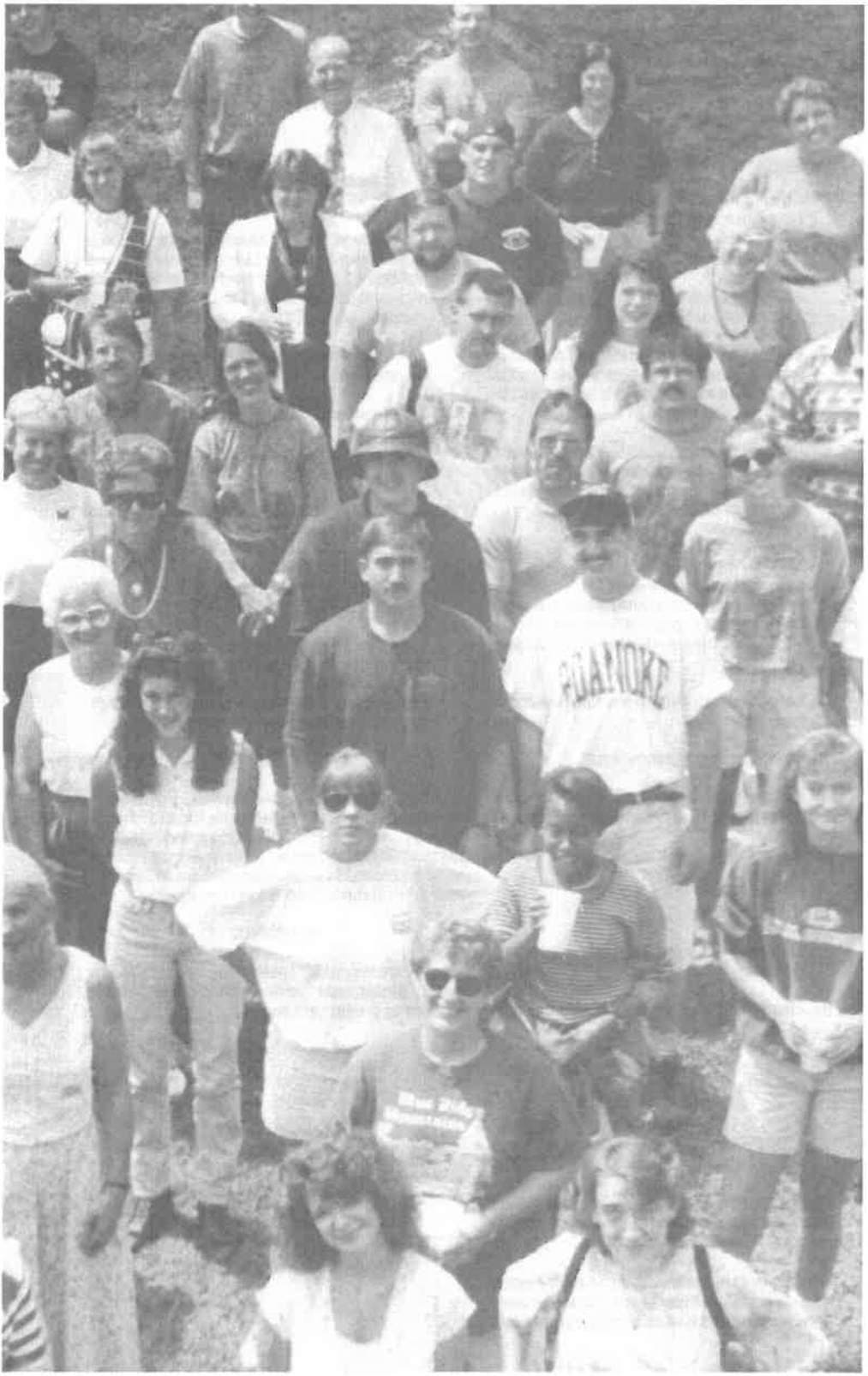
- 1. This constitution shall be considered ratified upon approval by the faculty meeting as a committee of the whole, by the endorsement of the President of the College and a two-thirds majority vote of the voting members of the student body.

AMENDMENT I

No Student Senate member may miss two (2) meetings in a row per semester or a total of two (2) meetings per semester without approval of three-quarters (3/4) of the Senate. An excuse for an absence must be presented to the entire Senate and approval requires a favorable 3/4 vote of the majority.

AMENDMENT II

In order to run for re-election, a current Student Senate member must resign from his or her position before filing a new petition.



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Vice Chair

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Charlotte H. Martin
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Rockbridge County

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Richard R. Teaff

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Virginia Community College System

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Ph.D., The Ohio State University

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B.S., Eastern Illinois University;
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Ph.D., Virginia Polytechnic Institute and
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B.S., Greensboro College;
M.S.N., Medical College of Georgia

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M.Ed., University of Virginia;
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A.M., West Virginia University

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Technician, Computer Services
George McCulley Computer
Operations Tech., Administrative
Data Processing
Amy Nicely Office Svcs. Spec.
Administrative Data Processing
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Auxiliary Services
Charles Bland Security/Courtesy
Patrol

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Buildings and Grounds
Becca Anderson Secretary, Buildings
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Kathy Campbell . Trades /Utilities Worker
Charles Dean Housekeeping, Armory
George Dobbs ... Housekeeping Worker
Leon Dressler Grounds Supervisor
Lesia Fridley Housekeeping Worker
Charles Halleck Mail Clerk
Roger Hayslett ... Housekeeping Worker
James Jordan Housekeeping Worker
Robert Montgomery Housekeeping
Supervisor
Danny Nicely Grounds Worker
Jeff Wilhelm Grounds Worker
Ted Wiseman Carpenter

Food Services

Angie Montgomery Food Production
Worker A



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Arts and Sciences Division	ext. 241
Business, Technical and Continuing Education Division	ext. 217
Bus Transportation	Student Services, ext. 276
Career Planning and Placement	Student Services, ext. 313
Counseling (Academic and Personal)	Student Services, ext. 276
Credit by Exam	Student Services, ext. 276
Financial Aid	Student Services, ext. 263
Graduation Applications	Student Services, ext. 242
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Learning Resources Center	ext. 253
Lockers	Student Activities, ext. 227
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Special Services (ADA Accommodations) ..	Achievement Center, ext. 303
Student Grievances	Student Services, ext. 265
Student Organizations	Student Activities, ext. 227
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Textbooks and Supplies	Bookstore, ext. 224
Tuition and Fees	Business Office, ext 268 or 223
Tutoring	Achievement Center, ext. 303
Vending Refunds	Bookstore, ext. 224
Veteran's Affairs	Student Services, ext. 263

SPECIAL PROGRAMS

Achievement Center	Scott Hall, ext. 303
Dislocated Worker Program	Backels Hall, ext. 313
JTPA (Job Training Partnership Act)	Scott Hall, ext. 296
Single Parent Program	Warren Hall, ext. 305
Talent Search Program	Scott Hall, ext. 273

**IN AN EMERGENCY CONTACT
STUDENT SERVICES, EXT. 276
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