

Eastern Shore Community College

Where Tomorrow Begins

2006-2007 College Catalog & Student Handbook

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DISCLAIMER

The information contained in the 2006 - 2007 Eastern Shore Community College Catalog and Student Handbook has been reviewed for accuracy and completeness. However, Eastern Shore Community College retains the right to correct, change and modify any or all of the procedures, policies, guidelines, requirements and/or any other information published in the catalog and student handbook at any time without prior notification.

ESCC is an equal opportunity institution.

TABLE OF CONTENTS

MISSION OF THE COLLEGE.....6
 GENERAL INFORMATION.....6
 Accreditation.....7
 Equal Opportunity / Affirmative Action Policy.....7
 ACADEMIC CALENDAR.....8
 ADMISSIONS INFORMATION.....9
 Curricular Admission.....9
 Non-curricular Admission.....9
 Admission with Special Provisions.....9
 Classification of Students.....10
 Placement Testing.....11
 Students Transferring from Other Colleges.....11
 Advanced Standing / Transfer.....11
 Credit by Examination.....12
 College Board Advanced Placement.....12
 College Level Examination Program (CLEP).....12
 DANTES Subject Standardized Tests (DSST).....12
 Departmental Challenge Examinations.....12
 Maximum Credits Granted Through Proficiency Examinations.....13
 Credit for Educational Experiences in the Armed Services.....13
 FINANCIAL AID.....14
 Grants.....15
 Loans / Employment.....16
 Standard of Academic Progress for Financial Aid Program.....16
 OTHER FINANCIAL ASSISTANCE PROGRAMS.....19
 WIA Services Financial Assistance.....19
 Special State Programs / Rehab Services / Veterans Benefits.....19
 SCHOLARSHIPS.....19
 PRESIDENTIAL SCHOLARS PROGRAM.....24
 FINANCIAL INFORMATION.....25
 Tuition and Fees / Books and Materials.....25
 Bookstore Refund Policy.....26
 Financial Obligations / Bad Checks.....26
 In-State Tuition Eligibility.....26
 Procedure for Appeal of Domicile Status.....27
 ACADEMIC INFORMATION.....28
 Academic Load / Academic Renewal.....28
 Faculty Advisors / Student Responsibilities.....28
 Class Attendance and Examinations.....28
 Auditing Courses.....28
 Registration / Withdrawal / Change of Registration / Credits.....29
 General Education.....29
 Grades / Grade Point Average (GPA).....30
 Good Standing.....30
 Grade Change Policy.....31
 Grade Reports.....31
 Graduation Requirements.....31
 Honors.....31
 Multiple Majors / Multiple Degrees.....32
 Outcomes Assessment Requirement.....32
 Repeating a Course.....32
 Student Rights and Responsibilities.....32
 Transcript Request.....33
 Transfer to Other Colleges.....33

Eastern Shore Community College Catalog and Student Handbook 2006 - 2007

Transfer Module.....	33
Probation, Suspension, Dismissal, Re-admission – Credit and Curricular Students.....	33
Probation, Suspension, Dismissal, Re-admission – Developmental Students.....	34
LIBRARY / LEARNING RESOURCES CENTER.....	36
General Information.....	36
Research Tools and Resources.....	36
Library Facilities and Services.....	36
Library Fees.....	37
Library Hours and Additional Information.....	37
STUDENT SERVICES.....	38
Counseling / ESCConnect.....	38
Computer Access.....	38
Placement / Career Services.....	38
Services for Students with Disabilities.....	38
Clubs and Activities.....	39
Childcare Services.....	40
Children on Campus.....	40
Directory Information.....	40
Emergency Calls for Students.....	40
Inclement Weather Policy.....	40
Parking Regulations.....	40
Transportation Services.....	41
Confidentiality / FERPA.....	42
WORKFORCE DEVELOPMENT.....	44
Business Development.....	44
Customized Contracted Training.....	44
Continuing Education / Professional and Technical Training.....	46
Career Pathways Programming.....	47
Adult Education.....	47
Workforce Investment Act (WIA) Services.....	49
Community Education.....	50
Facility Usage.....	50
PLANS OF STUDY.....	51
ASSOCIATE IN APPLIED SCIENCE.....	52
Administrative Support Technology.....	52
Business Technology.....	54
Information Systems Technology.....	56
Early Childhood Development.....	58
Electronics Technology / Electronics.....	60
Computer Technician Specialization.....	62
Nursing.....	64
ASSOCIATE IN ARTS AND SCIENCES.....	67
Business Administration.....	67
Education.....	69
General Studies.....	71
Science.....	73
CERTIFICATES.....	75
Administrative Assistant.....	75
Computer-Aided Drafting and Design.....	76
Electronics.....	77
Information Systems Technology.....	78
Medical Assistant Program.....	79
Welding.....	82
CAREER STUDIES CERTIFICATES.....	83
Heating, Ventilation and Air Conditioning.....	83
Computer-Aided Drafting and Design.....	83

Eastern Shore Community College Catalog and Student Handbook 2006 - 2007

Early Childhood Development.....	84
Real Estate.....	84
Long-Term Care Assistant.....	85
Small Business Management.....	86
Welding.....	87
COURSE DESCRIPTIONS.....	88
FACULTY AND STAFF DIRECTORY.....	107
Faculty.....	107
Staff.....	109
Adjunct Faculty.....	111
ADVISORY COMMITTEES.....	114
Joint Workforce Development Advisory Council.....	114
STUDENT RIGHTS AND RESPONSIBILITIES.....	116
Academic Misconduct Policy.....	117
Sexual Misconduct Policy.....	118
Sexual Harassment Policy.....	119
Disciplinary Action Policy.....	121
Unauthorized or Disorderly Assembly Policy.....	123
Grievance Procedure.....	123
VCCS COMPUTER ETHICS GUIDELINES.....	125
GOVERNING BOARDS.....	128
State Board for Community Colleges.....	128
Eastern Shore Community College Board.....	128
Eastern Shore Community College Foundation.....	129
Eastern Shore Community College Foundation Board.....	129
INDEX.....	130

MISSION OF THE COLLEGE

Eastern Shore Community College believes that all individuals should be provided a continuing opportunity to develop and extend their skills and knowledge and to cultivate an awareness of their roles and responsibilities in society. The College is committed to providing leadership in identifying and addressing both the needs of individuals and economic needs, including workforce development needs, in Accomack and Northampton counties.

In pursuit of this purpose, the College has adopted a set of goals:

- Offer a comprehensive array of financially accessible, high quality educational programs through the associate degree level. These programs provide opportunities, which prepare students for entry into other programs, careers, or transfer to baccalaureate degree programs.
- Provide appropriate, adequate educational support services including, but not limited to, student development and learning resources center services.
- Identify those cultural and economic needs of the community to which it can appropriately respond through education and training programs.
- Provide continuing education, workforce training, and community service programs to allow individuals to continue and expand their learning and cultural experiences.
- Cooperate with, and support, local, state, and federal government, local business, industry, the professions, and public and private groups to address regional needs.

GENERAL INFORMATION

Eastern Shore Community College is a member of the Virginia Community College System and serves the residents of Accomack and Northampton Counties as a two-year institution of higher learning. Operating under policies established by the State Board for Community Colleges and the Eastern Shore Community College Board, the College is financed primarily with state funds, supplemented by contributions from the two counties and the Eastern Shore Community College Foundation.

Eastern Shore Community College occupies a 115-acre site on U.S. Route 13, south of Melfa. The modern facility, which is accessible to the handicapped, includes classrooms, laboratories, a bookstore, a lecture hall, administrative offices, occupational trade areas, a student lounge, and a Learning Resources Center/Library. The College is open during the entire year on a semester system. Classes are held from early morning through late evening.

ACCREDITATION

Eastern Shore Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA; 404.679.4501) to award the associate degree.

The associate degree curricula of the College have also been approved by the State Council of Higher Education for Virginia. The Nursing Program (in cooperation with Tidewater Community College) is fully accredited by the National League of Nursing and approved by the Virginia Board of Nursing. The National League for Nursing Accrediting Commission (350 Hudson Street, New York, NY; 800.669.1656) may be used as a resource for program information. The Long-Term Care Assistant (LTCA) program is accredited by the Virginia Board of Nursing.

All degree and certificate programs offered at the College are approved by the State Department of Education for payment of veterans' educational benefits.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY

It is the policy of the Virginia Community College System and Eastern Shore Community College to maintain and promote equal employment and educational opportunities without regard to race, color, sex, or age (except where sex or age is a bona fide occupational qualification), religion, disability, national origin, or other non-merit factors.

ACADEMIC CALENDAR

Fall 2006 – Summer 2007

Fall Semester

Registration for Current Students Begins	April 17, 2006
Open Registration Begins	April 24, 2006
Faculty In-Service and Advising	August 16-18, 2006
Classes Begin	August 21, 2006
Late Registration	August 21-25, 2006
Labor Day Holiday	September 4-5, 2006
Last Day to Withdraw with Refund	September 7, 2006
Last Day to Withdraw without Penalty	October 27, 2006
Thanksgiving Holiday	November 22-24, 2006
Last Day of Classes	December 8, 2006
Final Examinations	December 11-15, 2006

Spring Semester

Registration for Current Students Begins	November 13, 2006
Open Registration Begins	November 20, 2006
Faculty In-Service & Advising	January 3-5, 2007
Classes Begin	January 8, 2007
Late Registration	January 8-12, 2007
Last Day to Withdraw with Refund	January 25, 2007
Mid-Semester Break	March 5-9, 2007
Last Day to Withdraw without Penalty	March 22, 2007
Last Day of Classes	April 27, 2007
Final Examinations	April 20 – May 4, 2007
Commencement	May 11, 2007

Summer Semester

Registration for Current Students Begins	April 16, 2007
Open Registration Begins	April 23, 2007
Classes Begin	June 4, 2007
Late Registration	June 4-7, 2007
Last Day to Withdraw with Refund	June 12, 2007
Holiday	July 3-4, 2007
Last Day to Withdraw without Penalty	July 9, 2007
Last Day of Classes	July 30, 2007
Final Examinations	August 1-2, 2007

ADMISSIONS INFORMATION

GENERAL ADMISSION TO THE COLLEGE

Any person who has a high school diploma or the equivalent certificate (GED) or who is at least eighteen years old and able to benefit from instruction at Eastern Shore Community College may be admitted to ESCC. The college reserves the right to evaluate special cases and to refuse admission to applicants when a refusal is in the best interest to the college.

All students are admitted as either a curricular or non-curricular student.

CURRICULAR ADMISSION

Curricular admission is granted to an applicant who satisfies requirements for entry into programs leading to VCCS certificates, diplomas, and associate degrees. Specific admission requirements may exist for a program. Applicants should consult the Plans of Study section of the catalog.

To be admitted as a curricular student you must:

1. Submit an Application for Admission;
2. Complete Compass computer-based placement testing;
3. Submit official high school transcript or GED test scores (for nursing and medical assistant programs only);
4. Submit official transcripts from all previous colleges and universities attended; and
5. Meet additional requirements that may be necessary for specific programs.

NON-CURRICULAR ADMISSION

Non-curricular admission is granted to an applicant who has not requested admission to a curriculum (plan of study).

To be admitted as a non-curricular student you must:

1. Submit an Application for Admission
2. Meet additional requirements that may be necessary for specific programs or courses.

Examples of additional requirements include:

- a. Satisfactory scores on placement tests before enrollment in English and math.
- b. Physical examinations.
- c. Proof of ability to benefit educationally.

ADMISSIONS WITH SPECIAL PROVISIONS

Transfer Students

Transfer students must submit an application for admission and must have official transcripts from all previous colleges and universities sent to the Admissions Office. Usually a transfer student who is eligible for re-enroll at the last college of attendance will be eligible for admission to ESCC. If a transfer student is academically ineligible to return to the previous college, the student must appeal for admission to ESCC by submitting a letter to the dean of student services.

Concurrent Enrollment of High School Students

A high school student, regardless of age, may be admitted to Eastern Shore Community College under the following conditions:

1. With a limit of two courses per semester;
2. Through early admission as a college student; and
3. With the understanding that all college credit will be held until graduation from high school, unless early admission to the college is granted.

A high school student is admitted on a space-available basis with highest priority given to a senior and lowest priority given to a freshman.

An out-of-school student who has not completed high school may be admitted if beyond mandatory school age and out of school for at least six (6) months. This requirement also applies to adult literacy and GED preparation classes.

Dual Enrollment of High School Students

The Dual Enrollment program allows high school students to be enrolled in and get credit for college courses and high school courses simultaneously. The courses are taught by certified instructors at the high schools or on the ESCC campus following the high school schedule.

The high schools identify students whom they feel will benefit from enrollment in this program. After consultation with their high school counselor, the student then submits an Application for Admissions and takes the appropriate placement tests to evaluate readiness for enrolling in the college-level courses.

Returning Students

Returning students who have not been enrolled in credit courses at the College during the past year must reapply by resubmitting an application for admission prior to registration. Please direct all inquiries to the Admissions Office.

Non-Credit Students

Persons who wish to apply to take non-credit continuing education courses should contact the Office of Workforce Development. Completion of the Application for Admission is required.

CLASSIFICATION OF STUDENTS

All students are classified according to the following categories:

CURRICULAR STUDENT: A student who has satisfied all general college admission requirements and has been admitted to a curriculum (plan of study).

NON-CURRICULAR STUDENT: Non-curricular admission is granted to an applicant who has not requested admission to a curriculum (plan of study) and who is registering for classes for any of the following reasons:

- Upgrading employment skills for present job
- Developing skills for new job
- Exploring career options
- Pursuing personal interest or general knowledge
- Pursuing college courses while in high school
- Currently pursuing degree at another college (transient / visitor)
- Planning to pursue a degree at another college (non-degree / transfer).

FULL-TIME STUDENT: Students are considered full-time students if they are enrolled in 12 or more credit hours of course work in a semester.

PART-TIME STUDENT: Students carrying fewer than 12 credit hours during a semester are considered part-time students.

FRESHMAN/SOPHOMORE STATUS: Students are classified as freshmen until they complete 30 credits of course work in a degree program. Students who have completed 30 or more credits in a degree program are classified as sophomores.

PLACEMENT TESTING

Placement testing is required to ensure appropriate course selection for newly enrolled students as well as the ability to benefit educationally from college coursework. Students scoring below minimum levels will not be permitted to enroll but will be encouraged to attend adult literacy classes.

The Compass test is an untimed, multiple choice assessment measuring skills in reading comprehension, writing and mathematics.

College placement testing is by appointment and should be scheduled by contacting the enrollment counselor. Testing is scheduled weekdays year round with both morning and afternoon appointments available. The first two days preceding the onset of a new semester will be reserved for counselor assistance with late registration, and no placement testing will be permitted.

Average testing time is approximately one and a half to two hours, but as the test is untimed, students may take all the time they need. Applications for admission must be completed at or before the placement test session. Scientific and regular calculators are permitted on the math portion of the placement test.

Re-testing is scheduled only in the following circumstances:

1. A technical problem with the testing session;
2. Student illness; or
3. Following documented remediation. Testing is allowed once per semester in the case of remediation.

Curricular students not scoring in the college range, but requiring courses in English and mathematics will first be required to complete developmental coursework before entering most college-level courses. This requirement is essential for student success and for maintaining the integrity of the college curriculum.

STUDENTS TRANSFERRING FROM OTHER COLLEGES

Generally, Eastern Shore Community College awards transfer credit for all courses at or above the freshman level in which grades of "C" or better have been earned at regionally accredited colleges and universities.

Transcripts from other colleges must be submitted prior to the end of the first term of enrollment or future registration will not be permitted. Transcripts will be evaluated in a timely manner. Transfer applicants should consult with admissions office staff regarding placement tests required by Eastern Shore Community College.

ADVANCED STANDING/TRANSFER

Students may be eligible for advanced standing when previous studies have provided them with the knowledge and skills required in a course. Anyone who believes that previous study, training, or work experience may change course requirements of specific curricula should consult the dean of instruction before registering for classes.

At least twenty-five percent (25%) of the requirements for a degree or certificate must be completed at Eastern Shore Community College. Credit is not formally awarded until the requirements for curricular admission are completed.

Students who plan to transfer to another college or university are responsible for determining if the institution they plan to attend will accept advanced-standing credits awarded by Eastern Shore Community College.

CREDIT BY EXAMINATION

Eastern Shore Community College is designated as an Educational Testing Services CLEP (College Level Examination Program) National Test Center.

Eastern Shore Community College *may* grant credit in appropriate courses on the basis of proficiency examinations. The proficiency examinations currently accepted by the college are:

- College Board Advanced Placement (AP);
- College Level Examination Program (CLEP);
- Defense Activity for Non-Traditional Education Support (DANTES) Subject Standardized Tests (DSST's); and
- Eastern Shore Community College Departmental Challenge Examinations.

It is the student's responsibility to ensure that the official examination results are sent directly to the college.

College Board Advanced Placement (AP)

Eastern Shore Community College may grant credit in appropriate courses on the basis of Advanced Placement Examination results. Eastern Shore Community College recognizes that Advanced Placement Examination scores of 3, 4, and 5 reflect different levels of the student's mastery of the course content. As a result, the credit granted or course waivers that may be awarded by the college will differ based on the student's individual scores.

College Level Examination Program (CLEP)

Eastern Shore Community College may grant credit in appropriate courses on the basis of C.L.E.P. examination results when the student scores at or above the minimum level suggested by the American Council on Education.

Once a student has enrolled in the first course of a two-course sequence, (e.g. Biology 101 and 102, Mathematics 163 and 164, etc.) a student may **not** use the CLEP exam to earn credit for the second course in the sequence unless a separate CLEP exam is offered for each of the two courses in the sequence. For additional information concerning Eastern Shore Community College's Advanced Standing policies, please contact the Office of Student Services.

DANTES Subject Standardized Tests (DSST)

Eastern Shore Community College may grant credit in appropriate courses on the basis of DANTES DSST's examination results when the student scores at or above the minimum level suggested by the American Council on Education.

Departmental Challenge Examinations

Eastern Shore Community College Departmental Challenge Examinations are examinations developed by Eastern Shore Community College faculty to provide credit by examination for specific ESCC courses.

A student who has taken an Eastern Shore Community College Departmental Challenge Examination and has not received a score that would grant credit for the course cannot retake the Departmental Challenge Examination for the same course.

Maximum Credits Granted Through Proficiency Examinations

Based on the student's scores on the proficiency examinations, the maximum total number of credit hours that a student enrolled in a Certificate Program may be granted through proficiency examinations is the lesser of fifty percent (50%) of the credits required by the certificate or fifteen (15) credit hours. ⁽¹⁾ ⁽²⁾

Students enrolled in the Associate of Arts and Sciences Degree Program may be granted through proficiency examinations a maximum of fifty percent (50%) of the credits required by the degree or thirty (30) credit hours, whichever is the lesser. ⁽¹⁾ ⁽²⁾

Credit for Educational Experiences in the Armed Services

The college follows the American Council on Education guidelines in awarding credit for educational experiences in the armed services, *Project Ahead*. In this plan, enlistees in the Armed Forces select curricula, which will be observed when courses are taken during military service. After military service, enlistees may transfer their credits to Eastern Shore Community College and continue their programs.

Veterans, active members of the military, and certified Emergency Medical Technicians who provide proof of eligibility may receive two (2) credits toward fulfillment of the HLT/PED requirement.

⁽¹⁾ In some cases, a department will not accept credit for core courses in the major or prerequisites. All guidelines are subject to change by Student Services or the academic department awarding credit.

⁽²⁾ The maximum number of credit hours that may be granted is the combined total from all proficiency exams accepted by the college.

FINANCIAL AID

Contact Bryan Smith 757.789.1732
Contact Carole Read 757.789.1733

The College is committed to the philosophy that no student should be denied an opportunity to pursue post-secondary education due to a lack of financial resources. In support of this philosophy, it offers a variety of financial aid programs for students who qualify. Such aid is funded through federal and state agencies, local civic and service clubs, individual donors, and the Eastern Shore Community College Foundation.

The College renders assistance to as many students as possible in the form of grants, employment, local scholarships and short-term loans.

Students applying for the following must complete a Free Application for Federal Student Aid (FAFSA):

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- College Scholarship Assistance Program (CSAP)
- Commonwealth Awards (COMA)
- Virginia Guaranteed Assistance Program (VGAP)
- Part-Time Tuition Assistance (PTAP) grant
- Higher Education Teacher Assistance Program (HETAP)
- GEAR UP/ACCESS Virginia
- Federal Work-Study (FWS)

Students are encouraged to apply on the web at www.fafsa.ed.gov. **The Title IV code for ESCC is 003748.** Students applying for local scholarships must complete the ESCC Scholarship Application.

Students who receive financial aid must maintain an acceptable grade point average and successfully maintain the College's Standards of Academic Progress. The student's satisfactory progress will be evaluated at the time an application is received and at the end of each semester. Students who lose eligibility for financial aid have the right to appeal this loss.

In order to be eligible for federal financial aid, students who have not graduated from high school nor received their GED must demonstrate an "ability to benefit" from their academic program by satisfactory performance on an "ability to benefit" test. Information about this test can be obtained from the Financial Aid Office.

By accessing the ESCConnect student information system portal on the ESCC website (www.es.vccs.edu), students can view their financial aid award and account information at *Finances ► View My Financial Aid*.

TYPES OF FINANCIAL AID

GRANTS

Academic Competitiveness Grant (AC Grant) is a new federal grant program designed to provide aid to low-income, Pell Grant-eligible, degree-seeking United States citizens who have successfully completed a rigorous secondary school program. Awards will range from up to \$750 for the first year of academic study and up to \$1,300 for the second year.

Federal Pell Grant Program (Pell Grant) is the beginning point for most students seeking federal assistance. Federal Pell Grants normally do not have to be repaid. Financial aid officers use the Federal Pell Grants as the basis or "floor" to which other aid programs are added forming a "financial aid package." These are available to qualified full-time and part-time students. At ESCC, the annual full-time awards range from \$400 to \$4,050.

Federal Supplemental Educational Opportunity Grants (FSEOG) normally do not have to be repaid and are awarded as a "supplement" to other aid programs, such as Federal Pell Grants. Since these funds are very limited, they are awarded only to students with exceptional need. At ESCC, the minimum annual award is \$200 and the maximum is approximately \$900.

The College Scholarship Assistance Program (CSAP) provides grants of \$400- \$2,000 for Virginia residents who are attending at least half-time (normally six credits per semester). Students must satisfy minimum financial criteria; the student's total family contribution must be less than one-half of the total cost of attendance. These grants do not have to be repaid.

The Commonwealth Awards (COMA) are grants which are available to qualified students who are domiciled residents of Virginia. Students must be enrolled at least half-time (six credits per semester) in a qualified degree or certificate program. These awards must not exceed the cost of tuition and fee charges. Awards typically range from \$200 to \$2,160.

GEAR UP/ACCESS Virginia is a competitive federally-funded program for Pell-eligible students who were members of the original GEAR UP/ACCESS Virginia cohort from qualified high schools. Students may receive an amount up to the maximum Pell Grant amount.

Higher Education Teacher Assistance Program (HETAP) is designed to aid students enrolled in a K-12 teacher preparation program with preference given to those enrolled in a teacher shortage area. Virginia resident students are selected via faculty nomination and must be enrolled full-time and demonstrate financial need. The maximum annual award is \$2,000.

The Virginia Guaranteed Assistance Program (VGAP) provides grant assistance for full-time Virginia domiciled dependent students who graduated from a Virginia high school with at least a 2.50 grade point average. Students must be a first-time freshman and may qualify for renewal awards up to three additional years. Awards typically range from \$400 to \$2,910.

Part-time Tuition Assistance Grant Program (PTAP) is available for qualified students who are enrolled in an eligible curriculum for three to six credits. The grant will cover up to the cost of tuition and required fees.

LOANS

The College does not participate in the Federal Family Educational Loan Program, which includes Stafford, PLUS and SLS loans. Short-term, interest-free tuition and fee loans funded by the Eastern Shore Community College Foundation are available. Normally these limited funds are reserved for students who can document their financial aid need but the required financial aid file is still incomplete. These loans must be repaid on schedule or students can be administratively withdrawn from the College.

EMPLOYMENT

The Federal Work-Study Program (FWS) provides part-time jobs for students who demonstrate need and are enrolled at least half-time (six credits per semester). Student class schedules, curriculum, and job skills are considered in assigning jobs. Most employment is on campus. Students are paid every two weeks. A student normally may not work more than 20 hours per week while the College is in session. The College has developed additional work opportunities which include community service activities, as well as reading and tutoring in the local elementary schools.

STANDARD OF ACADEMIC PROGRESS FOR FINANCIAL AID PROGRAMS

Recipients of Academic Competitiveness Grant, Federal Pell Grant, FSEOG, Federal Work-Study, Commonwealth Awards, VGAP, CSAP, GEAR UP/ACCESS Virginia, HETAP, and PTAP are required to maintain "Standards of Satisfactory Academic Progress" in their course of study. Compliance with the terms of this certificate is mandatory to continue to be eligible at the time an application is received and at the end of each semester.

At the end of each semester, the Financial Aid office conducts a Satisfactory Academic Progress review of all grades from courses that are completed by the standard semester end date. Any non-standard semester course without a grade will not be counted in the calculation of Satisfactory Academic Progress.

The following three Standards of Satisfactory Academic Progress must be met:

1. **Maintain an acceptable cumulative Grade Point Average**

If you have attempted:	Your minimum GPA must be:
6 to 24 credits	1.50
25 to 47 credits	1.75
48+ credits	2.00

Students must have at least a 2.00 cumulative Grade Point Average by the time of graduation.

2. **Successfully complete at least 67% of the credits attempted each semester**

- Courses in which grades of **U, F, I, X, or W** are earned are **not satisfactorily completed**. Note: Elsewhere in the ESCC catalog, it is stated that a "W" grade is not counted as an enrollment. For financial aid purposes, a "W" grade is counted as unsatisfactory progress.
- Courses with grades of **A, B, C, D, P, S and R (see below)** are **satisfactorily completed**. Note: An "R" grade is considered satisfactory completion of the course if this is the student's first enrollment in the class. An "R" grade in a subsequent semester is considered unsatisfactory completion of the course.
- Academic performance in courses attempted at other VCCS colleges each semester will also be used in the evaluation of the 67% rule.

3. **Take no more than 150% of the amount of credits required to complete your program**

The maximum period in which a student may receive financial aid is limited to 150 percent (150%) of the published length of the educational program for a full-time student. The 150% will be calculated using credit hours attempted which includes all passed or failed classes and classes transferred in from other colleges.

For example:

IF Mary enrolls in a program that requires completing 65 credits to graduate
THEN she may attempt up to 98 credits
WHICH IS (150% of 65 credits = 98 credits)

IF John enrolls in a program that requires completing 36 credits to graduate
THEN he may attempt up to 54 credits
WHICH IS (150% of 36 credits = 54 credits)

4. **Take no more than a maximum of 30 developmental course credits**

Students may take up to 30 credits in developmental courses (courses numbered less than 100). After that maximum has been met, financial aid will no longer include developmental credits in the count of credits enrolled.

For example:

A student has exceeded 30 developmental credits, and enrolls in ENG 111 (3 credits) and MTH 04 (4 credits). Financial aid is calculated on an enrollment of 3 credits; financial aid will not pay for the MTH 04 but will be used in calculating the completion rate.

Withdrawal from All Classes Refund Policy

If a student who is receiving a Pell Grant, SEOG, or CSAP grant officially withdraws from all classes OR unofficially withdraws (stops attending all classes without completing the required official withdrawal process) after the “Withdraw with Refund Date” but not beyond the “Withdraw Without Penalty Date”, the College must determine how much of the grant assistance the student earned prior to the complete withdrawal from this period of enrollment. The student may be required to repay funds that were not “earned.”

Our review of “earned “ assistance will result in one of three situations:

- ***The student has been disbursed exactly the amount of financial aid assistance which was earned as of the date of the official or unofficial withdrawal.*** No additional action is required.
- ***The student has received more financial aid assistance than was earned as of the date of official or unofficial withdrawal.*** In this case you must repay these over-disbursed funds. The student will receive a letter from ESCC within 30 days from the withdrawal date stating this situation.

The student must take one of two actions:

- During the next 45 days from the date of the letter, pay ESCC the overpayment in full, **OR**
- During the next 45 days from the date of the letter, sign a repayment agreement with the Secretary of the U.S. Department of Education.

If the student takes neither of these two required actions within 45 days, they will lose their financial aid eligibility and their name will be forwarded to the U.S. Department of Education Collections which could negatively impact their credit-worthiness.

- ***The student has earned more financial aid assistance than was disbursed to them prior to withdrawal.*** The College will contact the student by letter within 30 days of their withdrawal asking if they wish to accept or decline all or part of the undisbursed “earned” financial aid assistance. The student will have 14 days from the date of the letter to respond. If the College receives a timely response, we will disburse the requested funds within 90 days of your official withdrawal. If the student does not respond within the required time, no additional “earned” assistance will be disbursed.

For more complete details on the rules and the refund calculation formula, a copy of the Federal regulations which govern the refund of Title IV monies is available in the Financial Aid Office.

Financial Aid Payments

Payments from Pell Grants, FSEOG, CSAP, and Commonwealth Awards are adjusted each semester according to your enrollment status. For example, a student who was awarded a \$2,000 Pell Grant would receive \$1,000 each semester if he was enrolled full-time, \$750 each semester for three-quarter-time enrollment, or \$500 each semester for half-time enrollment.

Students can charge tuition, fees, books, and supplies against most grant or scholarship awards. If there is a balance due after charges have been deducted, a check will be sent to the student within forty days after the “Withdraw With Refund” date. This disbursement date is dependent on the receipt of funds from the funding agency. Notices will be posted alerting students as to when checks have been mailed.

Administrative Withdrawal if Financial Aid Student Never Attends

Financial aid will not pay for classes that the financial aid student has never attended. Faculty report to the Financial Aid office before the “Withdraw With Refund” date if a financial aid recipient has never attended a class session. Financial aid recipients who have never attended will be administratively withdraw from the unattended class.

Loss of Financial Aid Eligibility Appeal Process

A student may appeal the loss of financial aid provided the loss is based on failure to meet the College’s Standards of Satisfactory Academic Progress. A written appeal must be submitted to the ESCC Financial Aid Committee within five (5) calendar days of notification that aid has been withdrawn.

The Financial Aid Committee will hold a hearing as soon as possible, normally within five (5) calendar days of receipt of the appeal. A decision will be reached within two (2) calendar days of the hearing and the student will be notified in writing of that decision.

If the decision is negative, the student may submit a written appeal to the president of the College within five (5) calendar days of receipt of the Committee’s decision. The president will review the case and make a decision within five (5) calendar days of the appeal.

OTHER FINANCIAL ASSISTANCE PROGRAMS

WIA SERVICES FINANCIAL ASSISTANCE

Program costs for eligible students, including college tuition, may be paid by the college's Workforce Investment Act Total Service Center. Limited financial assistance is available and placement assistance is provided. Students may also be eligible for federal financial aid. Contact the WIA Office at 757.789.1757.

SPECIAL STATE PROGRAMS

State law currently makes provision for tuition-free education for the children of veterans killed or disabled in war and for the children of law enforcement officers, fire fighters, and rescue squad members killed in the line of duty. Contact the Financial Aid Office for details and application forms.

REHABILITATIVE SERVICES

The college cooperates with Virginia Department of Rehabilitative Services in providing education and training for persons with special disabilities.

VETERANS BENEFITS

The college has been approved by the State Department of Education for payment of benefits to qualified veterans, active military personnel, and children or surviving spouses of certain veterans or service personnel. The financial aid officer assists students in applying for VA benefits, certifying eligibility, and in maintaining accurate enrollment and student status records. All veteran students receiving benefits must be enrolled in a program leading to a certificate or degree.

SCHOLARSHIPS

ESCC awards a variety of scholarships each year. Funds for these scholarships are donated by individuals, churches, civic organizations and businesses to the Eastern Shore Community College Foundation, a non-profit organization. The Foundation forwards these monies to the College for awards to students.

Atlantic District Ruritan Club Scholarship

This \$200 scholarship is funded by the Atlantic District Ruritan Club. The recipient must be a resident of Accomack County and be admitted into a degree or certificate program. If an entering high school student, a "B" minimum cumulative grade point average is required. If a returning student, she/he must maintain a 2.25 cumulative grade point average. After minimum academic requirements have been met, preference will be given to the applicant demonstrating the greatest financial need.

Bannon Foundation Scholarships

The Bannon Foundation funds five (5) \$500 scholarships. An entering high school student must have a minimum of a "B-" grade point average. Candidates must be admitted into a degree or certificate program and maintain a 2.75 grade point average. After academic requirements have been met, preference will be given to the applicant demonstrating the greatest financial need.

Beth Taylor Posinski Post-GED Scholarship

Designed to assist applicants who have completed the Chincoteague Island GED Program, this \$1,000 Scholarship is awarded to a GED graduate who lives on Chincoteague and demonstrates financial need.

Camelia Moon Memorial Scholarship

This scholarship is funded by the family and friends of Camelia Moon. The recipient is selected by Nandua High School.

Charles E. Porterfield Memorial Scholarship

This \$500 scholarship is given in memory of Charles E. Porterfield, CEO of the former Taylor Packing Company in Hallwood, Virginia. Porterfield was an early supplier to a home-based business on Virginia's Eastern Shore. It is funded by the Blue Crab Bay Company, a division of Bay Beyond, Inc. The candidate must be accepted into the Business Management Associate Degree Program, must have and maintain a 3.00 cumulative grade point average or higher, and must be a resident of Northampton or Accomack Counties. The scholarship recipient will be eligible to serve as an intern at Blue Crab Bay Company / Bay Beyond, Inc. Part-time employment opportunities also may be available. Preference will be given to someone interested in serving in the internship. Automatic renewal for the second year occurs if the student maintains a 3.00 grade point average and participates in the internship.

C.L. Courtney Memorial Scholarship

Funded by the family and friends of C. L. Courtney, this scholarship is selected by Nandua High School.

Commonwealth Legacy Scholarship

This \$3,000 scholarship, which is funded by the Virginia Foundation, is awarded to a first-time, full-time, degree-seeking student who has demonstrated academic excellence, has a willingness to promote community college education, has a willingness to mentor future scholars, and demonstrates a commitment to developing leadership potential.

David R. (Skeet) Skeoch Scholarship

Established by friends and family of the late David R. Skeoch, this scholarship is awarded to a degree-seeking, Accomack County student who demonstrates financial need. New students must have had at least a "B" high school average. A 3.00 grade point average must be maintained

Delmarva Power Occupational-Technical Merit Scholarship

This is a scholarship program designed to attract academically talented applicants into occupational-technical degree or certificate programs at Eastern Shore Community College. One scholarship of \$1,000 is awarded and funded by Delmarva Power. The applicant must be enrolled in Electronics, or Information Systems Technology. If an entering student, the applicant must have achieved a high level of academic success in high school. If the applicant is a current ESCC student, a high level of academic success must have been achieved at ESCC.

Dr. John Rogers Mapp Scholarship

This \$900 scholarship is funded by the Eastern Shore Community College Foundation. New students must have at least a 3.00 high school grade point average and demonstrate involvement in high school activities; returning students must have completed at least 12 credits and maintain a minimum 2.75 college cumulative grade point average. Preference will be given to the applicant demonstrating the greatest financial need.

Dr. John W. Robertson Memorial Scholarship

This award of \$750 is funded by the Onancock Rotary Club. It is given annually to an Accomack County resident who is enrolled for at least 12 credit hours and maintains a minimum grade point average of 2.00, demonstrates financial need, has a record of service to the community, and has been an Accomack County resident for at least six months.

Eastern Shore Anglers Club

This \$250 award is funded by the Eastern Shore Anglers Club for a degree-seeking student who graduated from high school with a minimum 80 numerical average or 2.00 grade point average and who demonstrates financial need. Returning students must have completed at least 12 credits with a minimum of a 2.00 cumulative grade point average.

Eastern Shore Community College Foundation Scholarship

The Eastern Shore Community College Foundation funds this \$900 scholarship. New students must have at least a 3.00 high school grade point average and demonstrate involvement in high school activities; returning students must have completed at least 12 credits and maintained a minimum 2.75 college cumulative grade point average. Preference will be given to the applicant demonstrating the greatest financial need.

Eastern Shore Marlin Club Scholarships

These two (2) awards are offered to one Accomack County resident and one Northampton County resident seeking a degree. Candidates for the \$500 awards must maintain a 2.00 grade point average and demonstrate financial need.

Eastern Shore Nursing Scholarships

The Eastern Shore Community College Foundation funds five (5) \$500 scholarships for full- or part-time ESCC/TCC Cooperative Nursing students. Three have financial need as the primary criteria; two are based solely on academic merit. Candidates must maintain a 2.00 grade point average.

Eastern Shore Professional Nursing Scholarship

Funded by the Exmore Chapter Women of the Loyal Order of the Moose, this \$500 scholarship goes to an ESCC/TCC Cooperative Nursing program student who has completed a minimum of eight credit hours applicable to the program, has at least a 2.75 grade point average, and demonstrates financial need.

Edwin Leatherbury Memorial Scholarship

This \$900 award given in memory of Edwin Leatherbury by his family is awarded to a student who exhibits financial need, demonstrates involvement in high school activities, has a minimum of a 3.00 high school grade point average and, if a returning student, a minimum 2.75 college grade point average.

Jane Duer Chandler Memorial Scholarship

This scholarship is given in memory of Jane Duer Chandler by friends and family. Candidates must enroll full-time in an Associate in Arts and Sciences Degree (Transfer) Program and maintain a 2.50 grade point average. Applicant must have been a resident of Accomack County for at least two years and demonstrate financial need.

Jeanine Waterfield Tyson Memorial Scholarship

One \$500 scholarship is given in memory of Jeanine Waterfield Tyson by Bonnie and R. L. Waterfield for students enrolled in the Education program. Applicants must maintain a 2.50 grade point average. Preference will be given to the applicant showing greatest financial need.

Johna Davis Memorial Scholarship

The Eastern Shore Community College Foundation funds this \$900 scholarship. New students must have at least a 3.00 high school grade point average and demonstrate involvement in high school activities; returning students must have completed at least 12 credits and maintained a minimum 2.75 college cumulative grade point average. Preference will be given to the applicant demonstrating the greatest financial need.

GED Graduate Scholarship

The Eastern Shore Community College Foundation funds this award which covers a minimum of tuition and fees for 6 credits. Candidates must have earned a high school equivalency diploma or certificate and be enrolled in at least 6 credits. Preference will be given to the applicant demonstrating the greatest financial need.

Laura and Morris Lewis Memorial Scholarship

This award is funded in memory of Laura and Morris Lewis by friends and family. Applicants must be enrolled in the Electronics certificate or degree program. New students must have maintained a 2.00 grade point average or “C” average in high school and returning students must maintain at least a 2.25 cumulative grade point average.

Margo Hunt GED Scholarships

These scholarships are funded by Allan Hunt, David Hunt, Alice Hunt, and Bruce Hunt as a tribute to Margo Hunt and as an encouragement to GED graduates to pursue a collegiate education. Up to four (4) awards will be given to applicants who have earned a high school equivalency diploma or certificate GED and are enrolled in at least 3 credits. The awards fund the costs of tuition, fees, books, and required supplies to a maximum of \$1,000 each. Candidates must maintain a minimum of a 2.00 cumulative grade point average. Preference will be given to applicants demonstrating the greatest financial need.

Mildred Waples Bloxom Memorial Scholarship

The Soroptimist Club of Accomack County annually supports this \$200 scholarship, which is based on academic achievement and financial need. The scholarship is awarded in the Fall semester only. Applicants must be enrolled in a degree program and must have completed at least 12 credits. Candidates must maintain at least a 3.00 cumulative grade point average.

Northampton Graduate Scholarship

The Eastern Shore Community College Foundation funds this \$500 scholarship for a graduate of Northampton High School who demonstrates financial need, and who has maintained a minimum of a 2.25 grade point average in high school or college.

Onancock Lions Club Scholarship

Funded by the Onancock Lions Club, an award of \$300 will be given to students residing in the Onancock, Onley, Melfa, Tasley or Greenbush area of Accomack County. An entering student must have maintained a minimum of a 2.25 grade point average or a “C+” in high school. A returning student must maintain at least a 2.25 cumulative grade point average. The above criteria having been met, the winning students must demonstrate the greatest financial need.

Ralston Scholarship

This scholarship is funded by Faye and Fred Ralston. Applicants must be the child of a current or past employee of ESCC or be recommended by a present or past employee of ESCC as having a special financial need. Entering students must have maintained at least a 2.00 or “C” average in high school. Returning ESCC students must have a minimum of a 2.00 cumulative college grade point average.

Rilma “Dib” Wilson Memorial Scholarship

This scholarship is given in the memory of Rilma “Dib” Wilson, who loaned a new resident \$1,000 in 1985 to start a new business on Virginia’s Eastern Shore. It is funded by the Blue Crab Bay Company, a division of Bay Beyond, Inc. The recipient of this \$200 scholarship must be accepted into the Business Management Associate Degree Program, have and maintain a 3.00 cumulative grade point average or higher, and be a resident of Northampton or Accomack Counties. The recipient will be eligible to serve as an intern at Blue Crab Bay Company / Bay Beyond, Inc. Part-time employment opportunities also may be available. Preference will be given to an applicant interested in the internship, and automatic renewal for a second year is guaranteed if the recipient maintains a 3.00 grade point average and participates in the internship.

Robert L. Krieger Memorial Scholarship

This scholarship is funded by the Eastern Shore Community College Foundation. Normally, the award goes to a new student; however, the College reserves the right to make an award to a returning student when the number and quality of applicants warrants this action. The award will provide for tuition, fees and books up to \$900. New students must have at least a 3.00 high school grade point average, maintain a minimum 2.75 cumulative grade point average at ESCC, and demonstrate involvement in high school activities; returning students must have completed at least 12 credits and maintain a minimum 2.75 college cumulative grade point average. Preference will be given to the applicant demonstrating the greatest financial need.

Robert S. Bloxom Scholarship

The Eastern Shore Community College Foundation funds this \$900 scholarship. New students must have at least a 3.00 high school grade point average, maintain a minimum 2.75 cumulative grade point average at ESCC, and demonstrate involvement in high school activities; returning students must have completed at least 12 credits and maintain a minimum 2.75 college cumulative grade point average. Preference will be given to the applicant demonstrating the greatest financial need.

Sophie Rola Memorial Scholarship

This award, funded by the college staff and other friends, is made annually in memory of Sophie Rola. It is intended to be applied to the purchase of fall semester books and supplies for Business Administration, Business Management, or Administrative Assistant majors. Candidates must have completed a minimum of 24 credits and must maintain at least a 2.75 cumulative grade point average.

Tyler-Gaskill Scholarship

This scholarship is funded by Mr. and Mrs. Benjamin Charles Tyler through the Tyler-Gaskill Scholarship Endowment Fund and is given to a student who has resided in Northampton County for at least five years and must be a resident at the time of graduation from high school. She/he must be enrolled in a minimum of 6 credits in a degree or certificate program. An entering student must have a minimum of a "C+" high school average and must maintain a minimum of a 2.25 grade point average at ESCC. After the minimum requirements are met, preference will be given to the student demonstrating the greatest financial need. If the recipient meets minimum academic requirements, the award will be renewed for a second year.

Scholarships Disclaimer

The Eastern Shore Community College Foundation reserves the right to alter the eligibility requirements and the amounts of awards as circumstances may dictate. Changes will not be made after a student has been notified of an award. Additional awards may be made and applicants will be considered for all awards for which they are eligible.

In addition to the scholarships funded through the Eastern Shore Community College Foundation, a number of other organizations provide scholarships. The recipients are designated by the clubs not by the Eastern Shore Community College Financial Aid Committee.

PRESIDENTIAL SCHOLARS PROGRAM

The Eastern Shore Community College Foundation funds the Presidential Scholars Program to recognize the outstanding scholarship of students from high schools on the Eastern Shore of Virginia. Up to six (6) full scholarships will be awarded each academic year to top high school graduating seniors.

The awards will be for up to \$2,500, which should cover all tuition, fee, book, and supply costs for the academic year at ESCC. This award is renewable for a second year. Candidates must exhibit outstanding academic merit and leadership potential.

Recipients will become a special community of scholars at ESCC; they will

- Be included in special enrichment experiences and enjoy an automatic approval to take honors seminars; and
- Be invited to serve as ambassadors for the College at college and community functions.

Eligibility Requirements

- Must be ranked in the top 10% of the graduating high school class and have good leadership potential;
- Must be planning to enroll full-time (12 or more credits each semester) in an Associate Degree or Certificate Program;
- Must submit a letter of recommendation from his or her high school counselor describing candidate's academic achievements and potential for leadership; and
- Must maintain a 3.20 cumulative grade point average each semester to remain qualified.

Applications

Application submission deadline is February 15.

FINANCIAL INFORMATION

TUITION AND FEES

A normal academic load for full-time, degree or certificate students is 14 to 18 credits per semester. Therefore, Virginia residents should anticipate a full-time rate of \$1,015.00 to \$1,305.00 per semester. The rate for out-of-state students is \$3,294.90 to \$4,236.30 per semester. Family responsibilities, the need to work, or other obligations may make part-time enrollment preferable for some students.

Beginning summer 2006, tuition rates per credit are:

• In-State Resident Students	\$72.50
• Out-of-State Military Contract Students	\$72.50
• Out-of-State Business Contract Students	\$82.50
• Out-of-State Resident Students	\$235.35

Fees per credit are:

Student Activities	\$0.50 ¹ (maximum of 15 credits)
Parking	\$1.00 ¹
Technology Fee (statewide)	\$3.15
Capitol Fee (out-of-state only)	\$2.20

Tuition and fee charges are subject to change by the State Board for Community Colleges.

There are no special laboratory or library fees, but students are expected to pay for any College property they damage or lose and for some consumable supplies. Separate charges are established for non-credit courses based upon a return of 30% overhead to the college and minimum enrollment.

Payments

Payment of tuition and fee charges are due by published payment dates. Students registering after the payment date must pay all charges at the time of registration.

Payment may be made by cash, by a check made out for the exact amount, or by VISA or MasterCard. If the credit card is presented in person, the cardholder must be present.

Payment Plan

To help students manage their educational expenses, the college provides a payment plan which allows students to pay tuition in monthly installments. The earlier the student enrolls in the FACTS payment plan, the more payment options are available. Students may enroll in the plan or review payment options online at the College website (www.es.vccs.edu).

BOOKS AND MATERIALS

Books and materials for college courses may be obtained in the College's Bookstore. Hours of operation are posted each semester with expanded hours during registration periods. Students are expected to provide their own books, supplies, and other consumable materials at an estimated cost of \$375 per semester for full-time study. Checks for bookstore purchases must be made out for the exact amount of the purchase. State regulations prohibit the bookstore from making change or cashing checks. The Bookstore also accepts VISA and MasterCard. The Bookstore will charge \$20 for processing any returned check.

¹ Fee not assessed for off-campus classes. The college anticipates approval to increase this to \$1.00 effective the Fall 2006 Semester.

Bookstore Refund Policy

1. Refunds or exchanges will be made up to the last day for schedule changes or refunds as published in the College calendar.
2. The cash register receipt for the purchase must be presented.
3. Books must be returned in new condition with no marks or physical damage.
4. No refunds can be made on supplies.
5. No refunds can be given for textbooks containing software or other materials if the sealed wrapper has been broken.
6. College policy does not allow cash refunds. Refund checks will be available in the bookstore or will be mailed to the student's home address.
7. The bookstore allows ten days for a deposited check to clear the bank before processing refunds.

FINANCIAL OBLIGATIONS / BAD CHECKS

All financial obligations to the College, including library fines and fees, must be fulfilled before the end of the semester in which they occur or according to payment schedules approved by the vice president of finance and administration.

Class registration, graduation, transcript requests, and financial aid disbursements will not be permitted until all such debts are paid. No change is given for personal checks.

The College will charge \$20 for processing any returned check. Charge slips must be signed by the individual whose name is imprinted on the card.

IN-STATE TUITION ELIGIBILITY

In order to be eligible for in-state tuition, one must have been domiciled in Virginia for at least one full year prior to the enrollment term for which in-state tuition is requested. Proof of domicile involves satisfying the definitions of both domicile and domiciliary intent.

"Domicile" means the present, fixed home to which one returns following temporary absences and to which one intends to stay indefinitely. No individual may have more than one domicile at a time. Once established, domicile is not affected by mere transient or temporary physical presence in another jurisdiction.

"Domiciliary intent" means the present intent to remain indefinitely. In determining domiciliary intent, all of the following applicable factors are considered: continuous residence for at least one year prior to the date of alleged entitlement, state to which income taxes are filed or paid, driver's license, motor vehicle registration, voter registration, employment, property ownership, sources of financial support, location of checking or passbook savings accounts and any other social or economic relationships with the Commonwealth and other jurisdictions. Mere physical presence or residence for educational purposes does not establish domicile.

PROCEDURE FOR APPEAL OF DOMICILE STATUS

1. The completed Application for Admission contains questions relating to domicile. Based on the responses to these questions, the enrollment services assistant for admissions will make an initial determination regarding domicile and will inform the applicant in writing of the decision.
2. The initial decision may be appealed by submitting a written appeal to the enrollment services assistant for admissions within ten (10) calendar days of receipt of the initial decision. A hearing will be scheduled with a review panel and will be held within two (2) weeks of receipt of the written appeal. A written decision will be mailed to the applicant within five (5) calendar days of the hearing.
3. The decision of the review panel may be appealed to the dean of student services through a written appeal submitted within ten (10) calendar days of receipt of the decision of the review panel. The dean will review earlier decisions and make a final decision within ten (10) calendar days of receipt of the appeal. The decision of the dean will be mailed to the applicant within five (5) calendar days of the review.
4. An applicant may appeal to the local circuit court and must do so within thirty (30) days of the college decision. Failure to comply with the required deadlines will invalidate an appeal.

ACADEMIC INFORMATION

ACADEMIC LOAD

An average of 16-18 credits per semester is necessary to complete a degree program in two years or a certificate program in one year. Because of work or other obligations, some students may prefer to take fewer credits per semester and a longer period of time to complete a program.

ACADEMIC RENEWAL

“Academic Renewal” is a process by which poor grades earned by a student during a previous enrollment at ESCC may be forgiven. Although the grades thus forgiven will appear as a part of the student’s permanent college record, they will no longer be used in the calculation of the student’s cumulative grade point average.

Students enrolled at ESCC may be eligible for “Academic Renewal” provided they satisfy the following conditions:

1. Students must have been separated from ESCC (not enrolled) for five (5) years or more. Five (5) years is interpreted as a minimum 60-month period of continuous non-enrollment at ESCC;
2. Students must earn a minimum 2.50 grade point average for the first twelve (12) credits completed after re-enrolling from the five-year separation; and
3. Students must apply for “Academic Renewal” using an Academic Renewal Petition Form available in the Student Services office.

Additional information is available in the Student Services office.

FACULTY ADVISORS AND STUDENT RESPONSIBILITIES

A student enrolled in a curriculum is assigned a faculty advisor who assists in the preparation of schedules to help ensure that degree requirements are met. Faculty advisors can also provide information regarding fields of specialization. A student has the ultimate responsibility for completing graduation requirements. The College strongly recommends curricular students to take advantage of the expertise of faculty advisors.

CLASS ATTENDANCE AND EXAMINATIONS

Instructors determine attendance regulations for their classes and include these in their courses of study. It is the student’s responsibility to observe these regulations. Instructors are not obligated to give make-up tests or review material missed in class; therefore, it is the student’s responsibility to know the policies of individual instructors. The College may require instructors to record attendance when records support funds received by students.

AUDITING COURSES

A student may attend courses without taking examinations or receiving credit by registering to audit and paying full tuition. A degree candidate may audit required courses before taking them for credit; however, audited courses do not count as part of a student’s course load. A student must receive permission from the dean of instruction prior to auditing a course.

The audit option is offered to students on a space-available basis only, with credit-seeking students receiving precedence. Audit students who are in danger of losing their course registration in favor of credit-seeking students will be given the opportunity to enroll for credit before being removed from class rolls. At least 51% of class membership must be enrolled for credit.

The last date to change from audit to credit is the last day for a schedule change/refund; the last day to change from credit to audit is the last day that students can withdraw without penalty.

REGISTRATION

Regular registration for each semester begins prior to the first day of classes and continues through the fifth (5th) day of classes. Special sessions, either shorter or longer than fifteen (15) weeks, have their own registration periods.

From anywhere in the world, students can register for classes online by accessing **ESCCconnect**, ESCC's electronic student information system. **ESCCconnect** is available on the College website at www.es.vccs.edu. If a student does not have Internet access conveniently available, the student may use computers in the **ESCCconnect** Student Access Center located in the Student Services lobby. Assistance will be available.

WITHDRAWAL/CHANGE OF REGISTRATION

The procedures below must be observed in making any program changes after registration:

1. Students who enroll during the official registration period may drop courses and receive a refund during the first fourteen (14) days of a regular session.
2. Withdrawal from a course from the fifteenth (15th) calendar day to the end of the first nine (9) weeks (60%) of a session results in a grade of "W." Withdrawal after nine (9) weeks will result in a grade of "F" unless the instructor provides written justification which is approved by the dean of instruction.
3. Students may not enter new classes after the "last day to register" listed in the catalog, schedule, or other appropriate college publication unless the dean of instruction permits an "administrative add" which will be granted only when truly extenuating circumstances prevented the student from registering on time.
4. A student who wishes to withdraw from the College must follow the proper procedures to avoid prejudicing return to this college or transfer to another college. A curricular student should first consult with their faculty advisor before withdrawing from classes. Withdrawing from class(es) can be done by dropping classes on-line via **ESCCconnect** or by going to the registrar's office.

CREDITS

Because Eastern Shore Community College operates on a semester system, semester hour credits are granted for successful completion of credit courses. One semester hour is equivalent to 1.5 quarter hours, i.e. six (6) semester hours equal nine (9) quarter hours.

GENERAL EDUCATION

Eastern Shore Community College provides general education to develop skills in learning, computation, communication, and critical thinking requiring a core of courses in which these skills can be developed. The use of these skills in additional required and elective courses will enable students to develop interpersonal and human relations skills and an understanding of culture, society, science, technology, and personal health.

GRADES

<u>Grade</u>	<u>Meaning</u>
A	Excellent; 4 quality points per credit
B	Good; 3 quality points per credit
C	Average; 2 quality points per credit
D	Poor; 1 quality point per credit
F	Fail; 0 quality points per credit
P	Pass; No quality points. Credits not included in credits attempted or in computation of grade point average. Used for credit courses only.
I	Incomplete -- No credit; used when the majority of course requirements have been met but verifiable, unavoidable reasons prevent completion of the course. Because an "I" 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 fourteenth (14th) week of the subsequent semester.
W	Withdrawal -- No Credit
X	Audit -- No Credit

The following grades are used primarily in Developmental Studies courses:

S	Pass -- No grade point credit; course requirements completed
R	Re-enroll -- No grade point credit; progress has been made but the student must re-enroll in order to meet course requirements
U	Unsatisfactory -- No grade point credit; performance is below an acceptable level

GRADE POINT AVERAGE ERROR! BOOKMARK NOT DEFINED. (GPA)

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.

Example:

Course	Grade	Quality Points	Credit	Grade Points
ENG 112	C	2	3	(2x3) 6
HIS 112	B	3	3	(3x3) 9
BIO 102	A	4	4	(4x4) 16
MTH 164	C	2	<u>3</u>	(2x3) <u>6</u>
TOTALS			13	37

Example: $GPA\ 37 \div 13 = 2.846$

Cumulative GPA, which includes all courses attempted, is computed each semester and is maintained on a continuing basis as a record of the student's academic standing. When students repeat a course, only the last grade earned is counted in the computation of the cumulative GPA and for satisfying curricular requirements. Students who were enrolled prior to fall 1996 should consult the registrar to determine that the GPA calculation is correct. Students may also wish to consult the academic renewal policy.

GOOD STANDING

A student who maintains an overall grade point average of 1.50 or better is in good standing. A curricular GPA of 2.00 is required for a degree or certificate plan of study.

GRADE CHANGE POLICY

A student who has reason to believe that an error has been made in reporting a final grade should contact the Student Services office within one (1) calendar week of the date grades were made available to the student through the online student information system **ESCCconnect**. If the grade in question was incorrectly recorded, the mistake will be corrected.

A student who believes that the instructor has made an error must consult with the instructor within ten (10) calendar days of the date final grades were made available to the student through the online student information system, **ESCCconnect**. Should a student wish to appeal the final grade after this meeting with the instructor, the student must submit a written request along with supporting evidence to the dean of instruction or the dean of workforce development, as appropriate, within seven (7) calendar days of the meeting with the instructor.

The student, the instructor and the appropriate dean will then meet to discuss the disputed final grade. Within three (3) calendar days the appropriate dean will render a written decision. If the student remains dissatisfied, the student may appeal the dean's decision by submitting a written request to the president of the College within seven (7) calendar days. The president's decision will be final. Failure to observe the time limits disqualifies any further appeal.

GRADE REPORTS

Grade reports are available on-line via **ESCCconnect**. If the student does not have Internet access, contact the registrar's office for assistance.

GRADUATION REQUIREMENTS

To be awarded an associate degree or certificate (including career studies certificate) a student must:

1. Complete all course requirements;
2. Be recommended for graduation by the appropriate instructional authority;
3. Complete at least twenty-five percent (25%) of the requirements at Eastern Shore Community College;
4. Earn a grade point average of at least 2.00 in all courses applicable toward graduation;
5. File an application for graduation in the Student Services office by January 1 of the year in which the student expects to graduate;
6. Resolve all financial obligations to the College, including return of library materials; and
7. (For degree-seeking students only) Complete the graduation outcomes assessment tests.

HONORS – GRADUATION

A student who has earned less than fifty percent (50%) of the credits needed for graduation at the College (or in a college cooperative program) will not be included in the ranking list. Graduation honors for degree recipients, based on grade point averages, are as follows:

With Honors	3.20 to 3.499
With High Honor	3.50 to 3.789
With Highest Honor	3.80 or higher

Special graduation awards, in addition to degrees and certificates, will be made only to graduates who participate in commencement.

HONORS – SEMESTER

It is a practice of Eastern Shore Community College to recognize student achievement. Such recognition is granted on a semester basis to full-time curricular students.

A student enrolled in a certificate or an associate degree program receives recognition as follows:

Honor	Required Grade Point Average
President's List	3.80 or higher
Dean's List	3.50 to 3.799
Merit List	3.20 to 3.499

A student enrolled in a full-time career studies program receives recognition as follows:

Honor	Required Grade Point Average
Award List	3.20 or higher

Recognition for achievement includes notice to the student by letter and notation on the student's permanent record. The names of students earning honors are published in local newspapers.

MULTIPLE MAJORS

A student who completes the requirements for multiple majors will receive only one degree at graduation. Upon request to the Records Office, the student will have all of his completed majors recognized on his official college transcript with the major of choice and the appropriate degree appearing on his diploma.

MULTIPLE DEGREES

A student who wishes to receive more than one degree must, in the process of completing the requirements for a second degree, complete a minimum of an additional fifteen (15) hours of ESCC course work beyond the requirements of the first degree. These requirements also apply to certificates.

A student in a program that awards a certificate and/or diploma in addition to a degree will have only the highest level of academic completion announced at graduation and listed in the graduation program; however, the student, upon request to the Records Office, will receive appropriate documents reflecting all levels of completion.

OUTCOMES ASSESSMENT REQUIREMENT

Degree students will be required to take a battery of tests designed to measure general education achievement and/or achievement in selected major areas prior to graduation for the purpose of evaluation of the academic division and its programs. No minimum score or level of achievement is required for graduation. Individual test results will remain confidential. Group scores will be used for accountability to the state and for improvement of academic programs.

REPEATING A COURSE

A student is normally limited to two (2) enrollments in the same credit class. Under special circumstances, with approval of the dean of instruction, a third enrollment may be permitted. When students repeat a course, only the last grade earned is counted in the computation of the cumulative GPA and for satisfying curricular requirements.

STUDENT RIGHTS AND RESPONSIBILITIES

Because the value of the College's degrees and certificates depends upon the absolute integrity of the work done by each student, a student must maintain a high standard of individual honor in academic work. A student must refrain from conduct which serves the student's own benefit but violates the trust of peers. Simply stated, any form of dishonest behavior is wrong.

A student is expected to be familiar with the Statement on Student Rights and Responsibilities, including specific statements concerning student conduct, disciplinary procedures, and sanctions. The entire text of the Student Rights and Responsibilities appears at the end of this catalog.

TRANSCRIPT REQUESTS

A transcript is a copy of your permanent academic record. To obtain an unofficial transcript, the student can obtain and print a copy by accessing **ESCCConnect**.

An official transcript carries the College seal. To request an official transcript, the student can either request an official transcript on-line via **ESCCConnect**, can complete, and return to the registrar a Request for Transcript Form, or can send to the registrar a signed letter requesting the transcript and providing student name, social security number, and the specific address to which the transcript is to be mailed. Transcripts will not be sent in response to a telephone call. Fax requests and e-mailed requests from a VCCS e-mail account are accepted if they contain the information required above. There is no charge for transcripts.

TRANSFER TO OTHER COLLEGES

Students planning to transfer to a four-year college or university are ultimately responsible for determining the transfer admissions policies and requirements of the department or program at the intended institution. Faculty advisors and counselors will assist you in this process making sure that you are choosing a course of study and appropriate electives at ESCC.

Because of the changing academic requirements of many Virginia schools, students are encouraged to have direct contact with the institution to which they plan to transfer. Students should also refer to the College's transfer guide and the College's website for the latest transfer information.

ESCC has transfer agreements with many colleges and universities throughout Virginia and other states. Contact the dean of instruction for details.

TRANSFER MODULE

Under the direction of the State Council of Higher Education, the Virginia Community College System and the senior institutions in Virginia have developed a 35-credit transfer module which serves as an advising tool for students who are not certain about their future educational goals, are not certain where they will transfer, or who choose not to complete an associate degree. Courses from the module, completed with grades of "C" or better, should be acceptable at all senior institutions throughout the state as complete or partial fulfillment of their general education requirements.

Copies of the transfer module are available from the Student Services office and from faculty advisors. Additional information can be obtained from the Student Services Office or on the website www.schev.edu.

PROBATION, SUSPENSION, DISMISSAL AND RE-ADMISSION - CREDIT AND CURRICULAR STUDENTS

Academic Probation

Failure to maintain a cumulative grade point average of 1.50 after twelve (12) credits have been attempted results in academic probation, which will be noted on the student's permanent record. In addition, a student on academic probation must consult with a counselor and usually will be required to carry less than the normal academic load.

Suspension

A student who is on academic probation, has attempted twenty-four (24) credits and does not attain a grade point average of at least 1.50 for the next semester attended will be subject to academic suspension, which will be recorded on the student's permanent record. The period of academic suspension is normally one semester and a student must apply for re-admission after that time.

Dismissal

When returning from academic suspension, a student must maintain a grade point average of at least 2.00 for the semester after re-admission and a minimum grade point average of 1.50 each semester thereafter to avoid academic dismissal. Failure to maintain the required average will result in academic dismissal. Academic dismissal normally is permanent unless, with good cause, a student reapplies and is accepted under special consideration by the Admissions Committee.

Re-Admission

A credit or curricular student who has been either suspended or dismissed may apply for re-admission to a career studies certificate program of under 24 credit hours if the following conditions have been met:

1. The suspension period has expired;
2. The student has petitioned to have the dismissal rescinded, the Admissions Committee and Admissions Office agree to the rescission of the dismissal, and the College president provides final approval to the Admissions Committee and admissions office decision;
3. The student otherwise meets the admission requirements of the career studies certificate program of under 24 credit hours; and,
4. Both the Admissions Committee and Admissions Office agree that the student should be re-admitted.

For the credit or curricular student who has been either suspended or dismissed, the admission to a particular Career Studies Certificate Program under 24 credit hours is restricted to the courses required by the certificate program. The admission to a Career Studies Certificate program is not an admission to other courses offered by the College. If a student who has been granted admission to a particular certificate program desires to enroll in additional college courses, the student must re-apply to the Admissions Committee and Admissions Office for this privilege.

If a student desires admission to another program, the student must re-apply for admission and meet the criteria for admission to that new program. Successful completion of a Career Studies Certificate Program does not automatically provide re-admission to all college programs.

PROBATION, SUSPENSION, DISMISSAL AND RE-ADMISSION – DEVELOPMENTAL STUDENTS

Initial Enrollment

Any student who began developmental studies in the fall semester 1990 or after is limited to two enrollments in the same developmental course unless the student appeals and is granted a third enrollment. A "W" grade will not be counted as an enrollment. Failure to receive an "S" grade on the second attempt will result in developmental suspension.

Developmental suspension lasts for a minimum of one full semester. After the semester has passed, the student may re-take the placement tests (not more than once a semester). Suspension will continue until the student places into credit level courses or higher-level developmental courses.

A student may appeal developmental suspension by completing an appeal form available in the Student Services office. Appeals will be heard by the Admissions Committee. Decisions of the Admissions Committee may be appealed to the dean of instruction. The decision of the dean will be final.

A student who is granted a third enrollment will remain on developmental probation. Failure to earn an "S" grade will result in developmental dismissal. There is no appeal when developmental suspension occurs after a third enrollment in the same course, and student will be placed on developmental dismissal.

Re-enrollment

1. Student not on Suspension or Dismissal
A student enrolled in developmental courses prior to 1990 who was not suspended or dismissed will be considered to have had one enrollment. If re-enrollment is in the same course(s), the student will be placed on developmental probation. Failure to attain an "S" grade will result in developmental suspension. The student may appeal to the Admissions Committee. Decisions of the Admissions Committee may be appealed to the dean of instruction.

2. Student on Suspension
A student on developmental suspension may not re-enroll until such time as the student tests into credit courses or required higher-level developmental courses. Developmental suspension will last for a minimum of one regular semester. After the semester has passed, the student may re-take the placement test once per semester.

3. Student on Dismissal
A student on developmental dismissal may not re-enroll until such time as the student tests into credit courses or required higher-level developmental courses.

LIBRARY/LEARNING RESOURCES CENTER

GENERAL INFORMATION

The Library / Learning Resources Center (LRC) serves educational and informational needs, strengthens instruction, and promotes research for students and faculty of ESCC. Providing a variety of resources, services, equipment and facilities, the LRC supports the College's mission, academic and training programs, professional development of faculty and staff, and workforce development. Guided by an LRC Mission Statement that actively encourages faculty participation, the Center also supports distance education and general interests.

As part of the College's commitment to enhance regional educational, economic and cultural needs, appropriate services and resources are also available to local government, business, industry, the professions, public and private groups, and individual citizens of the Eastern Shore of Virginia.

RESEARCH TOOLS AND RESOURCES

The fully-automated LRC houses approximately 25,000 books and periodicals as well as a collection of DVDs, videocassettes, audiobooks, and other media; it also provides access to an extensive collection of electronic resources including e-books, full-text journals, newspapers, pamphlets and other reference tools. Many of these tools are offered through VCCS cooperative purchasing and the Virtual Library of Virginia (VIVA), a consortium of 39 state-assisted Virginia colleges and universities, 32 independent, non-profit Virginia colleges and universities, and the Library of Virginia.

Consortia and other agreements enable students, faculty, and staff to visit and borrow materials from the Salisbury University Blackwell Library and the Tidewater Consortium of Academic Libraries. Membership in an interlibrary loan network provides ESCC students and researchers access to the resources of the Library of Virginia, as well as college, university, and public libraries throughout the United States.

Students may use any workstations on campus to search the variety of online resources, and remote access from home or other locations is also available. Patrons are encouraged to begin searching with the LRC Home Page available at <http://www.es.vccs.edu/library/index.html>.

LIBRARY FACILITIES AND SERVICES

In addition to providing a quiet, comfortable place for reading, study and research, the LRC provides eight (8) networked computers for information retrieval and one (1) for word processing. Instructional technology services support classroom instruction, student projects and presentations, and community services, including satellite teleconferencing. Equipment for the use of media is also available to viewers in the library.

The LRC staff is committed to teaching students the lifelong learning research skills that have become essential in today's world. Online tutorials are available and formal information literacy instruction is offered during new student orientation sessions and for specific course assignments. Individualized instruction, however, is the strength of the College's library instruction program, and reference assistance in the use of equipment and locating information is readily available.

Current students are registered automatically for Library privileges. No cards are issued. Students will key in their own EmplIDs in order to check out materials. For access to online databases, the World Wide Web and other Internet services, students will login with their College network accounts. Everyone is expected to abide by ESCC/VCCS Computer Ethics Guidelines.

LIBRARY FEES

The Library does not charge fines for overdue materials. If a student has overdue materials, two reminders are issued. After those notices are sent, students will be billed for replacement costs: actual cost of material in print or \$50.00 for out-of-print books; \$100.00 for out-of-print videos.

Additional items may not be checked out by anyone owing fees or having overdue material. Bills not paid promptly will be forwarded to the Virginia Set-Off Debt Program for deduction from future state income tax returns.

With financial obligations noted on students' records, they will not be issued degrees, diplomas, certificates or transcripts. Also, those students will not be permitted to register for classes.

LIBRARY HOURS AND ADDITIONAL INFORMATION

The LRC is open from 8:00 am to 8:00 pm, Monday through Thursday, and from 8:00 am to 4:30 pm on Fridays during the fall and spring semesters. For summer session, interim period or holiday hours or **for additional information, please call 757.789.1721.**

STUDENT SERVICES

Contact: Bryan Smith 789-1732

The Student Services Office provides services to aid student educational progress. The student services staff is equipped to assist in all phases of college life, beginning with the application process. Through Student Services, students receive testing and placement, orientation, individual and group counseling, and job placement. Specialized services are available to veterans, students with documented disabilities, students requesting tutoring, and those who have financial need. Student activities are also administered by Student Services.

COUNSELING

Counselors are available by appointment or on a walk-in basis to assist students with problems of an educational, vocational, or personal nature. The professional staff, which functions in addition to the system of faculty advisors, focuses on the special needs of the community college student. Counselors maintain daytime and nighttime hours and other hours by appointment.

ESCCconnect

Students can access a variety of student information through **ESCCconnect**, the College's on-line student information system. **ESCCconnect** can be accessed on the College website at www.es.vccs.edu. Students can register for classes, print their class schedule, view their business office and financial aid accounts, print an unofficial transcript, and maintain their personal information. Students are assigned an EmplID and password which provide access to the **ESCCconnect** portal.

COMPUTER ACCESS

Computer access is available for currently enrolled students and authorized guests. A valid computer account is required to access campus computers. Accounts are generated automatically for registered students. Guest access is authorized by the Information Technology Department. Additional information is available at www.es.vccs.edu/student/computer/index.html

PLACEMENT/CAREER SERVICES

The College placement services are designed to assist students with seeking and obtaining employment and with making career related decisions. The services are for those who may be choosing their first career or for those who are considering transitioning from one career to another. Services range from assistance with résumés, cover letters, and interviewing skills to career assessments and occupational research. Multiple resources are available to aid in the process. Local employment opportunities are posted on a job board at the College through contact with the Virginia Employment Commission (VEC) and area businesses. To obtain additional information or to schedule an appointment, contact our career counselor by phone at 789-1777.

SERVICES FOR STUDENTS WITH DISABILITIES

Eastern Shore Community College (ESCC) provides reasonable accommodations to make education accessible to students with disabilities. The dean of student services assists students with disabilities by understanding the individual student's particular strengths and needs and providing support to help the student achieve academic goals. The aim of the dean's office is to provide students with documented disabilities equal access to the programs, opportunities, and benefits of the College. Students with documented disabilities may consult with the dean before enrolling or during their academic career at ESCC. New students will want to contact the dean's office at least 30 days before the start of their first semester if special services will be required.

The provision of all reasonable accommodations and services is based upon assessment of the impact of the student's disabilities on his or her academic performance at a given time in the student's life. Therefore, it is in the student's best interest to provide recent and appropriate documentation that includes:

1. A diagnostic statement identifying the disability, date of most recent diagnostic evaluation, and the date of the original diagnosis;
2. A description of the diagnostic criteria and / or diagnostic test used;
3. A description of the current functional impact of the disability;
4. Treatments, medications, assistive devices / services currently prescribed or in use;
5. Detailed and specific recommendations for college-level academic accommodations; and
6. The credentials of the diagnosing professional(s).

The College reserves the right to request an updated evaluation should the documentation provided be more than two years old. Please send all documentation to:

Dean of Student Services
Eastern Shore Community College
29300 Lankford Highway
Melfa, VA 23410

CLUBS AND ACTIVITIES

All Christians Together in Service (ACTS)

The All Christians Together in Service (ACTS) organization is a nondenominational, Christian-based organization. The ACTS statement of faith is as follows: To support the body of believers at the Eastern Shore Community College and to further the cause of Christ by performing outreach on campus as well as throughout the Eastern Shore community.

ESCC All Religions United (ARU)

ESCC All Religions United is a non-denominational, Universal Unitarian-based organization whose mission is to support the body of believers of all religious beliefs and to encourage understanding of all religions through service and outreach programs on campus as well as throughout the Eastern Shore community.

Phi Beta Lambda

The purpose of Phi Beta Lambda is to provide opportunities for post-secondary and college students to develop vocational competencies for business and office occupations and business teacher education. Phi Beta Lambda is an integral part of the instructional program and, in addition, promotes a sense of civic and personal responsibility.

Phi Theta Kappa

Phi Theta Kappa is a national honor society for two-year colleges, which recognizes scholarship among associate degree students. In addition, it provides opportunities for leadership, service and fellowship. To become a member, a student must, be enrolled in a regionally accredited institution offering an associate degree program, have accumulated full-time status (at least 12 hours) in courses leading to an associate degree, have established a grade point average of 3.20, and be of good moral character and possess recognized qualities of citizenship.

Student Government Association

The Student Government Association (SGA) is the official representative of the student body. All credit students may participate in SGA elections. Full-time and part-time students with grade point averages of 2.50 or higher are eligible to run for office. (Up to two part-time students may serve.)

The SGA organizes most of the student activities at the College, recommends student representation on major College committees, and consults with College officials on matters of concern to the student body.

CHILDCARE SERVICES

No childcare facilities are available at the College. The College does provide a directory of licensed, approved, and / or certified childcare facilities on the Eastern Shore. It is available online at www.easternshoreportal.com/childcare/directory.html and is available from the office of the dean of student services.

CHILDREN ON CAMPUS

Except for high school students making authorized use of the Learning Resources Center, all children below the age of sixteen (16) must be under direct adult supervision while at Eastern Shore Community College. Students are not permitted to bring children to the campus while attending classes. No childcare facilities are available. Doing so subjects the student to the College's Policy on Disciplinary Action.

DIRECTORY INFORMATION

The College will produce, on request, a directory which is considered public information and which contains the names and addresses of all current students. Any student who does not want to be listed in the directory must notify the dean of student services in writing within one week of registration. There is no charge for the first directory but a fee of \$5.00 payable in advance will be charged for each additional copy.

EMERGENCY CALLS FOR STUDENTS

Classes will not be interrupted except in genuine emergencies. If there is a serious accident or illness in the immediate family, a student will be notified immediately. Otherwise, messages will be placed on the bulletin board located outside the telephone receptionist area.

INCLEMENT WEATHER POLICY

Whenever it appears that the College may be closed due to inclement weather, faculty, staff, and students should listen to radio stations WESR (103.3 FM), or WVES (99.3 FM), or television stations WTKR (Norfolk) or WBOC (Salisbury) to receive information about the status of the College. Calls will not be made to individuals. Students should assume that the College is open, absent an announcement to the contrary.

PARKING REGULATIONS

Traffic Flow

Traffic flows in a circle. All drivers must follow the arrows and traffic signs. They cannot drive against the designated traffic flow. Violators will be ticketed and assessed fines.

Speed Limit

The speed limit throughout the parking lots is 15mph and is clearly marked with signs. All drivers are expected to obey these limits. Violators may be subject to disciplinary action through the Student Conduct Committee and/or loss of driving privileges at the College.

General Parking

All drivers must park headfirst in the parking space. Backing into spaces is not permitted. Under no circumstances are drivers permitted to park at an angle and take up two parking spaces. Parking is permitted only in designated parking spaces and the overflow area past the rear parking lot.

Handicapped Parking

The College has seven parking spaces for persons with disabilities. These spaces are reserved for those who have a handicapped license plate or display a current handicapped-parking permit in the windshield of the car.

TRANSPORTATION SERVICES

Star Transit

The College provides free or reduced-fare bus transportation between the student's home and the College. In order to be eligible to receive this transportation, students must present to the Star Transit bus driver an ESCC student identification card which is validated for the current semester.

Presently the bus system serves the College Monday through Friday during the daytime hours. A listing of arrival and departure times is available from the ESCC receptionist.

ESCC RideShare program

By accessing the ESCC RideShare website at www.rideshare.us, students can communicate with other students who either wish to share a ride or wish to request a ride. Students register with this site and can see other ride-share listings or can enter their own ride-share request.

CONFIDENTIALITY / FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The following is the policy and procedure of ESCC for implementation of FERPA.

1. As part of the application for admission to ESCC, each student must supply official transcripts from all colleges attended and must complete the application for admission including required information regarding in-state domicile. High school transcripts may be required for some programs.

An ESCC student may view any of these records in his/her admission file and may obtain copies; however, these copies will be stamped "Unofficial Copy Issued to Student." ESCC will not send copies of these records or transcripts to other institutions. Students can also access and print unofficial transcripts on-line via **ESCCconnect**. Requests to view or receive paper copies of these records may be made in person to the registrar who compiles and maintains these records. In addition, the law provides access to these records for persons from various federal and state agencies, auditors and accreditation personnel. Also, ESCC staff with a "legitimate need to know" have access.

The dean of student services has determined that "legitimate need to know" includes the following:

- Student services staff who perform admissions, records, financial aid, counseling, and job placement functions;
- Each faculty member who teaches or advises the student; and
- Administrators and College committee members making decisions which affect the admission, academic, financial aid, or disciplinary status of the student.

If a student believes that the documents submitted for admission contain an error, the student must contact the institution or agency which sent the documents to ESCC.

2. The College maintains an academic file which contains the courses, grades, term grade point average, and cumulative grade point average for each semester attended; letters of probation, suspension or dismissal; and letters announcing honors or other awards.

Those with a "legitimate need to know," the federal, state and accreditation officials mentioned previously, and Accomack and Northampton County school officials in compliance with Virginia law, have access to these records. A student has a right to see any of his/her records and to receive an unofficial student transcript. An official transcript with appropriate signature and College seal will be sent to any individual or organization designated by the student.

To request an official transcript, the student must either request an official transcript on-line via **ESCCconnect**, must complete and sign a Request for Transcript Form or must send a signed letter requesting the transcript and providing student name, social security number, and the specific address to which the transcript is to be mailed. Transcripts will not be sent in response to a telephone call. Faxed requests and e-mailed requests from a VCCS e-mail account are accepted if they contain the information required above. There is no charge for transcripts.

Other than those with a "legitimate need to know," those permitted access by law, or those authorized by the student, records will not be released nor will access be granted to any other person. Requests for access to records or for copies of records should be addressed to the registrar.

If a student believes that the record which ESCC maintains is incorrect, the student should prepare a brief written explanation of the inaccuracy and present it to the registrar.

Eastern Shore Community College Catalog and Student Handbook 2006 - 2007

3. The student services staff prepares, upon request, a directory which includes the name, address and telephone number of each student registered in a given term. This directory is available to the public. There is no charge for the first copy but a fee of \$5.00 payable in advance will be charged for each additional copy. Requests for a directory may be made in person or in writing and should be addressed to the registrar.

Students who do not wish to be included in the directory must notify the dean of student services in writing within one week of registration.

4. At the end of each term, the division of student services releases the names of students who earned various honors. Any student who does not wish to be recognized for honors must contact the dean of student services and complete the appropriate form by the last examination day of the semester.
5. In accordance with Virginia law and with assurances that the information will be used solely for the evaluation and improvement of instructional programs, the dean of student services releases to designated school officials in Accomack and Northampton Counties personally identifiable information on graduates of those counties who enroll at ESCC.
6. Students who apply for financial aid are required to submit a variety of forms detailing personal, and in some instances, parental income. Access to or release of this information is treated in the same manner as other information covered by FERPA. Students who wish to see their financial aid records should see the enrollment services assistant for financial aid or the dean of student services. Parental information will not be released to other parties without the written permission of the parents.
7. In disciplinary hearings resulting from the alleged commission of a violent crime on campus or at a College sponsored activity, the College will release to the alleged victim the results of the disciplinary proceedings.

College staff processes requests for information once weekly. Requests for information should be made well in advance of the date the information is needed.

Anyone who has questions or wishes clarification of any aspect of this policy should see the dean of student services.

WORKFORCE DEVELOPMENT

Contact: Workforce Development Services 757.789.1751

The Workforce Development Program at Eastern Shore Community College offers a broad range of cost effective education and training services to individuals, as well as business, industry, government and professional organizations in support of economic development and community enrichment. The Division is comprised of five integrated programming units that work closely with local business and industry as well as community, economic development and planning agencies and government, civic and social service organizations. In addition, the Division maintains close ties with the College's Academic and Instructional Division.

ESCC is also committed to helping local Eastern Shore business and industry compete and win in today's global marketplace. In addition to open enrollment continuing education classes, our Workforce Development staff can customize a program to meet your specific needs, and, in most cases deliver right in your own workplace to save you down time and travel costs.

BUSINESS DEVELOPMENT AND WORKFORCE TRAINING CENTER

Eastern Shore Community College is committed to developing and delivering programs and services that meet the business, industry and economic development needs of Accomack and Northampton Counties. The Business Development and Workforce Training Center is a new facility, currently under construction that, when completed in 2008, will enhance the Division's efforts to establish links between the College and the business community as well as individuals who need training and professional development in order to advance in their careers. The Division already collaborates with business, local and regional government, social service agencies, and economic development authorities, as well as the College's academic departments to fulfill the educational component of community and economic development initiatives. The new facility will be an invaluable resource to the Eastern Shore business community by greatly advancing the Colleges capacity to accomplish those goals.

CUSTOMIZED CONTRACTED TRAINING

This service is designed to meet the training and educational needs of, businesses, industry, and government, organizations in support of economic development and community enrichment. All classes can be customized to meet the specific training needs of the client organization's employees, and training can be conducted on-site or on-campus depending upon client preference. Program designers and instructors work closely with management and labor representatives to be certain that all training supports the overall business goals as well as the corporate culture and values of the organization. Short- and long-term evaluation is conducted so as to be certain that employees not only have learned the skills, but that those skills are applied effectively on the job. Depending upon the content desired and the needs of the client organization, various credentials, including the general CEU; professional CEUs in any number of fields; various industry recognized certifications; and even college credit are available.

With our connections to statewide and regional colleges and universities as well as resources for videoconference and web-based training, ESCC can bring a world of training and development opportunities to your local Eastern Shore workforce. We evaluate and monitor the quality of all programs, whether they are our own, or whether we broker them in from one of our many partner training providers. As a neutral broker, we will look out for your needs in the often confusing training marketplace. Whenever your organization needs training, let ESCC do the shopping and negotiating for you. The package you get will be tailored for your specific needs and will often be more cost efficient as well.

Specific program offerings include:

Leadership, Management and Supervision

- First-Time Supervisors
- Communication and Listening
- Conflict Management and Creative Problem Solving
- Goal Setting and Time Management
- Team Building and Coaching
- Employee Evaluations that Motivate
- Managing Multiple Priorities

Information Technology

- Computer Applications Training (Basic to Advanced)
 - Microsoft Office Suite (Including MOS Certifications)
 - Corel Office Suite
 - Apple Applications
- Web Site Design, Maintenance and Design
 - HTML
 - FrontPage
 - Dreamweaver
 - PHP Hypertext
 - Many Other Programs Also Available
- Business Uses of the Internet
- Accounting Software (Quickbooks, Peachtree, etc.)
- Database Software (Access, SQL, Oracle, etc.)
- A+ and C++, Networking
- CISCO Routing
- E-Mail Communication Protocols

Technical and Specialized Training Programs

- Computer Repair and Maintenance
- CAD and AutoCAD
- Programmable Logic Control *under development*
- ServeSafe™ Food Safety Certification

Industrial Trades Technology Training

- Forklift Safety/OSHA Certification
- Trades Training (Welding, Electronics, Pneumatics, Carpentry, etc.)
- Mechanical Maintenance and Repair
- Pesticide – Private Applicator's License Prep
- Contractor and Building Trades Training
- H/VAC and Freon Certification Training
- Water Utility Operator and Management

Individual Employee and Job-Specific Skills

- Accounting and Bookkeeping
- Work Ethics and Workplace Basics
- Command Spanish and Industry Specific Survival Spanish
- Telephone Etiquette
- Business and Technical Writing
- Customer Service, Sales and Marketing

Organizational Development

- Six Sigma, ISO, TQI, Etc.
- Peer-to-Peer Job Coaching/Cross-Training
- WorkKeys® Job Profiling, Training and Assessment
- Pre-Employment Testing, Training and Certification

- Healthy Workplace
 - CPR Certification
 - Smoking Cessation
 - Stress Management
- Strategic Planning and Consulting
- Lean/Just-in-Time Manufacturing
- Business/Marketing Plan Development

Compliance Training

- Sexual Harassment
- Diversity Appreciation in the Workplace
- Legal Issues for Supervisors
- Equal Opportunity/Affirmative Action
- OSHA Site Visit Preparation

License Required Continuing Education

- Real Estate
- Nursing
- Other Professions by Request as Needed

Additional courses can be designed or brokered. Using our extensive network of training providers, ESCC can insure your company gets the best service possible even for complex, multi-faceted projects. We get you the best specialist for each phase of the project, and because we work with so many providers, we are able to negotiate the best price possible as well.

ESCC is committed to hiring trainers and facilitators that are not only academically credentialed, but also highly experienced in “real world” business situations. Our trainers are committed to providing extensive “hands-on” experience to participants along with the necessary theory behind the practice. This practical approach to teaching insures that employee participants learn valuable skills in class that they can apply immediately in the workplace.

Our goal is to make the extensive resources of the Commonwealth’s Higher Education System available to help Eastern Shore businesses be more competitive and more profitable. Your company’s success is how we measure our own! Contact Eddie Swain at 757.789.1752 for more information about how these and other world-class workplace training programs can be customized specifically for your business operation to enhance your profits and productivity.

CONTINUING EDUCATION / PROFESSIONAL and TECHNICAL TRAINING

ESCC offers an extensive selection of short-term programs and services to help people learn new work skills and qualify for new or continuing professional certifications. A variety of courses are available to the public on an open-enrollment basis each semester. Programs are scheduled to conveniently fit into the working adult’s busy schedule of work, family and other commitments.

Classes in computer software, building and industry trades, entrepreneurship, hospitality, and food safety are among the regular offerings. Most classes are offered on a non-credit basis, but some classes are offered for college credit. Classes can be developed and offered in response to specific community requests and may take the form of short courses, conferences, institutes, seminars, or workshops.

Many professions and trades require continuing education for license renewal. ESCC works with licensing and certification agencies to offer such coursework in classroom settings and through distance learning. Business and professional organizations may also work through this program to development training and professional development opportunities for their membership through this program. Training needed to prepare for credentialing exams in the Career Pathways program is also available.

Call 757.789.1751 for more information, a current schedule of class offerings with specific course fees, and registration instructions.

CAREER PATHWAYS PROGRAMMING

Working in partnership with the College's faculty and academic administrators, credit courses are designed and offered to fulfill specific workforce training needs with longer-term programs of multiple courses. All such programs result in an industry recognized credential or certification and most carry college credit and also culminate in a college level credential such as a Career Studies Certificate; a Certificate; or an AAS. Many are designed as seamless curriculum programs in cooperation with the local high schools and technical centers in the School Divisions of Accomack and Northampton Counties with some classes available to high school students who qualify. Some programs carry unique financial aid options based on specific eligibility criteria.

These programs are grouped under the following categories:

- Tech Prep
- Path to Industry Certifications
- Dual Enrollment (with High Schools/Technical Centers)
- Apprenticeship Related Instruction *under development*
- Career Studies Certificates
 - H/VAC and Refrigeration
 - Hospitality/Tourism *under development*
 - Food Service *under development*
- Certification Testing and Verification
 - Internet and Computing Core Certification (IC3)
 - Microsoft Office Users (MOS)
 - Career Readiness Certifications (CRC)
 - WorkKeys™
 - Other technical and occupational testing also available

Contact Teresa Guy at (757) 789-1790 for more information about Career Pathways Programming.

ADULT EDUCATION

The Adult Education Program serves adults, aged 18 and older, who wish to improve their basic academic in as reading, writing and math in cooperation with the Accomack and Northampton County Schools. Instruction is designed for learners who have been away from formal education for some time. The focus is on meeting learner needs in the workplace by furthering education, preparing for the GED, providing additional preparation for college-level academic work, and/or improving English language skills.

- Mission of the Adult Education Program
 - To provide educational services that will lead to a GED for adults who currently are without a high school diploma.
 - To provide instructional services to adults to prepare them for the changing work force and assist them in helping their children to succeed in school.
 - To provide English language instruction to non-native English speakers on the Eastern Shore.
 - To assist learners in developing their abilities to navigate within American society through both language instruction and cultural awareness.
 - To empower individuals for independent lifelong learning by helping them develop the necessary language tools and learning strategies.
- Goals of the Adult Education Program
 - To improve the skills of adults, thereby enabling them to:
 - Attain a GED or other credential such as WorkKeys™ and the Career Readiness Certification (CRC);
 - Enroll in a college or training program;
 - Obtain or keep a current job; and
 - Help their children succeed in school.
 - Speak the English language

Eastern Shore Community College's Adult Education programs provide area adults with the educational opportunities needed to be successful workers, parents and community members. We believe that all adults are capable of learning and deserve a chance to further their education. We offer high quality services at affordable cost to a diverse adult population.

Contact Maureen Dooley 757.789.1761 or 757.789.1760 for more information and a specific schedule of class offerings.

GED Preparation

Small group and individualized instruction in basic academic skills is available to all interested adults through the Adult Education program. Courses are offered at the college and at variety of locations and times in both Accomack and Northampton Counties. GED Practice Tests are available by appointment at no charge. Other services include:

- GED Preparation Classes cost \$25. Call 757.789.1761 for a brochure or for more information.
- GED Preparation Books (\$20), calculators (\$10) and GED Practice Tests (\$15) are available for purchase.

Learners enrolled in the GED Preparation Classes receive calculators and GED Practice Tests as part of instruction at no additional charge. Scholarships to cover the cost of the Official GED Tests are awarded to those who pass the practice test. Prices above are current as of time of publication and are subject to change. Contact Connie Fentress at 757.789.1761 for more information or to schedule an appointment.

GED Testing Center

Eastern Shore Community College is the official GED testing center for both Accomack and Northampton Counties. Official GED tests are given each month and most Fridays at ESCC. Contact Nelda Basuel at 757.787.5826.

English Language Learning (ELL)

The ELL English Language Learning Program provides English language instruction to non-native English speakers on the Eastern Shore of Virginia and assists learners in being able to navigate within American society through both language instruction and cultural awareness. The program empowers learners in their language learning by giving them language tools and learning strategies to use in acquiring English on their own.

The program offers convenient day and evening classes that focus on speaking and listening; reading and writing are also addressed. The program is also cost effective as we offer excellent instruction at low cost; scholarships are also available. Contact Debbie Daniels at 757. 789.1793 for more information.

Adult Education Assessment Center

The Center provides an opportunity for individuals to find or verify career and educational direction by working with a variety of assessment tools. Individuals develop self-awareness of interests, strengths and weaknesses during the process as they consider school and work options. This process is appropriate for those who are investigating job training and academic programs as well as work opportunities. Referral to appropriate resources is integral to the service the Center provides.

Review of basic academic skills may be pursued at the Center on an individual basis. For extensive review, referral to appropriate classes will be made. Skill-building activities such as basic computer and keyboarding silks are available by appointment on an individual and small-group basis. Job-seeking activities such as resume and application preparation and gaining interview skills also may be accomplished here. Our computer lab is equipped with up-to-date machines utilizing the latest software to help clients reach their academic or workforce-related goals.

The Assessment Center is a good place for an individual to start his or her search for job training or workforce placement. Each person visiting the Center receives one-on-one attention and the

time necessary to help him or her define a direction before proceeding to other services. Contact Connie Fentress at 757.789.1761 for more information or to schedule an appointment.

SPARK Plus / Even Start

Accomack County Public Schools (ACPS) and Eastern Shore Community College (ESCC) collaborate to deliver a family literacy program for Limited English Proficient (LEP) families. This Even Start program provides opportunities for eligible families to break the cycle of under-education and poverty. Time is provided for separate early childhood, adult instruction, and joint family learning experiences. Contact Debbie Daniels at 757.789.1793 or Grace Cormons at 757.665.4698 for more information.

WORKFORCE INVESTMENT ACT SERVICES

Eastern Shore Community College uses funds available under the Workforce Investment Act (W.I.A.) from the Bay Consortium Workforce Investment Board to help learners participate in full and part-time academic /training programs. Contact Michelle Spangler at 757.302.2001 for more information.

One-Stop Center Management

ESCC is a managing partner of the Eastern Shore One-Stop Center Management Consortium. Together with our two primary partners, the Eastern Shore Office of the Virginia Employment Commission and the Eastern Shore Community Action Agency/Area Agency on Aging, the College facilitates the development and delivery of comprehensive set of workforce development services to link job seekers with employers. Individuals can access job search assistance, career planning and employment training programs while the One-Stop Center provides employers with pre-employment services such as job posting and initial applicant screening. This is accomplished through a network of social service and government agencies who work together to provide seamless services to businesses and individuals through referrals and open communication.

Eligibility Counseling and Review

Individuals meeting the eligibility criteria of the Workforce Investment Act who also meet the college's admission requirements and are willing to accept employment upon completion of the program, may qualify for an array of services including: funding for tuition, books and supplies, career and academic assessment, planning and counseling. Other supportive services such as job readiness classes, transportation and job placement assistance will be provided as needed for each individual.

All individuals requesting assistance from the Workforce Investment Act must submit a W.I.A. application and complete an interview and placement test prior to enrolling. An ESCC application must also be completed along with any other college entrance requirements including high school/college transcripts.

Academic and Career Assessment, Counseling, And Planning

These services are designed to help youth and adults identify their own interests, skills, abilities and aptitudes. This information is used to help the individual to determine how to achieve personal and career goals. W.I.A staff will provide career planning assistance to help youth and adults achieve their goals. Enrollment in a training or academic program at the college has proven successful for many individuals and has provided the skills necessary to meet individual goals. Personal and academic counseling services are available through the college, or by referral to other organizations/agencies.

Job Readiness Classes

Job Readiness Classes cover the general skills needed to get and keep a job and include topics such as: filling out applications, resumes, mock interviews, general and specific job requirements (timeliness, attitude, communications skills, personal hygiene, proper clothing and work equipment, etc.).

Transportation

Star Transit provides free or reduced-charge transportation to learners attending Eastern Shore Community College. A route schedule is available at the receptionist desk.

Job Placement Assistance

Placement upon successful completion of a training or academic program is a highly cooperative effort of the college's placement service, W.I.A. staff, the Virginia Employment Commission, and other job services. Individuals seeking employment can access ALEX, the VEC's computer-based employment service, America's Job Bank, and other local and national sources of job information available in the college's Learning Resources Center.

On-The-Job Training

This program is available to individuals and employers meeting W.I.A. eligibility guidelines. Limited funding is available to enable employers to off set the cost of training a new employee for an entry-level job (such as a carpenter's helper, plumber's helper, cook, boat builder.) The job must be a full-time position and up to 50 percent (50%) of the trainee's wages may be reimbursed by Workforce Investment Act funds.

COMMUNITY EDUCATION

Non-Credit activities for personal enrichment and lifelong learning are offered through Community Education, a new program at ESCC that is currently under development. Activities are offered in collaboration with local community, civic, social service and cultural organizations and include short-term classes, workshops, lectures, seminars, clinics, trips and cooperatives that meet the personal and avocational needs of individual citizens. The program offers classes in the following content categories:

- Heritage arts and crafts
- Local interest history, activities, information and culture
- Cultural arts
- Recreation and exercise
- Hobbies and specialized personal interests
- Family support programming
- Senior citizen and retirement programming
- Travel and tours to cultural events

Classes have a short-term duration and are tailored to meet the specific interests of the community. Individual learners can explore new skills, activities while having fun and meeting new people in a relaxed, enjoyable atmosphere. Call 757.789.1751 for more information, a current schedule of class offerings with specific course fees, and registration instructions.

FACILITY USAGE

Facilities at the college are available to responsible community groups, industry, business, government, and professional organizations on a space-available basis. Use of college facilities is scheduled through the Office of Workforce Development/Continuing Education. While the College does not charge rental fees for the use of its facilities, management, staff and material costs will apply as applicable. Call 757.789.1751 for more information or to reserve space.

PLANS OF STUDY

ASSOCIATE IN APPLIED SCIENCE DEGREE

Associate in Applied Science degree programs are designed to prepare students for careers as technicians or paraprofessional workers and usually can be completed in two years of full-time attendance. Other schedules are available to students who wish to pursue part-time study.

ADMINISTRATIVE SUPPORT TECHNOLOGY

Contact: Ann Handy 757.789.1764 or Dean of Instruction 757.789.1748

Purpose: The Administrative Support Technology program is designed to equip students with the knowledge and skills necessary to make decisions and perform successfully in office occupations. The two-year program teaches methods, practices, and innovations in business to those seeking a promotion and/or degree. Graduates have the option of transferring into a four-year business education curriculum at selected colleges and universities.

General Education Courses (Required)		Course Credits
ENG 111	College Composition I	3
ENG 112 or 115	College Composition II or Technical Writing	3
MTH 121	Fundamentals of Mathematics	3
Health or Physical Education Elective		2
Humanities Elective (ART, ENG, HUM, MUS, PHI, SPD)		3
Science Elective (BIO, CHM, ENV, NAS, PHY)		3
Social Science Electives (ECO, GEO, HIS, PLS, PSY, SOC, SSC)		6
SDV 100	Orientation	<u>1</u>
		24
Administrative Support Technology and Related Courses (Required)		
ACC 105	Office Accounting	3
or ACC 211	Principles of Accounting I	
AST 101-102	Keyboarding/Typewriting I-II	6
AST 103-104	Keyboarding/Typewriting I-II (Lab)	2
AST 107	Editing and Proofreading Skills	3
AST 190	Administrative Assistant Internship	3
AST 232	Microcomputer Office Applications	3
AST 233	Microcomputer Office Applications (Lab)	1
AST 236	Specialized Software Applications	3
AST 237	Specialized Software Applications (Lab)	1
AST 240	Machine Transcription I	3
AST 241	Machine Transcription I (Lab)	1
AST 243	Office Administration	3
AST 244	Office Administration II	3
BUS 100	Introduction to Business	<u>3</u>
		38
General Elective (Any course number 100 or above)		<u>3</u>
Total Minimum Credits Required		65

Administrative Support Technology Degree Suggested Sequence

Students who expect to complete the program within two (2) years should follow this sequence. Academic advisors can provide plans for longer periods.

First Year

FALL	<u>Credits</u>	SPRING	<u>Credits</u>
ENG 111	3	ENG 112 or 115	3
AST 101/103	4	AST 102/104	4
AST 232/233	4	AST 236/237	4
MTH 121	3	General Elective	3
SDV 100	1	Social Sciences	
BUS 100	<u>3</u>	Elective	<u>3</u>
	18		17

Second Year

FALL	<u>Credits</u>	SPRING	<u>Credits</u>
AST 243	3	AST 244	3
AST 240/241	4	AST 107	3
ACC 105 or 211	3	AST 190	3
Social Science Elective	3	Science Elective	3
Humanities Elective	<u>3</u>	HLT/PED	<u>2</u>
	16		14

BUSINESS TECHNOLOGY

Purpose: The Business Technology program is designed to meet the needs of recent high school graduates and others from the world of work who want to acquire new, develop old, or supplement existing skills and knowledge in and about business. Two programs are offered: a Management Major and an Information Systems Technology specialization.

BUSINESS MANAGEMENT MAJOR

Contact: Irvin Jackson 757.789.1784 or Dean of Instruction 757.789.1748

General Education Courses (Required)		Course Credits
ENG 111	College Composition I	3
ENG 112 or 115	College Composition II or Technical Writing	3
ECO 201 or 202	Principles of Economics I or II	3
MTH 121	Fundamentals of Mathematics	3
Health or Physical Education Elective		2
Humanities Elective (ART, ENG, HUM, MUS, PHI, REL SPD)		3
Science Elective (BIO, CHM, ENV, NAS, PHY)		3
Social Science Elective (ECO, GEO, HIS, PLS, PSY, SOC, SSC)		3
SPD 110	Introduction to Speech Communication	3
SDV 100	Orientation	<u>1</u>
		27
Business and Related Courses (Required)		
ACC 211-212	Principles of Accounting I-II	6
BUS 100	Introduction to Business	3
BUS 111	Principles of Supervision	3
BUS 200	Principles of Management	3
BUS 165	Small Business Management	3
BUS 240	Introduction to Business Law	3
ITE 115	Basic Computer Literacy	3
ITE 140	Spreadsheet Software	4
MKT 100	Principles of Marketing	3
Related Field Electives (Chosen from ACC 261, BUS 201, 116, 205, 265, MKT 220 or 130)		<u>6</u>
		37
General Elective (Any course number 100 or above)		<u>3</u>
Total Minimum Credits Required		67

Business Management Suggested Sequence

Students who expect to complete within two (2) years should follow this sequence. Academic advisors can provide plans for longer periods.

First Year

FALL	<u>Credits</u>	SPRING	<u>Credits</u>
ENG 111	3	ENG 112 or 115	3
BUS 100	3	BUS 200	3
ITE 115	3	ITE 140	4
SDV 100	1	HLT/PED Elective	2
MTH 121	3	MKT 100	3
Social Science Elective	<u>3</u>	SPD 110	<u>3</u>
	16		18

Second Year

FALL	<u>Credits</u>	SPRING	<u>Credits</u>
ACC 211	3	ACC 212	3
BUS 165	3	BUS 111	3
ECO 201	3	BUS 240	3
Humanities Elective	3	General Elective	3
Related Field Elective	3	Related Field Elective	<u>3</u>
Science Elective	<u>3</u>		15
	18		

BUSINESS TECHNOLOGY
SPECIALIZATION: INFORMATION SYSTEMS TECHNOLOGY

Contact: John Deal 757.789.1763 or Dean of Instruction 757.789.1748

General Education Courses (Required)		Course Credits
ENG 111	College Composition I	3
ENG 112 or 115	College Composition II or Technical Writing	3
ECO 201 or 202	Principles of Economics I or II	3
MTH 121	Fundamentals of Mathematics	3
Health or Physical Education Elective(s)		2
Humanities Elective (ART, ENG, HUM, MUS, PHI, SPD)		3
Science Elective (BIO, CHM, ENV, NAS, PHY)		3
Social Science Elective (ECO, GEO, HIS, PLS, PSY, SOC, SSC)		3
SDV 100	Orientation	<u>1</u>
		24
Business and Related Courses (Required)		
ACC 211-212	Principles of Accounting I-II	6
BUS 100	Introduction to Business	3
BUS 200	Principles of Management	3
BUS 240	Introduction to Business Law	3
MKT 100	Principles of Marketing	3
Related Field Elective (ACC, AST, BUS, ITE/ITD/ITN/ITP, FIN, MKT, or REA)		<u>3</u>
		21
Information Systems Technology (Required)		
ITE 115	Basic Computer Literacy	3
ITE 140	Spreadsheet Software	4
ITE 150	Desktop Database Software	4
ITN 106	Microcomputer Operating Systems	4
ITE 170	Multimedia Software	<u>4</u>
		19
General Elective (Any course number 100 or above)		<u>3</u>
Total Minimum Credits Required		67

Information Systems Technology Suggested Sequence

Students who expect to complete within two (2) years should follow this sequence. Academic advisors can provide plans for longer periods.

First Year

FALL	<u>Credits</u>	SPRING	<u>Credits</u>
ENG 111	3	ENG 112 or 115	3
BUS 100	3	BUS 200	3
ITE 115	3	ITN 106	4
MTH 121	3	HLT/PED Elective	2
SDV 100	1	MKT 100	3
Social Science Elective	<u>3</u>	General Elective	<u>3</u>
	16		18

Second Year

FALL	<u>Credits</u>	SPRING	<u>Credits</u>
ACC 211	3	ACC 212	3
ECO 201	3	BUS 240	3
ITE 150	4	ITE 140	4
Humanities Elective	3	ITE 170	4
Related Field Elective	<u>3</u>	Science Elective	<u>3</u>
	16		17

EARLY CHILDHOOD DEVELOPMENT MAJOR

Contact: Thom O'Mara 757.789.1766 or Dean of Instruction 757.789.1748

Purpose: The Early Childhood Education Program is offered by Tidewater Community College in cooperation with Eastern Shore Community College. This program is designed to prepare its graduates to work in educational and childcare settings providing care and education for children from birth to age twelve. The program includes a 15-week supervised internship in an educational facility.

General Education Courses (Required)		Course Credits
ENG 111-112	College Composition I-II	6
HLT 135	Child Health and Nutrition	3
ITE 115	Basic Computer Literacy	3
PSY 201	Introduction to Psychology I (or PSY 232)	3
PSY 235	Child Psychology (or PSY 231)	3
SOC 215	Sociology of the Family	3
SPD 100	Principles of Public Speaking (or SPD 105)	3
SDV 100	College Success Skills	1
	Humanities Elective	3
	Mathematics or Science with Lab	3-4
	General Elective	<u>1-3</u>
		32 - 35

Early Childhood Courses

CHD 109*	Music and Movement for Children	3
CHD 118*	Language Arts for Young Children	3
CHD 120	Introduction to Early Childhood Education	3
CHD 125	Creative Activities for Young Children	3
CHD 126*	Science and Math Concepts for Children	3
CHD 166*	Infant and Toddler Programs	3
CHD 205	Guiding the Behavior of Children	3
CHD 210*	Introduction to Exceptional Children	3
CHD 270*	Administration of Childcare Programs	3
CHD 290*	Coordinated Internship	3
EDU 160*	Techniques of Observations in Early Childhood	<u>3</u>
		33

Minimum Credits Required 65-68

Notes:

- Courses marked with an asterisk (*) will be offered by TCC on the ESCC campus either as a traditional classroom offering or through distance education. All other classes will be offered by ESCC.
- SPD 110 will substitute for SPD 100.
- Humanities Elective (select from courses in Art, English, Humanities, Music, Philosophy, Photography, Religion, Sign Communication, Speech, Drama or foreign language.)
- General Elective (any 1-3 credit course but First Aid/CPR is recommended)

Early Childhood Development Suggested Sequence

First Year

FALL	<u>Credits</u>	SPRING	<u>Credits</u>
CHD 120	3	CHD 125	3
ENG 111	3	CHD 166	3
HLT 135	3	ENG 112	3
ITE 115	3	PSY 235	3
PSY 201	3	SOC 215	3
SDV 100	<u>1</u>	Humanities elective	<u>3</u>
	18		18

Second Year

FALL	<u>Credits</u>	SPRING	<u>Credits</u>
CHD 118	3	CHD 205	3
CHD 109	3	CHD 290	3
EDU 160	3	CHD 126	3
SPD 100	3	CHD 210	3
Science/math elective	<u>3/4</u>	CHD 270	3
	15/16	Elective	<u>1/3</u>
			16/18

ELECTRONICS TECHNOLOGY

Contact: John Floyd 757.789.1779 or Dean of Instruction 757.789.1748

Purpose: The degree in Electronics Technology is designed to prepare students for a wide range of exciting careers in design, manufacturing, service, and sales.

ELECTRONICS Error! Bookmark not defined.

General Education Courses (Required)		Course Credits
ENG 111	College Composition I	3
ENG 112 or 115	College Composition II or Technical Writing	3
MTH 163-164	Precalculus I-II	6
MTH 273	Calculus I	4
Health or Physical Education Elective(s)		2
Humanities Elective (ART, ENG, HUM, MUS, PHI, REL, SPD)		3
Social Science Electives (ECO, GEO, HIS, PLS, PSY, SOC, SSC)		6
SDV 100	Orientation	<u>1</u>
		28
Electronics Courses (Required)		
ETR 113-114	D.C. and A.C. Fundamentals I-II	6
ETR 160	Microprocessor Fundamentals	4
ETR 167	Logic Circuits and Systems	4
ETR 214	Advanced Circuits and New Devices	2
ETR 228	Computer Troubleshooting and Repair	3
ETR 237-238	Industrial Electronics I-II	8
ETR 241-242	Electronic Communications I-II	8
ETR 278	Computer Interfacing and Circuitry	<u>4</u>
		39
General Elective (Any course number 100 or above)		<u>3</u>
Total Minimum Credits Required		70

Electronics Suggested Sequence

Variation from this pattern requires permission of ETR faculty. Students who expect to complete within two (2) years should follow this sequence. Academic advisors can provide plans for longer periods.

First Year

FALL	<u>Credits</u>	SPRING	<u>Credits</u>
ENG 111	3	ENG 112 or 115	3
ETR 113	3	ETR 114	3
ETR 167	4	ETR 160	4
MTH 163	3	MTH 164	3
Social Science Elective	3	Social Science Elective	<u>3</u>
SDV 100	<u>1</u>		16
	17		

SUMMER	<u>Credits</u>
General Elective	<u>3</u>
	3

Second Year

FALL	<u>Credits</u>	SPRING	<u>Credits</u>
ETR 237	4	ETR 238	4
ETR 241	4	ETR 242	4
ETR 228	3	ETR 278	4
HLT/PED Elective	2	ETR 214	2
MTH 273	<u>4</u>	Humanities Elective	<u>3</u>
	17		17

Students should take classes in this sequence. Permission of the instructor is required to take classes out of sequence.

**ELECTRONICS TECHNOLOGY
COMPUTER TECHNICIAN SPECIALIZATION**

Contact: John Floyd 757.789.1779 or Dean of Instruction 757.789.1748

Purpose: The degree is designed to prepare students for working with computer hardware, repair, installation, and networking.

General Education Courses (Required)		Course Credits
ENG 111	College Composition I	3
ENG 112 or 115	College Composition II or Technical Writing	3
MTH 163-164	Precalculus I-II	6
MTH 273	Calculus I	4
Health or Physical Education Elective(s)		2
Humanities Elective (ART, ENG, HUM, MUS, PHI, REL, SPD)		3
Social Science Elective (ECO, GEO, HIS, PLS, PSY, SOC, SSC)		6
SDV 100	Orientation	<u>1</u>
		28
Technical Courses (Required)		
ETR 113	D.C. and A.C. Fundamentals I-II	3
ITE 115	Basic Computer Literacy	3
ETR 160	Microprocessor Fundamentals	4
ETR 167	Logic Circuits and Systems	4
ETR 214	Advanced Circuits and New Devices	2
ETR 228	Computer Troubleshooting and Repair	3
ETR 278	Computer Interfacing and Circuitry	<u>4</u>
		23
Technical Electives		
(Any course number 100 or above in ITN, ITE or ITP)		6
(Any course number 200 or above in ETR)		<u>8</u>
		14
General Elective		
(Any course number 100 or above)		<u>3</u>
Total Minimum Credits Required		68

Computer Technician Suggested Sequence

Variation from this pattern requires permission of ETR faculty. Students who expect to complete within two (2) years should follow this sequence. Academic advisors can provide plans for longer periods.

First Year

FALL	<u>Credits</u>	SPRING	<u>Credits</u>
ENG 111	3	ENG 112 or 115	3
ETR 113	3	ETR 160	4
ETR 167	4	ITE 115	3
MTH 163	3	HLT/PED Elective	2
Social Science Elective	3	MTH 164	<u>3</u>
SDV 100	<u>1</u>		15
	17		

SUMMER	<u>Credits</u>
General Elective	<u>3</u>
	3

Second Year

FALL	<u>Credits</u>	SPRING	<u>Credits</u>
ETR Elective	4	ETR Elective	4
ITN, ITE or ITP Elective	3	ITN, ITE or ITP Elective	3
ETR 228	3	ETR 278	4
MTH 273	4	ETR 214	2
Social Science Elective	<u>3</u>	Humanities Elective	<u>3</u>
	17		16

Students should take classes in this sequence. Permission of the instructor is required to take classes out of sequence.

NURSING

Cooperative Program of Eastern Shore Community College (ESCC) and Tidewater Community College (TCC)

The A.A.S. in Nursing requires five semesters of full-time study and is fully accredited by the National League for Nursing Accrediting Commission (NLNAC). The National League for Nursing Accrediting Commission, 61 Broadway, New York, New York (212.363.5555) may be used as a resource for program information. The program is approved by the Virginia Board of Nursing. The Board of Nursing can deny licensure to any applicant who has filed false credentials and/or who has falsely represented facts on the application for licensure and/or has committed a felony/misdemeanor. Some health facilities may not employ individuals who have committed certain criminal acts and may conduct criminal background checks before hiring. Background checks for criminal history and sex offender crimes against minors are required for entrance into some clinical agencies. Students who have convictions may be prohibited from clinical practice and may not complete the program.

The admission requirements to the nursing program include:

- Attendance at a pre-nursing information session;
- High school diploma or GED;
- Completion of college assessment tests in English, reading, and mathematics and any required developmental courses;
- Satisfactory completion of the nursing math diagnostic exam and/or completion of Math 1 for those students scoring less than 90% within one year prior to enrolling into the first nursing curricular course;
- Completion of high school biology and chemistry with a grade of “C” or better, or successful completion of the TCC equivalents – Biology 1 or Chemistry 1, or college level biology and/or chemistry courses;
- Completion of SDV 101 (Orientation to Health Care), ENG 111 (College Composition I), and at least two of the following: BIO 141 (Human Anatomy and Physiology I), BIO 142 (Human Anatomy and Physiology II), and BIO 150 (Introductory Microbiology);
- Completion of all science courses with a grade of “C” or better within 10 years prior to enrolling in the first nursing curricular course;
- A minimum secondary, college, or university cumulative grade point average (GPA) of 2.30; and
- Students having completed ACT or SAT testing must submit official scores to the counselors for interpretation.

Nursing applications will be accepted between October 1 and March 1 each year for fall admission. In late spring, applicants will be notified of their admission status. Upon notification of provisional acceptance, students are required to submit a completed TCC health/medical form and provide evidence of having completed a Virginia State Police background investigation relative to criminal convictions, to include sex offenses involving crimes against minors.

Provisionally accepted students are required to present appropriate documentation of current immunizations, CPR certification, and liability insurance.

In addition to meeting general education course requirements, program-seeking students must have passed the calculations and dosage tests, designated clinical skills testing, and demonstrated clinical competency in nursing courses with all clinical components prior to being offered provisional acceptance.

Students are responsible for costs related to required testing fees, liability insurance, uniforms, books, criminal history and sex offender crimes against minors background checks, parking, and nursing skill packets.

LPN to RN Options

Licensed Practical Nurses (LPN) who desire to pursue their RN education have two options: articulation or advanced placement. Articulation involves the awarding of credits based on previous learning experiences at an approved regional LPN program (see Nursing Admission Packet for listing of approved programs). Advanced placement is available for LPNs who do not have an affiliation with an approved regional LPN program. LPNs must meet the general admission requirements of the program and the College.

Articulation

A transition course (NUR 115) is offered for Licensed Practical Nurses who have graduated from an approved regional LPN program (see nursing packet for listing of approved programs). Upon successful completion of NUR 115, students are awarded credit for the first year of nursing courses. Virginia licensure is required.

Advanced Placement

LPNs may apply for advanced placement in the nursing program sequence. Those who apply for this program must be currently licensed in the state of Virginia and must meet all the criteria for the nursing program. Based on the results of testing, students may be awarded credit for the first semester of nursing courses.

Withdrawal / Re-enrollment

Students who must withdraw should have an exit interview with nursing faculty or the program head. Those who withdraw because of academic failure may not re-enroll more than once and must have a 2.40 cumulative GPA. Students seeking re-enrollment must first write a letter of intent to the nursing program head. Re-enrollment must occur within two (2) years to maintain credits. Pending space availability, students have to demonstrate certain competencies and meet health and clinical requirements to be considered for re-enrollment. Students who have failed two nursing courses will not be re-enrolled.

Transfer

Transfer students must meet the admission requirements of the program. Official transcripts of previous collegiate work should be submitted to the College's Central Records Office. Nursing courses and applications will be evaluated by the nursing program head. College-level nursing syllabi and three letters of reference (one from the program director and two from nursing faculty) from the previous nursing program should be submitted to the nursing program head. The nursing program head will determine the student's status.

See the TCC website (www.tcc.edu) for the most current program information.

ASSOCIATE IN APPLIED SCIENCE DEGREE: NURSING 156

Contact: Jeanine Freeze 757.789.1786, or Denise Bell at TCC 757.822.2303

Program requirements may change in accordance with federal, state, or industry standards. Contact the program director or division chair for the most current information.

In order to graduate with the associate's degree, you must meet the college's computer competency requirement. Consult your academic advisor or counselor to determine how to satisfy this requirement.

General Education Requirement Courses (Required)		Course Credits
BIO 141-142	Human Anatomy and Physiology I-II	8
BIO 150	Introductory Microbiology	4
ENG 111-112	College Composition I-II ¹	6
PHI 226	Social Ethics	3
PSY 201	Introduction to Psychology I	3
PSY 235	Child Psychology (or SOC 220)	3
SDV 101	Orientation to Health Care	<u>1</u>
		28
Program Courses (Required)		
NUR 122	Nursing Fundamentals II	9
NUR 170	Essentials of Medical/Surgical Nursing	4
NUR 180	Essentials of Maternal/Newborn Nursing	4
NUR 201	Psychiatric Nursing	4
NUR 211	Second Level Nursing I	8
NUR 222	Second Level Nursing Principles and Concepts II	9
NUR 255	Nursing Organization and Management	<u>3</u>
		41
Total Minimum Credits Required		69

¹ Placement test or prerequisite required.

ASSOCIATE IN ARTS AND SCIENCES DEGREE

The Associate in Arts and Sciences degree programs are designed for students who plan to transfer to four-year colleges or universities to complete baccalaureate programs in business administration, education, general studies, science, or other areas.

BUSINESS ADMINISTRATION

Contact: Paul Weitzel 757.789.1765 or Dean of Instruction 757.789.1748

The Associate in Arts and Sciences degree curriculum in Business Administration is designed for students who plan to transfer to a four-year college or university to complete a baccalaureate degree in business administration, accounting, management, marketing, or other business-related program.

General Education Courses (Required)	Course Credits
ACC 211 - 212 Principles of Accounting I-II	6
ACC 213-214 Principles of Accounting (Lab)	2
ECO 201 - 202 Principles of Economics I-II	6
ENG 111-112 College Composition I-II	6
ENG 241-242 Survey of American Literature I-II or	
ENG 243-244 Survey of English Literature I-II or	
ENG 251-252 Survey of World Literature I-II	6
HIS 111-112 History of World Civilization I-II or	
HIS 121-122 United States History I-II	6
BIO 101-102 General Biology I-II or	
CHM 111-112 College Chemistry I-II or	
PHY 101 – 102 Introduction to Physics I-II	8
MTH 163-164 Precalculus I-II	6
SPD 110 Introduction to Speech Communication	3
SDV 100 Orientation	1
Health or Physical Education Elective(s)	2 - 3
Humanities Elective (ART, ENG, HUM, MUS, PHI, REL, SPD or foreign language)	3
IT Elective	3
General Elective (Any course number 100 or above)	<u>3</u>
Total Minimum Credits Required	61 - 62

Students are urged to consult with their faculty advisors in course selections.

Suggested Sequence for Business Administration

First Year

FALL	<u>Credits</u>	SPRING	<u>Credits</u>	
ENG 111	3	ENG 112	3	
HIS 111 or 121	3	HIS 112 or 122	3	
CHM 111 or PHY 101 or BIO101	4	BIO 102 or CHM 112 or PHY 102	4	
IT Elective	3	MTH 164	3	
MTH 163	3	Humanities Elective	<u>3</u>	
SDV 100	<u>1</u>		16	17

Second Year

FALL	<u>Credits</u>	SPRING	<u>Credits</u>
ENG 241, 243 or 251	3	ENG 242, 244 or 252	3
ACC 211	3	ACC 212	3
ACC 213	1	ACC 214	1
ECO 201	3	ECO 202	3
HLT/PED Elective	2	SPD 110	<u>3</u>
General Elective	<u>3</u>		13
	15		

EDUCATION

Contact: Thom O'Mara 757.789.1766 or Dean of Instruction 757.789.1748

Purpose: The Education Degree offers future teachers flexibility in planning the two-year, general education component required for transfer to a senior institution granting state licensure. Upon completion of this phase of the course work, students will transfer to a four-year college or university to complete their subject area course work, teacher preparation courses, student teaching, and licensure. Students should do their best to design their classes at ESCC according to transfer requirements, receive a course grade of "C" or better, attain the required GPA (a 2.50+ is recommended), and pass Praxis I before transferring.

General Education Courses (Required)	Course Credits
ENG 111 - 112 College Composition I - II	6
ENG 241 or 242 Survey of American Literature I or II	
ENG 243 or 244 Survey of English Literature I or II	
ENG 251 or 252 Survey of World Literature I or II	3
SPD 110 Introduction to Speech Communication	3
ART 101 History of Art I OR	
MUS 121 Music Appreciation I	3
MTH 163 Precalculus I	3
MTH 241 Statistics	3
HIS 111 or 112 History of World Civilization I or II	3
HIS 121 U.S. History I	3
HIS 122 U.S. History II	3
GEO 210 People and the Land: Introduction to Cultural Geography	3
ECO 201 or 202 Principles of Macroeconomics	3
PLS 135 American National Politics	3
ITE 115 Basic Computer Literacy	3
BIO 101 General Biology I	4
BIO 102 General Biology II	4
CHM 111 College Chemistry I OR	
Lab or Non-Lab Science, not Biology	3-4
HLT 160 Personal Health and Fitness	3
SDV 100 College Success Skills	1
EDU 200 Introduction to Teaching as a Profession	3
General Elective (Suggested courses - course number 100 or above)	
GEO 200 Introduction to Physical Geography	
PHI 101 Introduction to Philosophy I	
PSY 201 Introduction to Psychology I	
PSY 235 Child Psychology	<u>3</u>
Total Minimum Credits Required	63-64

Education Suggested Sequence (63 - 64 Credits)

First Year

FALL	<u>Credits</u>	SPRING	<u>Credits</u>
ENG 111	3	ENG112	3
HIS 121	3	HIS 122	3
BIO 101	4	BIO 102	4
MTH 163	3	MTH 241	3
ITE 115	3	Humanities/Fine Art	
SDV 100	<u>1</u>	(ART 101, MUS 121)	<u>3</u>
	17		16

Second Year

FALL	<u>Credits</u>	SPRING	<u>Credits</u>
Science Elective ²	3-4	GEO 210	3
ECO 201 or 202	3	General Elective ^{3,4}	3
HIS 111 or 112	3	HLT 160	3
SPD 110	3	Literature (Eng 241, 242, 243,244, 251, or 252)	3
EDU 200 ⁵	<u>3</u>	PLS 135	<u>3</u>
	15-16		15

Secondary Education majors are recommended to take a second semester of precalculus (MTH 164).

² ODU requires the third natural science be Chemistry I (CHM 111 – a lab science); other schools may require that the third natural science be a non-lab or lab science other than biology.

³ Education majors are urged to refer to transfer college's requirements and to consult with their faculty advisor in these course selections.

⁴ Recommended General Elective courses: GEO 200, PHI 101, PSY 201 or 235.

⁵ EDU 200 presently transfers to ODU in place of ECI 301 and to Salisbury University as ECED 215.

GENERAL STUDIES

Contact: Barry Neville 757.789.1776 or Dean of Instruction 757.789.1748

Purpose: The General Studies curriculum offers students the flexibility to design a program which meets their own particular interests and occupational objectives while meeting the standard requirements for the Associate in Arts and Sciences degree. An important feature of the General Studies curriculum is that students are not required to declare a specialized subject field during the first two years of undergraduate education. Most General Studies graduates plan to transfer to a four-year college or university to pursue more specialized studies at the baccalaureate level; however, some graduates may satisfy their educational goals by completing this program.

General Education Courses (Required)	Course Credits
ENG 111-112 College Composition I-II	6
ENG 241-242 Survey of American Literature I-II or	
ENG 243-244 Survey of English Literature I-II or	
ENG 251-252 Survey of World Literature I-II	6
HIS 111-112 History of World Civilization I-II or	
HIS 121-122 United States History I-II	6
BIO 101-102 General Biology I-II or	
CHM 111-112 College Chemistry I-II or	
PHY 101-102 Introduction to Physics I-II	8
MTH 163-164 Precalculus I-II	6
SPD 110 Introduction to Speech Communication	3
SDV 100 Orientation	1
Health or Physical Education Elective	2-3
Humanities Elective (ART, ENG, HUM, MUS, PHI, REL, SPD and foreign language)	3
ITE Elective	3
Social Science Electives (ECO, GEO, HIS, PLS, PSY, SOC, SSC)	6
General Electives (Any course number 100 or above)	<u>12</u>
Total Minimum Credits Required	63

Students are urged to consult their faculty advisors in course selection.

General Studies Suggested Sequence

First Year

FALL	<u>Credits</u>	SPRING	<u>Credits</u>
ENG 111	3	ENG 112	3
HIS 111 or 121	3	HIS 112 or 122	3
BIO 101 or CHM 111 or PHY 101	4	BIO 102 or CHM 112 or or PHY 102	4
MTH 163	3	MTH 164	3
ITE Elective	3	Humanities Elective	<u>3</u>
SDV 100	<u>1</u>		16
	17		

Second Year

FALL	<u>Credits</u>	SPRING	<u>Credits</u>
ENG 241 or 243 or 251	3	ENG 242 or 244 or 252	3
HLT/PED Elective	2	Social Science Elective	3
SPD 110	3	General Electives	<u>6</u>
Social Science Elective	3		12
General Elective	<u>6</u>		
	17		

SCIENCE

Contact: Robin Rich-Coates 757.789.1726 or Dean of Instruction 757.789.1748

Purpose: With the tremendous emphasis on scientific discoveries and technological advancements in today's society, scientists and scientifically oriented persons are in great demand in business, government, industry, and the professions. The Associate in Arts and Sciences degree program in Science is designed for persons who are interested in transferring into a science or pre-professional baccalaureate program.

General Education Courses (Required)		Course Credits
ENG 111	College Composition I	3
ENG 112 or 115	College Composition II or Technical Writing	3
ENG 241 or 242	Survey of American Literature or	
ENG 243 or 244	Survey of English Literature or	
ENG 251 or 252	Survey of World Literature	3
HIS 111-112	History of World Civilization I-II or	
HIS 121-122	United States History I-II	6
BIO 101-102	General Biology I-II	8
CHM 111-112	College Chemistry I-II	8
MTH 163-164	Precalculus I-II	6
MTH 273-274	Calculus I-II	8
SPD 110	Introduction to Speech Communication	3
SDV 100	Orientation	1
	Health or Physical Education Elective	2-3
	Humanities Elective (ART, ENG, HUM, MUS, PHI, REL, SPD and foreign language)	3
	ITE Elective	3
	Social Science Electives (ECO, GEO, HIS, PLS, PSY, SOC, SSC)	<u>6</u>
Total Minimum Credits Required		63-64

Students are urged to consult with their faculty advisors in course selection.

Science Suggested Sequence

First Year

FALL	<u>Credits</u>	SPRING	<u>Credits</u>
ENG 111	3	ENG 112 or 115	3
HIS 111 or 121	3	HIS 112 or 122	3
BIO 101 or CHM 111	4	BIO 102 or CHM 112	4
MTH 163	3	MTH 164	3
ITE Elective	3	Humanities Elective	<u>3</u>
SDV 100	<u>1</u>		16
	17		

Second Year

FALL	<u>Credits</u>	SPRING	<u>Credits</u>
Literature course	3	SPD 110	3
BIO 101 or CHM 111	4	BIO 102 or CHM 112	4
Social Science Elective	3	Social Science Elective	3
MTH 273	4	MTH 274	<u>4</u>
HLT/PED Elective	<u>2-3</u>		14
	16-17		

CERTIFICATES

ADMINISTRATIVE ASSISTANT

Contact: Ann Handy 757.789.1764 or Dean of Instruction 757.789.1748

Purpose: This program is designed to train individuals who plan to seek employment in secretarial positions in an automated office upon completion of the curriculum.

General Education Courses (Required)		Course Credits
ENG 111	College Composition I	3
ENG 112 or 115	College Composition II or Technical Writing	3
Social Science Elective (ECO, GEO, HIS, PLS, PSY, SOC, SSC)		3
MTH 121	Fundamentals of Mathematics	3
SDV 100	Orientation	<u>1</u>
		13

Administrative Support Technology and Related Courses (Required)

ACC 105 or 211	Office Accounting or Principles of Accounting I	3
AST 101-102	Keyboarding I&II	6
AST 103-104	Keyboarding I&II, Lab	2
AST 232	Microcomputer Office Applications	3
AST 233	Microcomputer Office Applications, Lab	1
AST 236	Specialized Software Applications	3
AST 237	Specialized Software Applications, Lab	1
AST 243	Office Administration I	<u>3</u>
		22

Total Minimum Credits Required **35**

Administrative Assistant Suggested Sequence

FALL	<u>Credits</u>	SPRING	<u>Credits</u>
ENG 111	3	ENG 112 or 115	3
MTH 121	3	ACC 105 or ACC 211	3
AST 101/103	4	AST 102/104	4
AST 232/233	4	AST 236/237	4
AST 243	3	Social Science Elective	<u>3</u>
SDV 100	<u>1</u>		17
			18

COMPUTER-AIDED DRAFTING AND DESIGN

Contact: Ray Middleton 757.789.1759 or Dean of Instruction 757.789.1748

Purpose: This program is designed to prepare individuals as drafters and drafter's assistants in industrial and engineering fields. All courses are CAD based.

General Education Courses (Required)		Course Credits
ENG 111	College Composition I	3
MTH 103	Basic Technical Mathematics I	3
SDV 100	Orientation	<u>1</u>
		7

CAD Drafting Courses (Required)		
ARC 121-122	Architectural Drafting I-II	6
CIV 170	Introduction to Surveying	2
GIS 193	Geographical Information Systems – Studies in	2
CIV 115	Civil Engineering Drafting	3
DRF 130	Introduction to Electrical/Electronics Drafting	2
DRF 111-112	Technical Drafting I-II	6
DRF 201-202	Computer Aided Drafting and Design I-II	<u>8</u>
		29

Total Minimum Credits Required 36

Computer-Aided Drafting and Design Recommended Sequence

FALL	<u>Credits</u>	SPRING	<u>Credits</u>
ARC 121	3	ARC 122	3
CIV 170	2	CIV 115	3
DRF 130	2	DRF 112	3
DRF 111	3	DRF 202	4
DRF 201	4	ENG 111	3
MTH 103	3	GIS 193	<u>2</u>
SDV 100	<u>1</u>		18
	18		

Students may earn the Career Studies Certificate in Computer-Aided Drafting and Design by completing only ARC, CIV, DRF, and MTH courses.

ELECTRONICS

Contact: John Floyd 757.789.1779 or Dean of Instruction 757.789.1748

Purpose: This program is designed to prepare students for employment as technicians in engineering, communication, and computer fields.

General Education Courses (Required)		Course Credits
ENG 111	College Composition I	3
ENG 112 or 115	College Composition II or Technical Writing	3
MTH 163-164	Precalculus I-II	6
SDV 100	Orientation	<u>1</u>
		13

Electronics Courses (Required)		
ETR 113-114	D.C. and A.C. Fundamentals I-II	6
ETR 167	Logic Circuits and Systems	4
ETR 170	Survey of Microprocessors	<u>4</u>
		14

General Electives (Any course number 100 or above) 6

Total Minimum Credits Required **33**

Electronics Recommended Sequence

FALL	<u>Credits</u>	SPRING	<u>Credits</u>
ENG 111	3	ENG 112 or 115	3
MTH 163	3	MTH 164	3
SDV 100	1	ETR 114	3
ETR 113	3	ETR 160	4
ETR 167	4	General Elective	<u>3</u>
General Elective	<u>3</u>		16
	17		

INFORMATION SYSTEMS TECHNOLOGY

Contact: John Deal 757.789.1763 or Dean of Instruction 757.789.1748

Purpose: This program is designed to train individuals who plan to seek full-time employment in fields involving the use of computer information systems.

General Education Courses (Required)		Course Credits
ENG 111	College Composition I	3
ENG 112 or 115	College Composition II or Technical Writing	3
Social Science Elective (ECO, GEO, HIS, PLS, PSY, SOC, SSC)		3
MTH 121	Fundamentals of Mathematics	3
SDV 100	Orientation	<u>1</u>
		13

Information Systems Technology (Required)		
ITE 106	Microcomputer Operating Systems	4
ITE 115	Basic Computer Literacy	3
ITE 140	Spreadsheet Software	4
ITE 150	Desktop Database Software	4
ITE 170	Multimedia Software	4
Related Field Elective (ACC, AST, BUS, IST, FIN, MKT, REA)		<u>3</u>
		22

Total Minimum Credits Required 35

Information Systems Technology Recommended Sequence

SUMMER	<u>Credits</u>		
ITE 115	<u>3</u>		
	3		
FALL	<u>Credits</u>	SPRING	<u>Credits</u>
ENG 111	3	ENG 112 or 115	3
Related Field Elective	3	ITE 170	4
MTH 121	3	ITE 140	4
ITE 150	4	ITE 106	4
SDV 100	<u>1</u>	Social Science Elective	<u>3</u>
	14		18

MEDICAL ASSISTANT

Contact: Patricia Diem 757.799.1789 or Dean of Instruction 757.789.1748

Purpose: This program prepares individuals as multi-skilled health care practitioners who are competent in the urgent care, physician's office, hospital, and long-term care environment.

General Information

Information packets containing the necessary documents for application may be requested from the college Admissions Office at 757.789.1731 (toll-free 877.871.8455).

The deadline for applying to the program for the class beginning in August is June 15. Depending upon the number of applicants, only selected applicants, based on fulfillment of prerequisite requirements and date of application (if necessary), will be admitted.

Students must complete placement testing in math and English and take the appropriate classes, if any, to meet the course requirements to the program and complete all admission requirements. All transcripts must be sent before June 15. Students must contact the Admissions Office to set up placement test(s).

Introduction to Medical Assistant Program

The Medical Assistant Program will prepare students for work in hospitals, physician offices, urgent care facilities and nursing homes. Graduates will be prepared to perform traditional medical assistant responsibilities including administrative and clinical duties.

The program will enroll approximately twelve (12) students annually. Students will rotate through a variety of clinical settings during the medical assistant externship. Clinical affiliates for medical assistants will include nursing homes, the hospital, and physician offices.

Program Admission Requirements

Prospective students must:

1. Apply for admission;
2. Successfully complete college placement tests in English, reading, and math or have equivalent transfer coursework;
3. Complete high school or equivalent courses in Biology and Algebra I with grades of "C" or better (a Chemistry course is strongly recommended); and
4. Hold a high school diploma or equivalency.

The date of the application will determine admission priority.

Continuation Requirements

These requirements must be fulfilled prior to the start of the second semester:

1. Obtain CPR-C certification (students must be certified through the end of the program);
2. Submit a physical examination that certifies the student is physically able to participate in the clinical portion of the program, including appropriate tests and vaccinations; and
3. Demonstrate computer competence by completing ITE 115 or other approved means and demonstrate typing competency by testing out of AST 80

Students must maintain an average of “C” overall and grades of at least “C” in all core courses. Students who receive a “D” in one (1) core course will be permitted to remain in the program if the overall average is above “C.”

General Education Courses (Required)		Course Credits
ENG 111	College Composition I	3
HLT 130	Nutrition and Diet Therapy	1
Social Science or Humanities Elective (SPD 110 strongly recommended)		3
HLT 250	General Pharmacology	2
SDV 100	Orientation	<u>1</u>
		10

Medical Assistant Courses (Required)		
MDA 100	Introduction to Medical Assisting	1
MDA 101	Medical Assistant Science I	5
MDA 102	Medical Assistant Science II	2
MDA 103	Medical Assistant Science III	2
MDA 104	Medical Assistant Science IV	3
MDA 190	Coordinated Internship	8
MDA 195	Topics (Medical Office Coding, Insurance)	1
MDA 203	Administrative Procedures I	3
MDA 207	Medical Law and Ethics	2
MDA 208	Medical Office Coding	2
MDA 209	Medical Office Insurance	2
MDA 210	Medical Office Software	1
MDA 221	Diagnostic Laboratory Procedures	<u>4</u>
		36

Total Minimum Credits Required **46**

The prerequisite for all MDA classes is admission to the program, or permission of the instructor.

Medical Assistant Recommended Sequence

FALL	<u>Credits</u>	SPRING	<u>Credits</u>
ENG 111	3	MDA 102	2
MDA 100	1	MDA 104	3
MDA 101	5	MDA 190	3
MDA 207	2	MDA 195	1
MDA 221	4	MDA 208	2
HLT 130	1	MDA 209	2
SDV 100	<u>1</u>	MDA 203	<u>3</u>
	17		16

SUMMER	<u>Credits</u>
MDA 210	1
MDA 103	2
MDA 190	5
HLT 250	2
SPD 110	<u>3</u>
	13

WELDING

Contact: Brian Lilliston 757.789.1769 or Dean of Instruction 757.789.1748

Purpose: This program is designed to prepare students to work as welders in industry and to provide them with an introduction to the various types of equipment and materials used in welding. AWS, ASME and other certifications are also available.

Courses Required		Course Credits
WEL 21	Arc Welding I	6
WEL 22	Arc Welding II	6
WEL 31	Introductory Gas Tungsten Arc Welding	4
WEL 32	Introductory Gas Metal Arc Welding	6
WEL 95	Topics: Blueprint Reading	3
ENG 111	College Composition I	3
MTH 103	Basic Technical Mathematics I	3
SDV 100	Orientation	<u>1</u>
Total Minimum Credits Required		32

Welding Suggested Sequence

FALL	<u>Credits</u>	SPRING	<u>Credits</u>
WEL 21	6	WEL 31	4
WEL 22	6	WEL 32	6
ENG 111	3	WEL 95	3
SDV 100	<u>1</u>	MTH 103	<u>3</u>
	16		16

CAREER STUDIES CERTIFICATES
HEATING, VENTILATION AND AIR CONDITIONING

Contact: Eddie Swain 757.789.1752

Purpose: This 15-credit certificate program is designed to train individuals for employment as competent technicians in the Heating, Ventilation and Air Conditioning (HVAC) field. Upon successful completion of the program and of the HVAC Excellence Outcome Assessments, graduates will receive a nationally recognized certificate of achievement in Electrical, Air Conditioning, Oil Heat, and Heat Pumps, and classes will count toward the Journeyman and Masters state license in HVAC.

Required Courses		Course Credits
AIR 121	Air Conditioning and Refrigeration	4
AIR 134	Circuits and Controls	4
AIR 193	EPA Certification	1
AIR 154	Heating Systems	3
AIR 235	Heat Pumps	<u>3</u>
Total Minimum Credits Required		15

COMPUTER-AIDED DRAFTING AND DESIGN

Contact: Ray Middleton 757.789.1759

Students may earn the Career Studies Certificate in Computer-Aided Drafting by completing only ARC, CIV, DRF and MTH courses.

Satisfactory scores on mathematics placement test or completion of MTH 103 is required for award of certificate.

EARLY CHILDHOOD DEVELOPMENT

Contact: Thom O'Mara 757.789.1766

Purpose: This program may be looked upon as the student's first step in understanding the developmental needs of young children. It provides basic instruction about the profession, curriculum development, behavior management, health, safety, and nutrition. The program is designed for individuals considering a career in the field of early childhood education, for employees in a child-care program needing professional development, or parents looking to increase their understanding of young children and what constitutes a quality early childhood program.

Required Courses		Course Credits
CHD 120	Introduction to Early Childhood Education	3
CHD 125	Creative Activities for Young Children	3
CHD 205	Guiding the Behavior of Young Children	3
HLT 135	Health, Safety, and Nutrition for Young Children	<u>3</u>
Total Minimum Credits Required		12

Early Childhood Recommended Sequence

Fall	<u>Credits</u>	Spring	<u>Credits</u>
(1) CHD 120	3	(2) CHD 125	3
(3) HLT 135	3	(4) CHD 205	3

(1) through (4) suggested sequence if taking one course per semester.

REAL ESTATE

Contact: Dean of Instruction 757.789.1748

Purpose: The real estate certificate is designed to further the education of those in the field of real estate sales.

Required Courses		Course Credits
REA 100	Principles of Real Estate	4
REA 215	Real Estate Brokerage	3
REA 216	Real Estate Appraisal	3
REA 217	Real Estate Finance	3
REA 245	Real Estate Law	3
ENG or SPD Elective		<u>3</u>
Total Minimum Credits Required		19

LONG-TERM CARE ASSISTANT

Contact: Patricia Diem 757.789.1789 or Dean of Instruction 757.789.1748

Purpose: This program is designed to prepare individuals to work as personal care, home health, nurse aides, and/or authorized agents. Admission requirement: Ninth grade reading and sixth grade math skills as measured by the Tests of Adult Basic Education.

Required Courses		Course Credits
HCT 101	Health Care Technician I	3
HCT 102	Health Care Technician II	3
HCT 190	Coordinated Internship in Health Care	2
HLT 105	CPR	1
HCT 115	Medication Administration Training	<u>3</u>
Total Minimum Credits Required		12

Admission

The Long-Term Care Assistant program is a high demand curriculum for which the number of applicants exceeds the number of spaces available. To provide a consistent and fair means of admission, the college has adopted the guidelines below.

1. Admission to the program will be offered on a first-come/first-served basis. Admission will be based on the dates students complete the application process and the admission exam (Tests of Adult Basic Education), which is available through the College's Skills Search Center. Applications must be submitted prior to July 15 each year. (Note: Students who have completed ENG 04 and MTH 02 or who are eligible to enroll in higher level math or English courses do not have to take the Tests of Adult Basic Education but do have to apply and meet other deadlines.)
2. First priority is given to residents of the Eastern Shore of Virginia, second to other Virginia residents, and third to out-of-state students.
3. Once all students have been accommodated under this policy, the College may accept additional registrations for program courses on a first-come/first-served basis.
4. Students who are not admitted must reapply the following year.
5. The Senior Citizen Waiver of Tuition benefit is not available for this high-demand program.

SMALL BUSINESS MANAGEMENT

Contact: Irvin Jackson 757.789.1784

Purpose: This program is designed to train individuals for entry-level supervisor positions. It is also designed to assist those who are already employed in increasing management skills for promotional purposes and for those individuals who are interested in starting and owning a business.

Required Courses		Course Credits
ACC 105	Office Accounting or	
ACC 211	Principles of Accounting I	3
BUS 100	Introduction to Business	3
BUS 111	Principles of Supervision	3
BUS 165	Small Business Management or	
BUS 116	Entrepreneurship	3
BUS 190	Coordinated Internship in Business	3
MKT 100	Principles of Marketing	3
ITE 115	Basic computer Literacy	<u>3</u>
Total Minimum Credits Required		21

Small Business Management Suggested Sequence

FALL	<u>Credits</u>	SPRING	<u>Credits</u>
ACC 105 or 211	3	BUS 111	3
BUS 100	3	BUS 116 ¹	0-3
BUS 165 ¹	0-3	MKT 100	3
ITE 115	<u>3</u>	BUS 190	<u>3</u>
	9-12		9-12

¹If BUS 165 is not taken in the fall semester then BUS 116 should be taken in the spring semester.

WELDING

Contact: Brian Lilliston 757.789.1769 or Dean of Instruction 757.789.1748

Purpose: This program is designed to prepare students to work as welders in industry and to provide them with an introduction to the various types of equipment and materials used in welding. AWS, ASME and other certifications are also available.

Courses Required		Course Credits
WEL 21	Arc Welding I	6
WEL 22	Arc Welding II	6
WEL 31	Introductory Gas Tungsten Arc Welding	4
WEL 32	Introductory Gas Metal Arc Welding	6
WEL 95	Topics: Blueprint Reading	<u>3</u>
Total Minimum Credits Required		25

Welding Suggested Sequence			
FALL	<u>Credits</u>	SPRING	<u>Credits</u>
WEL 21	6	WEL 31	4
WEL 22	<u>6</u>	WEL 32	6
	12	WEL 95	<u>3</u>
			13

COURSE DESCRIPTIONS

Course Numbers

01-09	Developmental Studies
10-99	Selected Certificate Programs & Career Studies Certificates
100-199	Freshman courses that may be used for Associate Degree or Certificate Programs
200-299	Sophomore courses that may be used for Associate Degree or Certificate Programs

No courses numbered lower than 100 may be applied toward Associate Degree requirements.

General

One credit is equivalent to one semester hour or 1.5-quarter hours. In each course description the number of lecture and laboratory hours is listed. Requirements that must be met before enrolling in specific courses are prerequisites and are listed.

Courses that should be taken at the same time as specific courses are co-requisites. Two-part courses (e.g. ACC 211-212) are normally offered as a fall semester and spring semester sequence. Any addition to this pattern will be indicated.

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

- **90, 190, 290 Coordinated Internship (discipline) (1-5 Cr.)**
Supervises one-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours per week.
- **93, 193, 293 Studies In (discipline) (1-5 Cr.)**
Covers new content not covered in existing courses in the discipline. Allows instructor to explore content and instructional methods to assess the course's viability as a permanent offering. Variable hours per week.
- **95, 195, 295 Topics In (discipline) (1-5 Cr.)**
Provides an opportunity to explore topic areas of an evolving nature or of short-term importance in the discipline. Variable hours per week.

Honors Seminar

The college offers an honors seminar with varying course prefixes. Admission requirements are the same as the membership requirements for Phi Theta Kappa.

ACCOUNTING

ACC 105 OFFICE ACCOUNTING (3 cr.) Presents practical accounting. Covers the accounting cycle - journal, ledger, 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 cr.) Presents accounting principles and their application to various businesses. Covers the accounting cycle, income determination, and financial reporting. Studies services, merchandising, and includes internal controls. A laboratory co-requisite (ACC 213) may be required as identified by the college. Lecture 3 hours per week.

ACC 212 PRINCIPLES OF ACCOUNTING II (3 cr.) Continues Accounting Principles 211 with emphasis on the application to partnerships, corporations, and the study of financial analysis. Includes an introduction to cost and managerial accounting. A laboratory co-requisite (ACC 214) may be required as identified by the college. Lecture 3 hours per week.

ACC 134 SMALL BUSINESS TAXES (3 cr.) Introduces taxes most frequently encountered in business. Includes payroll, sales, property, and income tax. Lecture 2-3 hours per week.

ACC 213 PRINCIPLES OF ACCOUNTING LABORATORY I (1 cr.) Provides problem-solving experience to supplement instruction in ACC 211. Should be taken concurrently with ACC 211, in appropriate curricula, as identified by the college. Laboratory 2 hours per week.

ACC 214 PRINCIPLES OF ACCOUNTING LABORATORY II (1 cr.) Provides problem-solving experience to supplement instruction in ACC 212. Should be taken concurrently with ACC 212, in appropriate curricula, as identified by the college. Laboratory 2 hours per week.

ADMINISTRATION OF JUSTICE

ADJ 100 SURVEY OF CRIMINAL JUSTICE (3 cr.) Presents an overview of the United States criminal justice system; introduces the major system components—law enforcement, judiciary, and corrections. Lecture 3 hours per week.

ADJ 107 SURVEY OF CRIMINOLOGY (3 cr.) Surveys the volume and scope of crime; considers a variety of theories developed to explain the causation of crime and criminality. Lecture 3 hours per week.

ADJ 130 INTRODUCTION TO CRIMINAL LAW (3 cr.) Surveys the general principles of American criminal law, the elements of major crimes, and the basic steps of prosecution procedure. Lecture 3 hours per week.

AIR CONDITIONING AND REFRIGERATION

AIR 121-122 AIR CONDITIONING AND REFRIGERATION I-II (4 cr.)(4 cr.)

Studies refrigeration theory, characteristics of refrigerants, temperature, and pressure, tools and equipment, soldering, brazing, refrigeration systems, system components, compressors, evaporators, metering devices. Presents charging and evaluation of systems and leak detection. Explores servicing the basic system. Explains use and care of oils and additives and troubleshooting of small commercial systems.

Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

AIR 134-135 CIRCUITS AND CONTROLS I-II (4 cr.)(4 cr.)

Presents circuit diagrams for air conditioning units, reading and drawing of circuit diagrams, types of electrical controls. Includes analysis of air conditioning circuits, components, analysis and characteristics of circuits and controls, testing and servicing. Introduces electricity for air conditioning which includes circuit elements, direct current circuits and motors, single and three-phase circuits and motors, power distribution systems, and protective devices. Studies the electron and its behavior in passive and active circuits and components. Demonstrates electronic components and circuits as applied to air conditioning system.

Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

AIR 154-155 HEATING SYSTEMS I-II (3 cr.)(3 cr.)

Introduces types of fuels and their characteristics of combustion; types, components and characteristics of burners, and burner efficiency analyzers. Studies forced air heating systems including troubleshooting, preventive maintenance and servicing.

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

AIR 235 HEAT PUMPS (3 cr.)

Studies theory and operation of reverse cycle refrigeration including supplementary heat as applied to heat pump systems, including service, installation and maintenance.
Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

ARCHITECTURE

ARC 121 ARCHITECTURAL DRAFTING I (3 cr.) Introduces techniques of Computer-Aided Drafting for architectural applications. Requires production of plans, sections, and elevations of a simple building. Studies use of common reference material and the organization of architectural working drawings. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

ARC 122 ARCHITECTURAL DRAFTING II (3 cr.) A continuation of Architectural Drafting I. Requires development of a limited set of working drawings, including a site plan and related details, and pictorial drawings. Prerequisite ARC 121 or equivalent. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

ARC 255 CONSTRUCTION ESTIMATING (2 cr.) Requires preparation of detailed material quantity surveys from plans and specifications for commercial construction. Discusses cost, bid, and contract procedures. Lecture 2 hours per week.

ARC 257 BUILDING CODES AND CONTRACT DOCUMENTS (2 cr.) Presents their effect on specifications and drawings. Includes purpose and writing of specifications with their legal, practical application to working drawings. Analyzes contract documents for client-architect-contractor responsibilities and duties. Lecture 2 hours per week.

ART

ART 101-102 HISTORY AND APPRECIATION OF ART I-II (3 cr.) (3 cr.)

Presents the history and interpretation of architecture, sculpture, and painting. Begins with prehistoric art and follows the development of western civilization to the present.
Lecture 3 hours per week.

ART 121-122 DRAWING I-II (3 cr.) (3 cr.) Develops basic drawing skills and understanding of visual language through studio instruction/lecture. Introduces concepts such as proportion, space, perspective, tone, and composition as applied to still life, landscape, and the figure. Uses drawing media such as pencil, charcoal, ink wash, and color media. Includes field trips and gallery assignments as appropriate. Lecture 2 hours. Studio instruction 2 hours. Total 4 hours per week.

ART 131-132 FUNDAMENTALS OF DESIGN I-II (3 cr.) (3 cr.)

Explores the concepts of two- and three-dimensional design and color. May include field trips as required.

Lecture 1 hour. Studio instruction 4 hours. Total 5 hours per week.

ART 241-242 PAINTING I-II (3 cr.) (3 cr.) Introduces abstract and representational painting in acrylic and/or oil with emphasis on color composition and value. Prerequisite ART 122 or divisional approval. Lecture 2 hours. Studio instruction 2 hours. Total 4 hours per week.

ART 243-244 WATERCOLOR I-II (3 cr.) (3 cr.) Presents abstract and representational painting in watercolor with emphasis on design, color, composition, technique and value. Prerequisite ART 131, or divisional approval. Lecture 1 hour. Studio instruction 4 hours. Total 5 hours per week.

ADMINISTRATIVE SYSTEMS TECHNOLOGY

AST 80 BASIC KEYBOARDING 1 (1 cr.) Introduces students to the basic operation of the microcomputer with the focus on the development of keyboarding skills using basic keyboarding by touch. Lecture 1 hrs. per week

AST 102 KEYBOARDING II (3 cr.) Develops keyboarding and document production skills, with emphasis on preparation of specialized business documents. Continues skill building for speed and accuracy. Prerequisite AST 101. Co-requisite AST 104. Lecture 3 hours per week.

AST 103 KEYBOARDING I LABORATORY (1 cr.) Provides supplemental instruction in AST 101. Must be taken concurrently with AST 101. Laboratory 2 hours per week.

AST 104 KEYBOARDING II LABORATORY (1 cr.) Provides supplemental instruction in AST 102. Must be taken concurrently with AST 102. Laboratory 2 hours per week.

AST 107 EDITING/PROOF READING 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 190 ADMINISTRATIVE ASSISTANT INTERNSHIP (3 cr.) Designed to give the graduating administrative students a valuable work experience as well as a method of testing their knowledge in the real business world. Students will review their career goals in a much more realistic way when they are given the opportunity to work with professionals already on the job. Therefore, they will make a smoother transition to full-time employment immediately upon the completion of the community college program. Total 6 hours per week.

AST 232 MICROCOMPUTER OFFICE APPLICATIONS (3 cr.) Teaches production of business documents using word-processing, databases, and spreadsheets. Emphasizes document production to meet business and industry standard. Prerequisite AST 101 or equivalent. Co-requisite AST 233. Lecture 3 hours per week.

AST 233 MICROCOMPUTER OFFICE APPLICATIONS (1 cr.) Provides supplemental instruction in AST 232. Must be taken concurrently with AST 232. Laboratory 2 hours per week.

AST 236 SPECIALIZED SOFTWARE APPLICATIONS (PERFECT OFFICE) (3 cr.) Teaches specialized integrated software applications on the microcomputer. Emphasizes document production to meet business and industry standards. Prerequisite AST 101 or equivalent. Co-requisite AST 237. Lecture 3 hours per week.

AST 237 SPECIALIZED SOFTWARE APPLICATIONS LABORATORY (1 cr.) Provides supplemental instruction in AST 236. Must be taken concurrently with AST 236. Laboratory 2 hours per week.

AST 240 MACHINE TRANSCRIPTION (3 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. Co-requisites AST 102 or equivalent and AST 241. Lecture 3 hours per week.

AST 241 MACHINE TRANSCRIPTION LABORATORY (1 cr.) Provides supplemental instruction in AST 240. Must be taken concurrently with AST 240. Laboratory 2 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.

BIOLOGY

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, their structure, function, and evolution. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

BIO 141-142 HUMAN ANATOMY AND PHYSIOLOGY I-II (4 cr.) (4 cr.) Integrates anatomy and physiology of cells, tissues, organs, and systems of the human body. Integrates concepts of chemistry, physics, and pathology. Lecture 3 hours. 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. Prerequisite recent course in basic biology or NAS 150 and a recent course in chemistry or CHM 110 or instructor approval. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

BIO 285 BIOLOGICAL PROBLEMS IN CONTEMPORARY SOCIETY (3 cr.) Discusses major biological problems facing society which may include environmental and health concerns such as pollution, bioengineering, drug abuse, conservation, famine and others. Lecture 3 hours per week.

BUSINESS

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

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

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

BUS 165 SMALL BUSINESS MANAGEMENT (3 cr.) Identifies management concerns unique to small businesses. Introduces the requirements necessary to initiate a small business, and identifies the elements comprising a business plan. Presents information establishing financial and administrative controls, developing a marketing strategy, managing business operations, and the legal and government relationships specific to small businesses. Lecture 3 hours per week

BUS 190 COORDINATED INTERNSHIP IN BUSINESS (3 cr.) Supervised on-the-job training in selected business, industrial or service firms coordinated by the college. May be repeated for credit. 6 hours per week.

BUS 200 PRINCIPLES OF MANAGEMENT (3 cr.) Teaches management and the management functions of planning, organizing, directing, 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 behavior patterns, conflict management and resolution, group functioning and process, the psychology of decision-making, and the importance of recognizing and managing change. Lecture 3 hours per week.

BUS 205 HUMAN RESOURCE MANAGEMENT (3 cr.) Introduces employment, selection, and placement of personnel, usage levels and methods, job descriptions, training methods and programs, and employee evaluation systems, includes procedures for management of human resources and uses case studies and problems to demonstrate implementation of these techniques. Lecture 3 hours per week.

BUS 208 QUALITY AND PRODUCTIVITY MANAGEMENT (3 cr.) Focuses on the key quality improvement concepts regarding products and services, customers and suppliers, and systems and processes that make quality a part of the work life of an organization. Emphasizes the role of teams, including team meeting skills and techniques, and a variety of quality improvement tools, such as flowcharts, run charts, Pareto diagrams, cause and effect diagrams, evaluation matrices, and implementation roadmaps. 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 210 TOTAL QUALITY STATISTICAL TOOLS (3 cr.) Provides basic introduction to probability, statistics, and the foundation of quality, followed by in-depth training in the construction use, and interpretation of control charts. Includes both "variable" and "attribute" control charting techniques as well as an introduction to process capability. Lecture 3 hours per week.

BUS 240 INTRODUCTION TO BUSINESS LAW (3 cr.) Presents an introduction to the American legal system, including an overview of the courts, civil and criminal law. Develops an in-depth

understanding of contracts, agency law, and business organizations. Also includes an overview of property, UCC Sales, and Commercial Paper. 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.

CHILD DEVELOPMENT

CHD 109 MUSIC AND MOVEMENT FOR CHILDREN (3 cr.) Emphasizes theory and practice in movement and music education and the integration of these skills in a curriculum. Designed for teachers and aides in child care, preschool, nursery of primary schools. Lecture 2 hrs. Laboratory 2 hrs. Total 4 hrs. per week.

CHD 118 METHODS AND MATERIALS IN THE LANGUAGE ARTS FOR 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 audio-visual aids. Lecture 2 hours. Lab 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 use 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 126 DEVELOPING SCIENCE & MATH CONCEPTS FOR CHILDREN (3 cr.) Teaches selecting developmentally appropriate learning activities using materials to develop logical thinking skills in the child. Lecture 3 hours.

CHD 166 INFANT AND TODDLER PROGRAMS (3 cr.) Examines the fundamentals of infant and toddler development, including planning and implementing programs in group care. Emphasizes meeting physical, social, emotional, and cognitive needs: scheduling, preparing age-appropriate activities, health and safety policies, record keeping, and reporting to parents. Lecture 3 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.

CHD 210 INTRODUCTION TO EXCEPTIONAL CHILDREN (3 cr.) Reviews the history of education for exceptional children. Studies the characteristics associated with exceptional children. Explores positive techniques for managing behavior and adapting materials for classroom use. Lecture 3 hours per week.

CHD 270 ADMINISTRATION OF CHILDCARE PROGRAMS (3 cr.) Examines the skills needed for establishing and managing early childhood programs. Emphasizes professionalism and interpersonal skills, program planning, staff selection and development, creating policies, budgeting, and developing forms for recordkeeping. Lecture 3 hours per week.

CHD 290 COORDINATED INTERNSHIP

CHINESE

CHI 101-102 BEGINNING CHINESE I-II (5 cr.) (5 cr.)

Introduces understanding, speaking, reading, and writing skills; emphasizes basic Chinese sentence structure. Prerequisite: CHI 101 for CHI 102. Lecture 5 hours per week.

CHEMISTRY

CHM 110 SURVEY OF CHEMISTRY (3 cr.) Introduces the basic concepts of general, organic, and biochemistry with emphasis on their applications to the other disciplines. No previous chemistry background required. Lecture 3 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. Requires a strong background in mathematics. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

CHM 121-122 HEALTH SCIENCE CHEMISTRY I-II (4 cr.) (4 cr.) Introduces the health science student to concepts of inorganic, organic, and biological chemistry as applicable to the allied health profession. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

CIVIL ENGINEERING

CIV 115 CIVIL ENGINEERING DRAFTING (3 cr.) Introduces computer-aided drafting procedures related to civil engineering. Includes plans, profiles, site plans, and GIS intro. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

CIV 170 PRINCIPLES OF SURVEYING (2 cr.) Introduces the elements of surveying to include use and care of modern surveying equipment and the application of surveying in construction. Prerequisite: Technical Math. Lecture 1 hours. Laboratory 3 hours. Total 4 hours per week.

COMPUTER-AIDED DRAFTING AND DESIGN

DRF 111-112 TECHNICAL DRAFTING I-II (3 cr.)(3 cr.) Introduces technical drafting from the fundamentals through advanced drafting practices. Teaches lettering, metric construction, technical sketching, orthographic projection, sections, intersections, development, fasteners, theory and applications of dimensioning and tolerances. Includes pictorial drawing, and preparation of working and detailed drawings. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

DRF 130 INTRODUCTION TO ELECTRICAL/ELECTRONICS DRAFTING (2 cr.) Teaches CAD applications of drafting procedures with emphasis on working and functional drawings and direct applications to electrical and electronic components and circuits. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

DRF 201 COMPUTER AIDED DRAFTING AND DESIGN I (4 cr.) Teaches computer aided-drafting concepts and equipment designed to develop a general understanding of components of a typical CAD system and its operation. Prerequisite divisional approval. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

DRF 202 COMPUTER AIDED DRAFTING AND DESIGN II (4 cr.) Teaches intermediate computer-aided drafting techniques. Prerequisite DRF 201. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

DIETETICS

DIT 121 NUTRITION I (3 cr.) Studies food composition, dietary guidelines, and nutrients essential to healthy human life. Analyzes nutrient function and metabolism. Lecture 3 hours per week.

ECONOMICS

ECO 100 ELEMENTARY ECONOMICS (3 cr.) Introduces students to the most basic elements of economics without detailed study of theory. Presents and interprets current issues and concerns publicized in the media. Allows students to understand and grasp the importance of local, state, and national issues with economic themes and overtones. Lecture 3 hours per week.

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 160 OBSERVATION AND ASSESSMENT IN EARLY CARE (3 cr.) Introduces formal and informal methods of gathering data on children. Emphasis on understanding developmental patterns and implications for diagnostic teaching. Lecture 2 hrs. Laboratory 2 hrs. Total 4 hrs. per week

EDU 200 INTRODUCTION TO TEACHING AS A PROFESSION (3 cr.) Provides an orientation to the teaching profession in Virginia, including historical perspectives, current issues, and future trends in education on the national and state levels. Emphasizes information about teacher licensure examinations, steps to certification, teacher preparation and induction programs, and attention to critical shortage areas in Virginia. Includes supervised field placement (recommended: 40 clock hours) in a K-12 school. Prerequisite: Successful completion of 24 credits of transfer courses. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

ENGLISH

ENG 01 PREPARING FOR COLLEGE WRITING (4 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. Lecture 4 hours per week.

ENG 04 READING IMPROVEMENT (4 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. Lecture 4 hours per week.

ENG 111 COLLEGE COMPOSITION I (3 cr.) Introduces students to critical thinking and the fundamentals of academic writing. Through the writing process, students refine topics; develop and support ideas; investigate, evaluate, and incorporate appropriate resources; edit for effective style and usage; and determine appropriate approaches for a variety of contexts, audiences, and purposes. Writing activities will include exposition and argumentation with at least one researched essay. Lecture 3 hours per week.

ENG 112 COLLEGE COMPOSITION II (3 cr.) Continues to develop college writing with increased emphasis on critical essays, argumentation, and research, developing these competencies through the examination of a range of texts about the human experience. Requires students to locate, evaluate, integrate, and document sources and effectively edit for style and usage. 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. 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 210 ADVANCED COMPOSITION (3 cr.) Helps students refine skills in writing non-fiction prose. Guides development of individual voice and style. Introduces procedures for publication. Prerequisite ENG 112 or divisional approval. Lecture 3 hours per week.

ENG 211 CREATIVE WRITING I (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 215-216 CREATIVE WRITING - FICTION I-II (3 cr.) (3 cr.) Introduces the fundamentals and techniques of writing short and long fiction. Lecture 3 hours per week.

ENG 241-242 SURVEY OF AMERICAN LITERATURE I-II (3 cr.) (3 cr.) Examines American literary works from colonial times to the present, emphasizing the ideas and 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 246 MAJOR AMERICAN WRITERS (3 cr.) Examines major writers of American literary history. Involves critical reading and writing. Prerequisite ENG 112 or divisional approval. Lecture 3 hours per week.

ENG 251-252 SURVEY OF WORLD LITERATURE I-II (3 cr.)(3 cr.) Examines major works of world literature. Involves critical reading and writing. Prerequisite ENG 112 or divisional approval. Lecture 3 hours per week

ENG 253-254 SURVEY OF AFRICAN-AMERICAN LITERATURE I-II (3 cr.) (3 cr.) Examines selected works by Black American writers from the colonial period to the present. Involves critical reading and writing. Prerequisite ENG 112 or divisional approval. Lecture 3 hours per week.

ENG 256 LITERATURE OF SCIENCE FICTION (3 cr.) Examines the literary and social aspects of science fiction, emphasizing development of ideas and techniques through the history of the genre. Involves critical reading and writing. 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 136 SURVEY OF ENVIRONMENTAL CONCERNS (3 cr.) Studies the relationship of man to his physical environment, ecological principles, public health, topics of current importance including air pollution, potable water, waste disposal, communicable diseases, poisoning and toxicity, radiation, with particular emphasis on community action programs. Lecture 3 hours per week.

ELECTRONICS TECHNOLOGY

ETR 113-114 D.C. AND A.C. FUNDAMENTALS I-II (3 cr.) (3 cr.) Studies D.C. and A. C. circuits, basic electrical components, instruments, network theorems, and techniques used to predict, analyze and measure electrical quantities. Co-requisite: ETR 112 or equivalent. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

ETR 160 SURVEY OF MICROPROCESSORS (4 cr.) Provides an overview of microprocessor architecture, basic machine language programming, and I/O devices. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

ETR 167 LOGIC CIRCUITS AND SYSTEMS I (4 cr.) Studies digital switching and logic circuits, number systems, Boolean algebra, logic gates, and families. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

ETR 214 ADVANCED CIRCUITS AND NEW DEVICES (2 cr.) Includes lectures and demonstrations on the latest developments in electronics. Lecture 2 hours per week.

ETR 228 COMPUTER TROUBLESHOOTING AND REPAIR (3 cr.) Teaches procedures for isolating and correcting problems in computers and computer-related hardware. Emphasizes operational concepts, use of diagnostic software and troubleshooting equipment. Prerequisite ETR 226 or permission of instructor. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

ETR 237-238 INDUSTRIAL ELECTRONICS I-II (4 cr.)(4 cr.) Studies linear integrated circuits for industrial applications, motors, industrial control devices, power control circuits, transducers, industrial process control, and sequential process control. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

ETR 241-242 ELECTRONIC COMMUNICATIONS I-II (4 cr.) (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. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

ETR 278 COMPUTER INTERFACING AND CIRCUITRY (4 cr.) Deals with typical circuitry used to interface computers with the outside world. Lecture 3 hours. Laboratory 3 hours. Total 6 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 108 PRINCIPLES OF SECURITIES INVESTMENT (3 cr.) Provides an introduction to the fundamentals of the security investment process. Reviews the investment strategy associated with various types of stock orders, discusses the Fundamental and Technical approaches to common stock analysis and examines bond and preferred stock pricing mechanisms. Also reviews the unique aspects of derivative security, mutual fund, real estate, and limited partnership investments. Lecture 3 hours per week.

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

GEOGRAPHY

GEO 200 INTRODUCTION TO PHYSICAL GEOGRAPHY (3 cr.) Studies major elements of the natural environment including earth-sun relationship, land forms, weather and climate, natural vegetation, and soils. Introduces the student to types and uses of maps. Lecture 3 hours per week.

GEO 210 PEOPLE AND THE LAND: AN INTRODUCTION TO CULTURAL GEOGRAPHY (3 cr.) Focuses on the relationship between culture and geography. Presents a survey of modern demographics, landscape modification, material and non-material culture, language, race and ethnicity, religion, politics, and economic activities. Introduces the student to types and uses of maps. Lecture 3 hours per week.

GEOGRAPHIC INFORMATION SYSTEMS

GIS 193 TOPICS IN GEOGRAPHICAL INFORMATION SYSTEMS (2 cr.) Provides hands-on introduction to a dynamic desktop GIS (Geographic Information Systems). Introduces the components of a desktop GIS and their functionality. Includes the integration of various data sources into a GIS. Emphasizes manipulation of data for the purpose of analysis, presentation, and decision-making. Lecture 2 hours per week

HEALTH CARE TECHNICIAN

HCT 101 HEALTH CARE TECHNICIAN I (3 cr.) Teaches basic care skills with emphasis on physical, social, emotional, and spiritual needs of patients. Covers procedures, communications and interpersonal relations; observation, charting and reporting; care planning, safety and infection control; anatomy and physiology, nutrition and patient feeding; ethics, death and dying. Prepares multi-skilled health care workers to care for patients of various ages with special emphasis on geriatric nursing, home health, long- and short-term care facilities. Lecture 3 hours per week.

HCT 102 HEALTH CARE TECHNICIAN II (3 cr.) Applies theory through laboratory experience for health care technicians to work in home health, long and short term facilities. Prerequisite: HCT 101. Lecture 1 hour per week Laboratory 6 hours per week. Total 7 hours per week.

HCT 115 MEDICATION ADMINISTRATION TRAINING (3 cr.) Prepares students to safely administer, or to assist in client self-administration of medications in specific settings. Includes

practice. Meets curriculum requirements of the State Board of Nursing. Lecture 1 hour per week, lab 6 hours, total 7 hours per week.

HCT 190 COORDINATED INTERNSHIP (2 cr.) Incorporates class theory into clinical and practical use. Prepares multi-skilled health care workers to care for patients of various ages with special emphasis on geriatric nursing, home health, and long and short-term care facilities. Practicum of 60 hours is conducted in a healthcare setting under continuous supervision of an instructor. Lecture 2 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. 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. Lecture 3 hours per week.

HIS 125 HISTORY OF THE AMERICAN INDIAN (3 cr.) Examines the history and culture of the native peoples of the Americas. Lecture 3 hours per week.

HIS 141-142 AFRICAN-AMERICAN HISTORY I-II (3 cr.) (3 cr.) Surveys the history of black Americans from their African origins to the present. Lecture 3 hours per week.

HIS 165 GENEALOGY (3 cr.) Studies methodology for investigating ancestry and family history. Lecture 3 hours per week.

HIS 205 LOCAL HISTORY (3 cr.) Studies the history of the Eastern Shore of Virginia. Lecture 3 hours per week.

HIS 269 CIVIL WAR AND RECONSTRUCTION (3 cr.) Studies factors that led to the division between the States. Examines the war, the home fronts, and the era of Reconstruction. Lecture 3 hours per week.

HIS 277 THE AMERICAN EXPERIENCE IN VIETNAM (3 cr.) Analyzes American involvement in Vietnam from World War I through the Nixon and Ford years. Includes Roosevelt's plan of trusteeship, the Geneva Conference, the American military role, and the search for peace. 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. Lecture 1 hour per week.

HLT 110 CONCEPTS OF PERSONAL AND COMMUNITY HEALTH (3 cr.) Studies the concepts related to the maintenance of health, safety, and the prevention of illness at the personal and community level. Lecture 3 hours per week.

HLT 121 INTRODUCTION TO DRUG USE AND ABUSE (3 cr.) Explores the use and abuse of drugs in contemporary society with emphasis upon sociological, physiological, and psychological effects of drugs. Lecture 3 hours per week.

HLT 130 NUTRITION AND DIET THERAPY (1 cr.) Studies nutrients, sources, functions, and requirements with an introduction to diet therapy. Lecture 1 hour per week.

HLT 135 CHILD HEALTH AND NUTRITION (3 cr.) Focuses on the physical need of the preschool child and the methods by which these are met. Emphasizes health routines, hygiene, nutrition, feeding and clothing habits, childhood diseases, and safety as related to health, growth, and development. Lecture 3 hours per week.

HLT 160 PERSONAL HEALTH AND FITNESS (3 cr.) Studies in the relationships between health and fitness. Topics include nutrition, disease prevention, weight control, smoking and health, medical care, aerobic and anaerobic conditioning, and the relationship between physical and mental health. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

HLT 200 HUMAN SEXUALITY (3 cr.) Provides a basic understanding of human sexuality. Includes anatomy, physiology, pregnancy, family planning, venereal diseases, and sexual variations. Lecture 3 hours per week.

HLT 215 PERSONAL STRESS AND STRESS MANAGEMENT (3 cr.) Provides a basic understanding of stress and its physical, psychological, and social effects. Includes the

relationships between stress and change, self-evaluation, sources of stress, and current coping skills for handling stress. Lecture 3 hours per week.

HLT 250 GENERAL PHARMACOLOGY (2 cr.) Emphasizes general pharmacology for the health related professions covering general principles of drug actions/reactions, major drug classes, specific agent within each class, and routine mathematical calculations needed to determine desired dosages. Lecture 2 hours per week.

HUMANITIES

HUM 100 SURVEY OF THE HUMANITIES (3 cr.) Introduces the humanities through the art, literature, music, and philosophy of various cultures and historical periods. Lecture 3 hours per week.

HUM 201 SURVEY OF WESTERN CULTURE I (3 cr.) Studies thought, values, and arts of Western culture, integrating major developments in art, architecture, literature, music, and philosophy. Covers the following periods: Ancient and Classical, Early Christian and Byzantine, Medieval, and Early Renaissance. Lecture 3 hours per week.

HUM 202 SURVEY OF WESTERN CULTURE II (3 cr.) Studies thought, values, and arts of Western culture, integrating major developments in art, architecture, literature, music, and philosophy. Covers the following periods: Renaissance, Baroque, Enlightenment, Romantic, and Modern. Lecture 3 hours per week.

INFORMATION SYSTEMS TECHNOLOGY

ITD 110 WEB PAGE DESIGN I (3 cr.) Stresses a working knowledge of web site designs, construction, and management using HTML or XHTML. Course contents includes headings, lists, links, images, image maps, tables, forms, and frames. Recommended prerequisite is ITE 115. Lecture 3 hours.

ITE 115 INTRODUCTION TO COMPUTER APPLICATIONS AND CONCEPTS (3 cr.) Covers computer concepts and internet skills and use a software suite which includes word processing, spreadsheet, database, and presentation software to demonstrate skills required for computer literacy. Recommended prerequisite keyboarding skills. Lecture 3 hours.

ITE 140 SPREADSHEET SOFTWARE (4 cr.) Covers the use of spreadsheet software to create spreadsheets with formatted cells and cell ranges, control pages, multiple sheets, charts, and macros. Topics will include type and edit text in a cell, enter data on multiple worksheets, work with formulas and functions, create charts, pivot tables, and styles, insert headers and footers, and filter data. This course covers MOS Excel objectives. Lecture 4 hours.

ITE 150 DESKTOP DATABASE SOFTWARE (4 cr.) Incorporates instruction in planning, defining, and using a database; performing queries, producing reports; working with multiple files; and concepts of database programming, Course topics include database concepts, principles of table design and table relationships, entering data, creating and using forms, using data from different sources, filtering, creating mailing labels. This course covers MOS Access certification objectives. Lecture 4 hours.

ITE 170 MULTIMEDIA SOFTWARE (4 cr.) Explores technical fundamentals of creating multimedia projects with related hardware and software. Students will learn to manage resources required for multimedia production and evaluation and techniques for selection of graphics and multimedia software. Lecture 4 hours.

ITN 101 INTRODUCTION TO NETWORK CONCEPTS (4 cr.) Provides instruction in networking media, physical and logical topologies, common networking standards and popular networking protocols. Course content emphasizes the TCP/IP protocol suite and related IP addressing schemes, including CIDR. Course content also includes selected topics in network implementation, support and LAN/WAN connectivity. Lecture 4 hours.

ITN 106 MICROCOMPUTER OPERATING SYSTEMS (4 cr.) Teaches use of operating system utilities and multiple-level directory structures, creation of batch files, and configuration of microcomputer environments. May include a study of graphical user interfaces. Maps to A+ software. Lecture 4 hours.

ITP 132 C++ PROGRAMMING I (3 cr.) Centers instruction in fundamentals of object-oriented programming and design using C++. Course content emphasizes program construction, algorithm

development, coding, debugging, and documentation of C++ application , Recommended prerequisite ITE 115. Lecture 3 hours.

MEDICAL ASSISTING

MDA 100 INTRODUCTION TO MEDICAL ASSISTING (1 cr.) Introduces the students to the medical practice environment. Stresses the responsibilities of the humanistic approach in the rendering of health care. Lecture 1 hour per week.

MDA 101 MEDICAL ASSISTANT SCIENCE I (5 cr.) Provides an in-depth study of medical terminology, anatomy and physiology, and pathology for the medical assistant. Focuses on clinical application and decision-making in the health environment. Lecture 4 hours. Laboratory 2 hours. Total 6 hours per week.

MDA 102 MEDICAL ASSISTANT SCIENCE II (2 cr.) Prepares students to perform patient care procedures including but not limited to respiratory care procedures, basic nursing arts, equipment maintenance, and patient teaching. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

MDA 103 MEDICAL ASSISTANT SCIENCE III (2 cr.) Prepares students to perform clinical assistant skills and emergency care procedures including basic life support, bandage applications, physical assessment of patient, surgical asepsis, and basic diagnostic techniques. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

MDA 104 MEDICAL ASSISTANT SCIENCE IV (3 cr.) Prepares students to perform diagnostic tests and assist with physical examination including basic radiologic procedures, ECG administration, basic pulmonary function, and allergy testing. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

MDA 190 COORDINATED INTERNSHIP (3 cr. spring) (5 cr. summer) – Designed to incorporate class theory into clinical arena and practical use. Rotation at Shore Memorial Hospital and Shore Mobile Unit, in spring session. Total 120 hours. Summer Semester includes rotations conducted at various physicians' offices. Total 180 hours.

MDA 195 TOPICS IN COMPUTERS IN THE MEDICAL OFFICE (1 cr.) Introduces the use and adaptation of off the shelf computer programs to speed and simplify selected medical office procedures. Basic computer concepts, current applications, data entry and editing and introduction to proprietary programs will be covered. Lecture 1 hour per week. Laboratory 1 hour per week. Total 2 hours per week.

MDA 203 ADMINISTRATIVE PROCEDURES (3 cr.) Instructs the student in the practice of the management of a medical office in areas such as receptionist duties, telephone techniques, appointment scheduling, verbal and written communications, medical and non-medical record management. Explains library and editorial duties, inventory, care of equipment and supplies, security, office maintenance, management responsibilities, placement, and professional ethics and professionalism. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

MDA 207 MEDICAL LAW AND ETHICS (2 cr.) Instructs the student in the legal relationship of the physician, patient, and medical assistant; professional liabilities, Medical Practice Acts, professional attitudes and behavior and the types of medical practice. Also includes a basic history of medicine. Lecture 2 hours per week.

MDA 208 MEDICAL OFFICE CODING (2 cr.) Introduces the students to ICD-9 and CPT-4 classification coding systems used in physician offices, hospitals and ambulatory care settings. Lecture 1 hr. Laboratory 3 hrs. Total 4 hours per week.

MDA 209 MEDICAL OFFICE INSURANCE (2 cr.) Focuses on various medical insurance policies with in-depth study of health insurance and managed care including capitation versus fee for service in the HMO area. Discusses managed care companies in this area and their requirements. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

MDA 210 MEDICAL OFFICE SOFTWARE Applications (1 cr.) Instructs the students in the use of software in the medical office including billing, scheduling appointment and patient records. Lecture 2 hours per week. Laboratory 2 hours per week. Total of 4 hours per week.

MDA 221 DIAGNOSTIC LABORATORY PROCEDURES (4 cr.) Instructs the student in the practice of laboratory procedures commonly performed in a physician's office. Includes the use and care of equipment and supplies, the processing of reports and requisitions, terminology and the safety of patient and student. Includes urinalysis and hematology testing. Lecture 3 hours. Laboratory 3 hours. Total 6 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 sale of products, pricing, promotion, and buyer motivation. Examines variations of the market research, plus legal, social, ethical, and international considerations in marketing. Lecture 3 hours per week.

MKT 110 PRINCIPLES OF SELLING (3 cr.) Presents fundamental aspects of personal aspects of personal selling, sales, and selling methods. Emphasizes professional sales techniques and ethics. Examines organization necessary for a well-coordinated sales effort, including the training of sales personnel for maximum efficiency in selling and organization of the sales division within the business enterprise. Introduces sales management in planning, organizing, directing, and controlling the total sales effort. Lecture 3 hours per week.

MKT 130 PRINCIPLES OF INSURANCE (3 cr.) Provides an introduction to insurance principles and practices. Includes an examination of risks and applications to the principal fields of insurance including life, accident and health, fire, liability, surety, and property. 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 artwork preparation, printing and selection of media. Lecture 3 hours per week.

MKT 282 PRINCIPLES OF E-COMMERCE (3 cr.) Studies the culture and demographics of the Internet, on-line business strategies, and the hardware and software tools necessary for Internet commerce. Includes the identification of appropriate target segments, the development of product opportunities, pricing structures, distribution channels over the Internet, and the execution of marketing strategy in computer-mediated environments. Presents case histories of successful Web applications. Lecture 3 hours per week.

MATHEMATICS

MTH 01 DEVELOPMENTAL MATHEMATICS (1 cr.) Designed to bridge the gap between a weak mathematical foundation and the knowledge necessary for the study of mathematics courses in technical, professional, and transfer program. Topics may include arithmetic, algebra, geometry, and trigonometry. Credits not applicable toward graduation. Lecture 1 hour per week.

MTH 02 BASIC ARITHMETIC (4 cr.) Covers arithmetical principles and computations including whole numbers, fractions, decimals, percents, measurement, graph interpretation, geometric forms, and applications. Develops the mathematical proficiency necessary for selected curriculum entrance. Credits not applicable toward graduation. Lecture 5 hours per week.

MTH 03 BASIC ALGEBRA I (4 cr.) Covers the topics of Algebra I including real numbers, equations and inequalities, exponent, polynomials, Cartesian coordinate system, rational expressions, and applications. Develops the mathematical proficiency necessary for selected curriculum entrance. Credits not applicable toward graduation. Prerequisites a placement recommendation for MTH 03 or completion of MTH 02 or equivalent. Lecture 5 hours per week.

MTH 04 BASIC ALGEBRA II (4 cr.) Expands upon the topics of Algebra I including rational expressions, radicals and exponents, quadratic equations, systems of equations, and application. Develops the mathematical proficiency necessary for selected curriculum entrance. Credits not applicable toward graduation. Prerequisites a placement recommendation for MTH 04 or completion of MTH 03 or equivalent. Lecture 5 hours per week.

MTH 103-104 BASIC TECHNICAL MATHEMATICS I-II (3 cr.) (3 cr.) Presents a review of arithmetic, elements of algebra, geometry, and trigonometry. Directs applications to specialty areas. Prerequisites a placement recommendation for MTH 103 or completion of MTH 02 or equivalent. Lecture 3 hours per week

MTH 121-122 FUNDAMENTALS OF MATHEMATICS I-II (3 cr.) (3 cr.) Covers concepts of numbers, fundamental operations with numbers, formulas and equations, graphical analysis, binary numbers, Boolean and matrix algebra, linear programming, and elementary concepts of

statistics. Prerequisite satisfactory score on appropriate proficiency examination, MTH 03, or equivalent. Lecture 3 hours per week.

MTH 146 INTRODUCTION TO ELEMENTARY STATISTICS (3 cr.) Introduces the methods of statistics including sampling from normally distributed populations, estimation, regression, testing of hypotheses, point and interval estimation methods. Prerequisite MTH 03 or equivalent. Lecture 3 hours per week.

MTH 163 PRECALCULUS I (3 cr.) Presents college algebra, matrices, and algebraic, exponential, and logarithmic functions. Prerequisites: a placement recommendation for MTH 163 and Algebra I, Algebra II, and Geometry or completion of MTH03 and MTH04 or equivalent. (Credit will not be awarded for both MTH 163 and MTH 166.) Lecture 3 hours per week.

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

MTH 241 STATISTICS I (3 cr.) Covers descriptive statistics, elementary probability, probability distributions, estimation, and hypothesis testing. Prerequisites: a placement recommendation for MTH 241 and MTH 163 or equivalent. Lecture 3 hours per week.

MTH 242 STATISTICS II (3 cr.) Continues the study of estimation and hypothesis testing with emphasis on correlation and regression, analysis of variance, chi-square tests, and non-parametric methods. Prerequisite MTH 241 or equivalent. Lecture 3 hours per week.

MTH 273 CALCULUS I (4 cr.) Presents topics in differential calculus of one variable including the theory of limits, derivatives, differentials, definite and indefinite integrals, and applications to algebraic and transcendental functions. Designed for mathematic a I , physical, and engineering science programs. Pre requisites a placement re commendation for MTH 273 and four units of high school mathematics including Algebra I, Algebra II, Geometry, and Trigonometry or equivalent. (Credit will not be awarded for more than one of MTH 173, MTH 175, or MTH 273.) Lecture 4 hours per week.

MTH 274 CALCULUS II (4 cr.) Covers vectors in three dimensions, definite integrals, methods of integration, indeterminate forms, partial differentiation, and multiple integrals. Designed for mathematical, physical, and engineering science programs. Prerequisite MTH 273 or equivalent. (Credit will not be awarded for more than one of MTH 174, MTH 176, or MTH 274.) Lecture 4 hours per week.

MUSIC

MUS 121-122 MUSIC APPRECIATION I-II (3 cr.) (3 cr.) Increases the variety and depth of the student's interest, knowledge, and involvement in music and related cultural activities. Acquaints the student with traditional and twentieth century music literature, emphasizing the relationship music has as an art form with man and society. Increases the student's awareness of the composer and performers of all eras through listening and concert experiences. Lecture 3 hours per week.

NATURAL SCIENCES

NAS 150 HUMAN BIOLOGY (3 cr.) Surveys the structure and function of the human body. Applies principally to students who are not majoring in the health or science fields. Lecture 3 hours per week.

NURSING

NUR 122 NURSING FUNDAMENTALS II (9 cr.) Utilizes the nursing process to meet the biopsychosocial needs of individuals/families experiencing prevalent variations in health. Includes math computational skills and basic computer instruction related to the delivery of nursing care. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. Lecture 5 hours. Laboratory 12 hours. Total 17 hours per week.

NUR 170 ESSENTIALS OF MEDICAL/SURGICAL NURSING (4 cr.) Teaches care of individuals/families requiring medical or surgical treatment. Uses all components of the nursing process with increasing degrees of skill. Includes mathematical computational skills and basic computer instruction related to the delivery of nursing care. Provides supervised learning

experiences in college nursing laboratories and/or cooperating agencies. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

NUR 180 ESSENTIALS OF MATERNAL/NEWBORN NURSING (4 cr.) Utilizes the concepts of the nursing process in caring for families in the antepartum, intrapartum, and postpartum periods. Includes math computational skills and basic computer instruction related to the delivery of nursing care. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

NUR 201 PSYCHIATRIC NURSING (4 cr.) Teaches care of individuals/families requiring clinical treatment. Uses all components of the nursing process with increasing degrees of skill. Includes math computational skills and basic computer instruction related to the delivery of nursing care. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

NUR 211-212 SECOND LEVEL NURSING I-II (8 cr.) (8 cr.) Emphasizes nursing care of individuals, families, and/or groups in various stages of development who are experiencing alterations related to their bio-psychosocial needs. Uses all components of the nursing process with increasing degrees of skill. Includes math computation skills and basic computer instruction related to the delivery of nursing care. Provides supervised learning experience in college nursing laboratories and/or cooperating agencies. Lecture 4 hours. Laboratory 12 hours. Total 16 hours per week.

NUR 221-222 SECOND LEVEL NURSING PRINCIPLES AND CONCEPTS I, II (9 cr.). Focuses on nursing care of individuals, families, and/or groups with multidimensional needs in a variety of settings. Uses all components of the nursing process with increasing degree of skill. Includes math computational skills and basic computer instruction related to the delivery of nursing care. Provides supervised learning experiences in college nursing laboratories and/or cooperating sciences. Lecture 4 hours. Laboratory 15 hours. Total 19 hours per week.

NUR 255 NURSING ORGANIZATION AND MANAGEMENT (3 cr.) Addresses management and organizational skills as they relate to nursing. Emphasizes group dynamics, resolution of conflicts, and leadership styles. Lecture 3 hours per week.

PHYSICAL EDUCATION

PED 123-124 TENNIS I-II (2 cr.) (2 cr.) Teaches tennis skills with emphasis on stroke development and strategies for individual and team play. Includes rules, scoring, terminology, and etiquette. Laboratory 3 hours per week.

PED 133-134 GOLF I-II (2 cr.) (2 cr.) Teaches basic skills of golf, rules, etiquette, scoring, terminology, equipment selection and use, and strategy. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

PHILOSOPHY

PHI 101-102 INTRODUCTION TO PHILOSOPHY I-II (3 cr.) (3 cr.) Introduces a broad spectrum of philosophical problems and perspectives with an emphasis on the systematic questioning of basic assumptions about meaning, knowledge, reality, and values. Lecture 3 hours per week.

PHI 226 SOCIAL ETHICS (3 cr.) Provides a critical examination of moral problems and studies the application of ethical concepts and principles to decision-making. Topics may include abortion, capital punishment, euthanasia, man and the state, sexuality, war and peace, and selected issues of personal concern. Lecture 3 hours per week.

PHOTOGRAPHY

PHT 105 BASIC PHOTOGRAPHY (3 cr.) Studies fundamental techniques of the camera and its expressive possibilities. Lecture 3 hours.

PHYSICS

PHY 101-102 INTRODUCTION TO PHYSICS I-II (4 cr.) (4 cr.) Surveys general principles of physics. Includes topics such as force and motion, energy, heat, sound, light, electricity and magnetism, and modern physics. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

POLITICAL SCIENCE

PLS 130 BASICS OF AMERICAN POLITICS (3 cr.) Teaches basics of the operations of congress, the presidency, and the general court system. Includes civil liberties, citizenship, elections, political parties, and interest groups. Lecture 3 hours per week.

PLS 135 AMERICAN NATIONAL POLITICS (3 cr.) Teaches political institutions and processes of the national government of the United States, focuses on the Congress, presidency, and the courts, and on their inter- relationships. Gives attention to public opinion, suffrage, elections, political parties, interest groups, civil rights, domestic policy, and foreign relations. Lecture 3 hours per week.

PLS 211-212 U.S. GOVERNMENT I-II (3 cr.) (3 cr.) Teaches structure, operation, and process of national, state, and local governments. Includes in-depth study of the three branches of the government and of public policy. Lecture 3 hours per week.

PSYCHOLOGY

PSY 201-202 INTRODUCTION TO PSYCHOLOGY I-II (3 cr.) (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. Lecture 3 hours per week.

PSY 215 ABNORMAL PSYCHOLOGY (3 cr.) Explores historical views and current perspectives of 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 201. Lecture 3 hours per week.

PSY 226 INTRODUCTION TO COUNSELING RELATIONSHIPS (3 cr.) Introduces counseling theories and provides opportunity for their application through role-playing and supervised paraprofessional counseling experiences. Prerequisite Divisional Approval. 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.

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.

REA 215 REAL ESTATE BROKERAGE (3 cr.) Considers administrative principles and practices of real estate brokerage, financial control and marketing of real property. Lecture 3 hours per week.

REA 216 REAL ESTATE APPRAISAL (3 cr.) Explores fundamentals of real estate valuation. Introduces the Uniform Standards of Professional Appraisal Practice and the Uniform Residential Appraisal Report formulations, working problems and reviewing actual appraisals. Includes the opportunities available in the appraisal field. Lecture 3 hours per week.

REA 217 REAL ESTATE FINANCE (3 cr.) Presents principles and practices of financing real estate. Analyzes various types of note contracts and mortgage and deed of trust instruments. Covers underwriting of conventional and government insured and guaranteed loans. Lecture 3 hours per week.

REA 245 REAL ESTATE LAW (3 cr.) Focuses on real estate law, including rights pertaining to property ownership and management, agency, contracts, transfers of real property ownership, fair housing, and tax implications. Lecture 3 hours per week.

RELIGION

REL 200 SURVEY OF THE OLD TESTAMENT (3 cr.) Surveys books of the Old Testament, with emphasis on prophetic historical books. Examines the historical and geographical setting and place of the Israelites in the ancient Middle East as background to the writings. Lecture 3 hours per week.

REL 210 SURVEY OF THE NEW TESTAMENT (3 cr.) Surveys books of the New Testament, with special attention upon placing the writings within their historical and geographical setting. Lecture 3 hours per week.

REL 230 RELIGIONS OF THE WORLD (3 cr.) Introduces the religions of the world with attention to origin, history, and doctrine. Lecture 3 hours per week.

SIGN COMMUNICATIONS

SCM 100 INTRODUCTION TO AMERICAN SIGN LANGUAGE (3 cr.) Teaches the fundamentals of finger spelling, numbering, American Sign Language structure, and sign language vocabulary. Develops signing skills for communication with people who are deaf and hard of hearing. Incorporates the non-verbal aspects of communications including eye movement, facial expression, and body language. Lecture 3 hours.

SCM 200 ADVANCED AMERICAN SIGN LANGUAGE I (3 cr.) Provides student with additional American Sign Language vocabulary. Emphasizes linguistic aspects of ASL, including classifiers, syntax, locatives, placement, and sentence types. Develops skill in expressive and receptive use of ASL. Prerequisite: SCM 110 or consent of the instructor. Lecture 3 hours.

SCM 201 ADVANCED AMERICAN SIGN LANGUAGE II (3 cr.) Provides students with additional American Sign Language vocabulary. Emphasizes linguistic aspects of ASL, including classifiers, syntax, locatives, placement, sentence types, and idioms. Considers ASL literary forms such as poetry, theatre, and storytelling, as well as other related topics. Lecture 3 hours.

SOCIOLOGY

SOC 200 PRINCIPLES OF SOCIOLOGY I (3 cr.) Introduces fundamentals of social life. Presents significant research and theory in areas such as culture, social structure, socialization, deviance, social stratification, and social institutions. Lecture 3 hours per week.

SOC 211-212 PRINCIPLES OF ANTHROPOLOGY (3 cr.) (3 cr.) Inquires into the origins, development, and diversification of human biology and human cultures. Includes fossil records, physical origins of human development, human population genetics, linguistics, cultures' origins and variation, and historical and contemporary analysis of human societies. Lecture 3 hours per week.

SOC 215 SOCIOLOGY OF THE FAMILY (3 cr.) Studies topics such as marriage and family in social and cultural context. Addresses the single scene, dating and marriage styles, child-rearing, husband and wife interaction, single parent families, and alternative lifestyles. Lecture 3 hours per week.

SOC 220 SOCIALIZATION AND THE LIFE CYCLE (3 cr.) Discusses the cultural and historical influences on life cycle through examination of the various agents of socialization, such as family, school, and mass media. May address life styles of adolescence, adulthood, and aging. 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.

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. Lecture 4 hours per week.

SPA 111-112 CONVERSATION IN SPANISH I-II (3 cr.) (3 cr.) Emphasizes the spoken language, stressing fluency and correctness of structure, pronunciation, and vocabulary. Prerequisite SPA 102. Lecture 3 hours per week.

SPA 163-164 SPANISH FOR HEALTH PROFESSIONALS I-II (3 cr.) (3 cr.) Introduces Spanish to those in the health sciences. Emphasizes oral communication and practical medical vocabulary. May include oral drill and practice. Lecture 3 hours per week.

SPEECH AND DRAMA

SPD 110 INTRODUCTION TO SPEECH COMMUNICATION (3 cr.) Examines the elements affecting speech communication at the individual, small group, and public communication levels with emphasis on practice of communication at each level. Lecture 3 hours per week.

SPD 130 INTRODUCTION TO THE THEATRE (3 cr.) Surveys the principles of drama, the development of theatre production, and selected plays to acquaint the student with various types of theatrical presentations. Lecture 3 hours per week.

SPD 151-152 FILM APPRECIATION I-II (3 cr.) (3 cr.) Aims to increase the student's knowledge and enjoyment of film and film criticism through discussion and viewing of movies. Lecture 3 hours per week.

SOCIAL SCIENCE

SSC 101-102 CONTEMPORARY SOCIAL PROBLEMS I-II (3 cr.) (3 cr.) Surveys contemporary American social problems from the perspective of the social sciences. Provides an interdisciplinary approach as a basis for forming individual judgments on major domestic issues. Lecture 3 hours per week.

SSC 107 PROBLEMS OF PEOPLE IN THE MODERN WORLD (3 cr.) Analyzes contemporary social, psychological, political, and economic problems related to industrialization, urbanization, the role of government, national and international tensions. Lecture 3 hours per week.

STUDENT DEVELOPMENT

SDV 100 ORIENTATION (1 cr.) Assists students in transition to colleges. Provides overview of college policies, procedures, and 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 math placement testing. Strongly recommended for beginning students. Required for graduation. Lecture 1 hour per week.

SDV 101 ORIENTATION TO (SPECIFY THE DISCIPLINE) (1 cr.) Introduces students to the skills, which are necessary to achieve their academic goals, to the services offered at the college and to the discipline in which they are enrolled. Covers topics such as services offered at the college including the learning resources center; counseling, and advising; listening, test taking, and study skills; and topical areas which are applicable to their particular discipline. Lecture 1 hour per week.

SDV 107 CAREER EDUCATION (1 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 hour per week.

WELDING

WEL 21-22 SHIELDED METAL ARC WELDING I-II (5 cr.) (5 cr.) Presents the operation of AC and DC power sources. 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 2 hours. Laboratory 9 hours. Total 11 hours per week.

WEL 31 INTRODUCTORY GAS TUNGSTEN ARC WELDING (4 cr.) -Introduces practical operations in use of tungsten arc welding and equipment, operations, safety practices in various positions, shielding gases, filler rods, process variations, and their applications. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

WEL 32 INTRODUCTORY GAS METAL ARC WELDING (6 cr.) Introduces practical operations in use of gas metal arc welding and equipment, operations safety practices in various positions, shielding gases, filler rods, process variations, and their applications. Lecture 2 hours. Laboratory 12 hours. Total 14 hours per week.

WEL 150 WELDING DRAWING AND INTERPRETATION (2 cr.) Teaches fundamentals required for successful drafting as applied to the welding industry. Includes blueprint reading, geometric principles of drafting and freehand sketching, basic principles of orthographic projection, preparation of drawings and interpretation of symbols. Lecture 2 hours per week.

FACULTY AND STAFF DIRECTORY

(Phone number and office location in parentheses)

FACULTY

- Cynthia Allen** - callen@es.vccs.edu (757.789.1768, A-19)
Assistant Professor/Vice President, Finance and Administration
B.S., Virginia Polytechnic Institute and State University
M.B.A., Old Dominion University; C.P.A.
- Jody P. Baggett** - jbaggett@es.vccs.edu (757.789.1730, A-8)
Assistant Professor/Counselor – Enrollment Services
B.S., Lynchburg College; M.S., Florida Institute of Technology
M.Ed., Regent University
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Instructor/Director of Development
B.S., Virginia Polytechnic Institute and State University
- Robin Rich-Coates** - rich-coates@es.vccs.edu (757.789.1726, A-63)
Associate Professor, Biology/Chemistry
B.S., Madison College
M.S., Medical College of Virginia
- Grace D. Cormons** - gcormons@es.vccs.edu (757.789.1793)
Instructor, Even Start
B.A., Barnard College
- John R. Deal, Jr.** - jdeal@es.vccs.edu (757.789.1763, A-34)
Assistant Professor, Information Systems Technology
B.A., Framingham State College
M.S., University of Lowell
M.Ed., University of Massachusetts-Lowell
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R.N., Petersburg General Hospital
- Maureen C. Dooley** - mduoley@es.vccs.edu (757.789.1760, B-80)
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B.S., New York University
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B.S., University of Maryland, Eastern Shore
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Associate Professor, Mathematics
B.S., West Liberty State College
M.S., West Virginia University
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Professor, Nursing/Program Manager
B.S., George Mason University
M.A., Old Dominion University
Ph.D., Virginia Commonwealth University (MCV)
Tidewater Community College Faculty
- Bruce Glassco** - bglassco@es.vccs.edu (757.789.1772, C-115)
Professor, English
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- Teresa Guy** - tguy@es.vccs.edu (757.789.1790, A-37)
Career Pathways Program Coordinator
B.A., Southeastern College
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- Ann W. Handy** - ahandy@es.vccs.edu (757.789.1764, C-118)
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B.S., Elizabeth City State University
M.S., Old Dominion University
- Irvin O. Jackson** - ijackson@es.vccs.edu (757.789.1784, C-114)
Associate Professor, Business Management
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B.S., Kansas State University
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B.A., North Carolina State
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Associate Professor, Drafting
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Associate Professor, Developmental Studies, Mathematics
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M.S.N., Wright State University
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I.M.A., University of South Carolina
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Ed.D. University of Sarasota
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M.S., Auburn University
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M.B.A., University of Wisconsin-Madison

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Eastern Shore Community College Catalog and Student Handbook 2006 - 2007

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M.Ed., College of William and Mary
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B. A., Wheeling Jesuit University
- Mary Anne Wells** - mwells@es.vccs.edu (757.789.1774, A-23)
Administrative Assistant to the President
Certificate, A.A.S., Eastern Shore Community College
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A.A.S., Eastern Shore Community College
- Faye Wilson** - fwilson@es.vccs.edu (7573789.1731, A-16)
Admissions Officer

ADJUNCT FACULTY

Senior Adjunct Faculty – The following persons have served as an adjunct faculty member continuously for the past several years and are listed here in recognition of their contributions to the College.

James E. Alexander

Biology
B.S., Niagara University
M.S., Ph.D., University of Miami

Elizabeth Alexander

Biology
University of South Florida

Llewellyn Allison

Health
A.S., Ferrum College
B.S., James Madison University
M.S. Virginia Polytechnic Institute and State University

Kim Boyd

Sociology
B.S., M.S., College of William and Mary

Mary Margaret Browning

English
B.A., University of Richmond
M.A., Old Dominion University

Willie Crockett

Art
B.B.E., Columbia Bible College

Lisa Glassco

Developmental English
B.S., Mount Senario College

James Goldstine

Electronics
A.A.S., Suffolk County Community College
B.S., Oswego State Teachers College

Judith Gray

Philosophy
Nursing, University of North Carolina
B.S., M.S., Old Dominion University

Kim Grewe

English
B.A., St. Vincent College
M.A. Salisbury State University

Sharon Heerd

Biology
A.S. Thomas Nelson Community College
B.S., M.S., Pittsburgh State University

Dean Hickman

Mathematics
A.A., Chowan College
B.S. Ed., University of Virginia,
M.T.S., College of William and Mary

Catherine Johnson

Real Estate
A.A.S., State University of New York
B.A., University of Philippines

Claudia Johnson

Psychology
B.A., University of Minnesota
M.A., Ph.D., University of Utah

Gail Lee

Biology/Chemistry
B.A., University of Washington
M.S., Ph.D. Colorado State University

Vincent Mascitti

Mathematics
B.S., Drexel University
M.S. University of Virginia

Michael P. McGarrity

Developmental English
B.S., Edinboro University of PA

Margaret Miles

Early Childhood
B.S., James Madison University
M.Ed., Salisbury State University

Peter Mires

Geography
B.A., University of New Hampshire
M.A., University of Arkansas
Ph.D., Louisiana State University

Mary Kay Mulligan

Associate Professor Sociology
B.A., Albertus Magnus College
M.A., Princeton University

D. Michael Murphy

Psychology
B.A., Muskingum College
M.A., Stephen-Austin University

Joseph Mysko

Chemistry
B.A., Bridgewater College

Clint Rogers

Information Systems
A.S., Franklin Institute of Technology
B.S., Wentworth Institute
M.S., Lesley College

Linda L. Rouse

Developmental Mathematics
B.A., Longwood College
M.A., Norfolk State University

John Schneider

Developmental Mathematics
B.A., Johns Hopkins University

J. Frank Turner

Music
A.A., East Los Angeles Community College
B.A. University of California- Los Angeles
M. A., California State University

Shenay Wharton

Psychology

B.S., Virginia Commonwealth University

M.Ed., Salisbury State University

Sandra Widgeon

Nursing

R.N., A.A.S., Eastern Shore Community College

Vesna Zidovec

Spanish/English for Speakers of Other Languages

Academia Municipal de Bellas Artes

ADVISORY COMMITTEES

Local advisory committees for specialized programs and curricula listed below are utilized in the establishment and evaluation of such programs and curricula. Members of these local advisory committees are recommended by the President to the Eastern Shore Community College Board for approval.

- Business
- Electronics
- Early Childhood
- Drafting
- Nursing
- Long-Term Care Associate
- Welding
- CADD
- Industrial Maintenance Technology
- Hospitality/Food Service/Tourism
- Open Enrollment/Continuing/Community Education *under development*
- Workforce Investment Act Services/One-Stop Center
- Adult Basic Education
- Tech Prep Consortium

Members of the individual advisory committees meet together on an annual basis as the Joint Workforce Development Advisory Council. The purpose of the Council's annual meeting is to allow advisors to communicate across committees, sharing information and expertise as appropriate and also learning best practices from one another. At the annual meeting, the members of the Joint Council also receive information about the overall direction of the College's programs, services and plans.

EASTERN SHORE COMMUNITY COLLEGE JOINT WORKFORCE DEVELOPMENT ADVISORY COUNCIL

Sara Baldwin	New Ravenna
Paul Berge	Accomack/Northampton Planning and Development Council
Jack Bonniwell	Virginia Employment Commission
Rick Bowmaster	Northampton Public Schools
Donna Bozza	Eastern Shore Tourism Commission
Deborah Christie	Northampton County Chamber of Commerce
Jerre Clauss	Perdue Farms
Nancy Collins	Old Dominion University (TeleTechNet)
Terry Combs	Tyson Foods
Grant Cooley	Shore Engineering Company, Inc.
Jeff Davis	Eastern Shore Chamber of Commerce
Carol Evans	Cape Charles House
John Fiege	Financial Solutions
Jan Jackson	Northrup Grumman
Chris Kababick	Lockheed Martin
J.B. Laird	Laird Electric Company
Oral Lambert	Bay Creek Resort and Marina
Lisa Lentz	Shore Bank
Dr. Adena Loston	NASA Wallops Flight Facility
Linda Martin-Warner	Accomack County Government
Benny Mason	Accomack County Schools, Retired
Diane Musso	Eastern Shore Area Agency on Aging/Community Action Agency

Eastern Shore Community College Catalog and Student Handbook 2006 - 2007

Katie Nunez	Northampton County Board of Supervisors
Paula Paschall	PC Enhancements
Kim Paughf	Eastern Shore Rural Health
Ann Preston	Eastern Shore Area Agency on Aging/Community Action Agency
Willie Randall	Edward Jones
Chad A. Saunders	Bayshore Concrete Products Corporation
George Schoolfield	Sun Trust Bank
Bill Sterling	Eastern Shore News
Suzanne Taylor	Chincoteague Chamber of Commerce
Tracy Turman	Shore Health Services
Steve Wallace	Accomack County Board of Supervisor
Chuck Waters	Shore Health Services, Inc.
Lou Wright	Wrights Seafood Restaurant

The following ESCC administrators staff the Joint Council:

Dr. Cheryl Thompson-Stacy	President
Richard Wilt	Dean of Instruction
Eddie Swain, CWDP	Dean of Workforce Development and Continuing Education

The following ESCC staff members staff the Workforce Development oriented advisory committees:

Maureen Dooley	Adult Education Program Coordinator
Teresa Guy	Career Pathways Coordinator
Michelle Spangler	Workforce Investment Act Services Program Coordinator

STUDENT RIGHTS AND RESPONSIBILITIES

Each individual is considered a responsible adult and is expected to maintain standards of conduct appropriate to membership in the College community. Emphasis is placed upon standards of student conduct rather than on limits or restrictions of students. Guidelines and regulations governing student conduct usually are developed by representatives of the students, faculty, and administration. The College refrains from imposing a rigid code of discipline, but it reserves the right to take disciplinary action compatible with its own best interest if such action is clearly necessary.

Failure to meet standards of conduct acceptable to the College may result in disciplinary probation, suspension, or other penalty depending upon the nature of the offense. Unless specified otherwise, a disciplinary probation period is for the duration of one semester. Students who are dismissed must reapply to the College. Readmission is not assured.

The Virginia Community College System guarantees to students the privilege of exercising their rights of citizenship under the Constitution of the United States without fear of prejudice. Special care is taken to ensure due process and to spell out defined routes of appeal when students feel their rights have been violated.

For student conduct which tends to discredit or injure the College, the chancellor is authorized by the State Board for Community Colleges to impose such penalty as he may deem appropriate, including expulsion from the College. This authority has been delegated by the chancellor to the administration of each community college, subject to review by the chancellor or his delegated representative. When the penalty for misconduct is suspension or dismissal, the student may appeal the decision to the president of the College.

Application of Laws

The laws of the United States, the laws of the Commonwealth of Virginia, the ordinances of Accomack County, and regulations of the Virginia Community College System are fully applicable on the campus. These laws and regulations were not written by the College and cannot be altered or suspended by College officials.

A single act may simultaneously violate a federal law, a state law, a county ordinance, and a College regulation. Judgment and punishment by one governmental agency for a violation of its laws and a second judgment and punishment by a different governmental agency for a violation of its laws, even though based on the same act, does not constitute double jeopardy.

The policy of the College in cases of violation of state, federal, or county laws is to state the facts to the appropriate authorities and to press neither for, nor interfere with, their judgment and punishment. Separate action by the College for violation of the College rules will be conducted without reference to the action of other authorities.

Application of College Regulations

Eastern Shore Community College has, for its orderly and effective conduct, special regulations in addition to the laws of the land. These regulations supplement, but do not supersede, higher laws and regulations.

ACADEMIC MISCONDUCT POLICY

ESCC students are expected to maintain high standards of honor in their academic work. All forms of academic misconduct, including cheating and plagiarism, are forbidden.

Cheating may be generally defined as the giving or receiving of any help in fulfilling course requirements used to determine the grade except as prescribed by the instructor.

Cheating can be done in many ways and it is difficult to name every situation which constitutes cheating. However, the following conduct is considered to be unacceptable:

1. Copying from another student's examination or test or using unauthorized materials during an examination or test without the express permission of the instructor or the proctor.
2. Buying, selling (including offering to buy or sell), bribing for, or stealing an assignment or examination or content thereof.
3. Taking an examination for another person, or posing as another student in a course or when taking an examination.
4. Collaborating with other students in the completion of homework or other assignments for which the student receives a grade or credit unless such collaboration has the express permission of the instructor.
5. Giving false reasons for missing tests or assignments.

While the conduct listed above is generally considered to constitute cheating, individual instructors may stipulate other behavior which is unacceptable in their courses. Such behavior will be stated in either the written course of study or in written handouts accompanying assignments in the course.

Plagiarism is defined as passing off as one's own a work or an idea derived from existing sources without giving proper credit to the original by the use of quotation marks, footnotes, citations or other explanatory inserts. Students who are not familiar with the concept of plagiarism may obtain more information from the Learning Resources Center, which has publications on the topic. Students may also discuss the matter with individual instructors.

This policy applies to cheating and plagiarism detected by either the instructor or by students in a course. Whenever a student believes that cheating is occurring, he or she should report it to the course instructor.

Sanctions/Penalties

Any student who engages in academic misconduct may be penalized with a grade of "F" for the specific assignment, a reduced grade for the course, or a failing grade for the course. The specific penalty depends upon the importance of the assignment in satisfying the requirements for the course. Any student found guilty of a second violation will be dismissed from the College.

Procedures

1. After discussing the matter with the student and hearing the student's explanation of the situation, the instructor may find the explanation acceptable and determine that no penalty is necessary.
2. After discussing the matter with the student, the instructor may impose a grade of "F" for the work in question.
3. After discussing the matter with the student, the instructor may reduce the grade for the course or impose a failing grade for the course if the work in question weighs heavily in the requirements for the course, as specified in the written course of study.

Any penalty imposed by an instructor for academic misconduct must be reported in writing to the dean of instruction, with a copy given to the student and a copy placed in the student's permanent file.

Appeal Procedures

1. A student may appeal only after attempting to resolve the issue through discussion with the faculty member. If the student and instructor resolve the issue, the instructor should inform the dean of instruction in writing as to the resolution.
2. An appeal must be made in writing to the dean of instruction within ten (10) days of the student receiving the report from the instructor. The dean will refer the appeal to the Student Conduct Committee. After conferring with both committee members and the student, the dean will schedule a hearing at a time convenient to all parties and within ten (10) days of the student's appeal unless there are extenuating circumstances which force an extension.
3. The committee may uphold, reject, or reduce the penalty imposed by the instructor. The written decision of the committee will be mailed to the student within five (5) days of the appeal hearing. A copy of the decision will be given to the instructor.
4. The student may request that the dean of instruction conduct an administrative review of the decision. The student's written request must be made within five (5) days of receipt of the committee decision. The dean may overturn the committee's decision only if there is clear and convincing evidence that the committee erred in its interpretation or application of College policy. The decision of the dean will be mailed to the student within five (5) days of the administrative review hearing and will be final. A copy of the decision will be given to the instructor and the student and a copy will be placed in the student's permanent file.

SEXUAL MISCONDUCT POLICY

Eastern Shore Community College strives to maintain an environment in which learning can occur without fear for personal safety or well-being. To maintain this environment requires prompt disciplinary action for unacceptable behavior.

Sexual misconduct or assault is not only unacceptable behavior at the College, but also it is a serious, violent crime subject to both criminal and civil legal action. When it occurs at the College or at College sponsored functions, it is subject to punishment through College disciplinary procedures.

Sexual misconduct or assault is defined as:

- Sexual intercourse including sodomy or other forms of sexual penetration without consent. To constitute lack of consent, the acts must be committed either by force, threat of force, intimidation, or through use of the victim's mental helplessness of which the accused was aware or should have been aware. Mental helplessness includes incapacitation by alcohol or other drugs.
- 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.

Options and Procedures

ESCC students who are sexually assaulted and who seek assistance from Shore Memorial Hospital, the police, the dean of student services or anyone else are not obligated to take further action.

Victims may choose one or more of the following courses of action:

- Emergency Room Examination - Victims can go directly to the emergency room of the hospital or other medical facility for medical attention. While no one can force an assault victim to press criminal charges against the assaulter, it is a good idea to preserve evidence that could be vital in case a criminal prosecution is pursued later. Victims are advised, if possible, to take the following steps prior to going to the Emergency Room:
 - Do not bathe, shower, or douche.
 - Try not to urinate.

- If oral contact took place, do not drink, smoke, eat, or brush teeth.
- If clothes are changed, place them in a paper bag (plastic destroys evidence.)

Counseling

Students can seek personal assistance from counselors in the Division of Student Services (789-1730), Eastern Shore Community Service Board's Emergency Crisis Hotline (442-7707), the Coalition Against Domestic Violence (787-1329), or the Light House Ministries (787-2535). The College will take reasonable steps to maintain confidentiality for the victim and for the accused. The student may request a change in academic setting from an Academic Advisor after an alleged assault, if such changes are available.

Criminal Prosecution in the Local Courts

It is the victim's choice whether to report an assault. Reporting an assault does not obligate a victim to prosecute but it begins the legal process should the victim decide to prosecute later. The sooner an assault is reported, the easier it is to collect evidence. Victims may report an assault by notifying any ESCC counselor or faculty member, local law enforcement officials by calling 911, or asking an emergency room medical examiner to call 911. Victims can report the incident to the law enforcement authorities. The Commonwealth's Attorney will consider the case and decide whether to prosecute. If the victim wishes to remain anonymous, he or she can use what is called "third party reporting." This type of report is informational only and informs the police of particularly dangerous areas and information. No names are given and the victim does not become personally involved.

Civil Suit for Damages in Local Courts

Victims can consult a lawyer about instituting a suit for damages against the assailant for the tort of battery in local civil court. The purpose of the suit is to seek compensation for the wrong done to him or her. The assailant does not face the possibility of a criminal record, but may face paying the victim financial compensation. A suit for battery must be brought within two years of the attack. Because memories fade, evidence should be collected and suits filed as soon as practical.

ESCC Disciplinary Procedures

Victims can accuse the assailant under the Code of Conduct procedures by filing a complaint with the dean of student services within six months of the sexual assault. In order for ESCC disciplinary procedures to be invoked, the alleged assailant must be an ESCC student and the alleged assault must have been committed at ESCC, on ESCC-leased or used property, or at ESCC sponsored functions. The College will ensure that the rights of the complainant and the accused will be protected in all campus disciplinary proceedings. Furthermore, the College will safeguard the identity of the complainant outside the confidential proceedings of the College's disciplinary process and also, assures that the complainant's sexual history will be excluded in campus proceedings.

SEXUAL HARASSMENT POLICY

Sexual harassment is a form of sex discrimination, which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. Some state laws and/or regulations also make it illegal.

There are two kinds of sexual harassment:

- **Quid Pro Quo Harassment** - This Latin term means "trading this for that." It occurs when a person in a position of power, such as a teacher or a supervisor, pressures another person to meet his or her sexual demands. For example, it is quid pro quo harassment when a professor offers a student a higher grade in return for sex or when a supervisor offers an employee a promotion or salary increase in return for sex.

- **Hostile Environment Harassment** - This is the most common kind of harassment. It occurs when repeated offensive behavior or comments create an unpleasant or intimidating environment and unreasonably interfere with an employee performing his/her job or a student receiving an education. For example, a hostile environment is created when a female student walks down the hallway and hears male students describing to her their sexual ability, their sex organs, and making it clear they want to have sex with her. Another example of a hostile environment is three employees who work in a small office where one cannot avoid hearing conversation and one is offended by the other two who constantly talk about their weekend dates and the sexual ability of their boyfriends.

In general, sexual harassment may be described as unwelcome sexual advances, requests to engage in sexual conduct, and other physical and expressive behavior of a sexual nature where (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; (2) submission to, or rejection of, such conduct by an individual is used as the basis for academic or employment decisions affecting the individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or demeaning employment or educational environment.

Sexual harassment can be verbal, visual, or physical. It can be:

1. Overt, as in the suggestion that a person can get a higher grade by submission to sexual advances.
2. Implied from the conduct, circumstances, and relationship of the individuals involved.
3. Persistent, unwanted attempts to change a professional or an educational relationship to a personal one.
4. A range of actions from unwelcome sexual flirtations and inappropriate put-downs of individuals or classes of people, based on gender, to physical assault. Examples include, but are not limited to, unwelcome sexual advances; repeated sexually-oriented kidding, teasing, joking, or flirting; verbal abuse of a sexual nature; graphic statements about an individual's body, sexual prowess, or sexual deficiencies; derogatory or demeaning comments about women in general or about men in general, whether sexual or not; leering, whistling, touching, pinching, or brushing against another's body; offensive crude language; or displaying objects or pictures which are sexual in nature that create a hostile or offensive work or learning environment.

It is important to remember that students may be sexually harassed by other students as well as by teachers. Employees may be sexually harassed by other employees as well as by supervisors. Teachers and employees can be sexually harassed by students.

Procedures

1. Any student or College employee who believes that he or she has been the victim of sexual harassment by a student should use the DISCIPLINARY PROCEDURES portion of the Student Rights and Responsibilities Section in this catalog.
2. Any student who believes that he or she has been the victim of sexual harassment by a College employee should use the STUDENT GRIEVANCE PROCEDURE portion of the Student Rights and Responsibilities Section in this catalog.
3. Any employee who believes that he or she has been the victim of sexual harassment by another employee, including the supervisor, should use the Commonwealth of Virginia Grievance Procedure for Classified Employees or the VCCS Faculty Grievance Procedure, whichever is appropriate.

DISCIPLINARY ACTION POLICY

Generally, College disciplinary action shall be limited to conduct which adversely affects the College's pursuit of its educational objectives. A student may be subject to disciplinary action for just cause, including the following (hereafter referred to as the **Student Conduct Code**):

1. Material disruption or obstruction of teaching, research, administration, disciplinary proceedings, or any other College activities. Under no circumstances will fighting be tolerated while on College property or at College activities.
2. Assault and/or battery.
3. Psychological abuse or harassment.
4. Participating in or inciting a riot or an unauthorized disorderly assembly.
5. Seizing, holding, commandeering, or damaging any property or facilities of the College, or threatening to do so, or refusing to depart from any property or facilities of the College upon direction by College officials or other persons authorized by the institution.
6. Sexual assault.
7. Use of alcoholic beverages, including the purchase, consumption, possession or sale of such items except where specifically authorized by state law and regulations of the College.
8. Failure to comply with the official and proper order of a duly designated College official.
9. Gambling or holding an unauthorized raffle or lottery.
10. Manufacturing, possessing, using, selling, or distributing any type of illegal drugs.
11. Use or possession of weapons (guns, knives, etc.) on one's person or in one's motor vehicle.
12. Littering.
13. Defacing, destroying, damaging, removing or using public or private property without proper authorization.
14. Violating any rule or regulation not contained within the official College publications, but announced as administrative policy by the president or the president's designee.
15. Encouraging or assisting others to commit any of the acts which are prohibited by this Code.
16. Knowingly furnishing false information to the College, including the forgery, alteration or misuse of College documents, instruments, or identification.
17. Unauthorized use of computers or word processors or unauthorized efforts to penetrate or modify the computer or word processing security system or any program software.
18. Use of profanity.

Sanctions/Penalties

For violations of the Student Conduct Code, the following penalties may be imposed:

1. Admonition: An oral or written statement to a student that she/he is violating or has violated College rules and may be subject to more severe disciplinary action.
2. Disciplinary Probation: Exclusion from the privilege of participating in extracurricular activities of the College, including the holding of any student office, for a definite period of time.
3. Suspension: Exclusion from attending College as a student for a definite period of time, not to exceed one year.
4. Dismissal: Removal from the College for a period in excess of one year. Such person will have to reapply. Readmission is not assured.
5. Restitution for damages.
6. Bar against readmission to the College.
7. Immediate Suspension: A student will be suspended immediately when:
 - a. In the judgment of the president or the president's designee, the presence of the student poses a serious threat to persons and/or property provided informal opportunity is first given to the student, except in the case of exigent circumstances, to discuss the matter and possible resolution and/or
 - b. The student refuses to cease disruptive behavior or conduct in violation of this policy after direct orders from the president or the president's designee. When such suspension is involved, the student must leave the campus immediately. Students refusing to do so will be removed by law enforcement authorities and charged with trespassing. When a student is placed on immediate suspension, a disciplinary hearing will be held at the earliest reasonable time.

A second violation of the Student Conduct Code may result in dismissal. Written notice of dismissal will be given to the student by the dean of student services.

Disciplinary Procedures

The dean of student services is responsible for carrying out disciplinary procedures within the College except those penalties for academic misconduct which may be carried out by faculty with written notification to the dean of instruction.

Any administrator, faculty, staff member, or student may file a written complaint with the dean of student services against any student for violation of any College rules or regulations. The dean will begin an immediate investigation of the alleged violation.

A student alleged to have violated the conduct code shall appear before the dean of student services for possible disciplinary action. A reprimand or admonition may be administered by the dean.

In cases involving possible probation, suspension, or dismissal by the College, the student will be informed of the charges and the alternatives available. The student has the right to request in writing that a hearing be held or may waive the right to appear before a hearing.

All cases involving disciplinary probation, suspension or dismissal of a student shall be heard by the Student Conduct Committee unless the student waives the right to such a hearing.

The Student Conduct Committee will be composed of two faculty members and one student, both genders being represented. The dean of student services will be a non-voting observer at committee hearings. Members of the committee will be appointed by the president of the College.

To guarantee that a student receives due process, the following elements will be made available to the parties involved:

1. Published rules, regulations, and procedures (College catalog or handout).
2. Written notice of the charge(s) violating rules and regulations.
3. A hearing or oral proceeding before an administrative officer or committee.
4. Information about witnesses who may give evidence to support the charge(s) and the opportunity to call witnesses on the student's behalf.
5. Right to have counsel at the hearing to advise the student but counsel may not participate in the hearing.
6. A written record of the hearing.
7. A prompt written decision.
8. Information about appeal procedures.

The Student Conduct Committee will conduct a review of available evidence regarding the alleged violation. The committee will give the dean of student services a finding of facts and a recommendation as to any disciplinary action. The final disciplinary action will be decided by the dean of student services.

Notification will be sent to the parent or guardian of any student under eighteen years of age who is placed on disciplinary probation, suspension or dismissal.

Decisions of the dean of student services may be appealed to the president of the College. Appeals must be in writing and must be received by the President's Office within five days of the dean's decision.

Enforcement

All College personnel are responsible for enforcing College rules and regulations. When a violation is observed, it should be reported in writing to the dean of student services. The accused

will be notified in writing of the charge and an impending hearing. The College reserves the right at all times to take such prompt action as may be needed to preserve the peace, integrity, and safety of the educational process and campus environment.

UNAUTHORIZED OR DISORDERLY ASSEMBLY POLICY

Members of College organizations may show their positions on controversial matters by conducting an orderly demonstration. However, each organization must file in the dean of student services' office, ninety-six hours in advance, the College Registration of Demonstration Form, which is available in the dean's office.

Students may conduct political activities on campus, but such activities must be conducted with respect of the rights of all students and without disturbing classes or administration of the College.

The right of free speech irrevocably includes the right to speak, the right to listen, the right to be quiet, and the right not to listen.

The right to protest peaceably or demonstrate irrevocably includes the right not to agree and the right not to participate.

To prevent misunderstanding, the Chancellor has issued the following clarifications:

1. When an assembly on campus of students not authorized by the College has been requested to disband by the president or another designated officer, those refusing to comply will be subject to immediate suspension and/or dismissal and legal action.
2. In the event that an assembly appears to be a demonstration related to grievances, those present should be advised that orderly procedures for the hearing of grievances are available to which adherence is mandatory. College officials will not negotiate with such groups under conditions of duress, such as unauthorized occupation of College property.
3. Any unauthorized occupation of buildings and/or College property constitutes reason for immediate suspension and/or dismissal from the institution of students who may be involved. Furthermore, legal action will be brought against any student involved in illegal acts on community College property.
4. Any person currently not a student is not allowed to participate in demonstrations on the campus. Any student found guilty of participating in or inciting a riot or an unauthorized or disorderly assembly is subject to suspension or dismissal through disciplinary procedures.

STUDENT GRIEVANCE PROCEDURE

Anyone who is or has been duly and legally registered as either a full-time or part-time student at Eastern Shore Community College is accorded an equitable and orderly process to resolve grievances other than grade appeals.

A grievance is defined as a difference or dispute between a student and an Eastern Shore Community College employee with respect to the application of the rules, policies, procedures and regulations exclusive of grade appeals of Eastern Shore Community College or the Virginia Community College System as they affect the student.

1. A grievance shall be made within ten (10) calendar days of the event leading to the grievance. The student should contact the College employee with whom the student has a difference or dispute. An effort shall be made to resolve the matter informally with no written records of the matter placed with the appropriate vice president or dean.
2. If the student is not satisfied with the disposition of the grievance, a written appeal may be submitted to the immediate supervisor of the employee within five (5) calendar days of the decision in the first step. The supervisor will give the employee written notification of the

complaint, will appoint a three member committee with at least one student and one College employee from the same general classification as the accused employee, and will schedule a committee hearing no later than ten (10) calendar days after receipt of the written appeal by the student. At this stage, the employee may respond in writing to the grievance. A written decision will be given to the student, the employee, and the supervisor by the committee chairperson within five (5) calendar days of the committee hearing. The supervisor will notify the student, the employee, and the committee chairperson as to whether the supervisor concurs with the committee decision and any follow-up action by the supervisor. A copy of decisions of both the committee and the supervisor will be filed with the appropriate vice president or dean. Any faculty or staff who is the target of a grievance has the right to appeal through the Faculty/Staff Grievance Procedure.

3. If the student is not satisfied with the disposition of the committee and/or follow-up action by the supervisor, a hearing may be requested with the appropriate vice president or dean unless that individual is the subject of the grievance, in which case the president of the College will consider the appeal. The written appeal to the appropriate vice president or dean (president, if applicable) must be made within five (5) calendar days of receipt of the committee's decision.

If the appeal and record of previous actions indicates that a hearing is not warranted, the appropriate vice president or dean (president, if applicable) will notify the student, employee, and committee chairperson within five (5) calendar days of receipt of the appeal. If the appropriate vice president or dean (president, if applicable) grants the appeal, a hearing will be held within ten (10) calendar days of receipt of the appeal and all parties will be notified as to the time, date and location. The appropriate vice president or dean will make a recommendation to the president.

The president's decision will be final. The student, employee and committee chairperson will be notified within five (5) calendar days of the hearing. A copy of the appeal and the final decision will be filed in the president's office.

Implemented on June 14, 1985.

VCCS COMPUTER ETHICS GUIDELINES

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

State Law (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 use of a computer as an instrument of forgery (18.2-152.14) can be felonies. VCCS internal procedures for enforcement of its policy are independent of possible prosecution under the law.

DEFINITION

VCCS information technology resources include mainframe computers, minicomputers, microcomputers, networks, software, data, facilities and related supplies.

GUIDELINES

The following guidelines shall govern the use of all VCCS information technology resources:

1. 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 these resources to gain unauthorized access to computing resources of other institutions, organizations or individuals.
2. 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.
3. 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. Use of external networks connected to the VCCS information technology resources must comply with the policies of acceptable use promulgated by the organizations responsible for those networks.
4. 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 or VCCS 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.
5. 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;
 - Intentionally, recklessly, or negligently damaging systems;
 - Intentionally damaging or violating the privacy of information not belonging to you;
 - Intentionally misusing resources or allowing misuse of resources by others;
 - Loading software or data from untrustworthy sources onto official systems without prior approval.
6. 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

1. Faculty, staff and students at the college or VCCS should immediately report violations of information security policies to the local Chief Information Officer (CIO) who will research the information about the case and identify the offender. If state or federal law is apparently violated then the research shall be conducted in conjunction with appropriate legal authorities in order to protect legal evidence.
2. The College president will report any alleged violations of state and federal law to the appropriate authorities.
3. If the alleged offender is an employee, the CIO will notify the offender's supervisor. The supervisor, in conjunction with the College or System Human Resources officer and the CIO will follow the Human Resource published procedure for adjudication of the alleged violation.
4. If the alleged offender is a student, the CIO will notify the vice president of finance and administration. The vice president, in cooperation with the CIO, will follow the published student procedure for adjudication of the alleged violation.
5. All formal disciplinary findings and actions taken under this policy may be pursued by the accused through the appropriate grievance procedure.

The VCCS Computer Ethics Guidelines shall remain in effect from November 30, 2000 until superseded or suspended.

INFORMATION TECHNOLOGY STUDENT / PATRON ACCEPTABLE USE AGREEMENT

Version 2.1 Approved February 22, 2006

As a user of the Virginia Community College System's (VCCS) information technology resources, I understand and agree to abide by the following acceptable use agreement terms. These terms govern my access to and use of the information technology applications, services and resources of the VCCS and the information they generate.

The College granted access to me as a necessary privilege in order to perform authorized functions at the college where I am currently enrolled. I will not knowingly permit the use of my entrusted access control mechanism for any purposes other than those required to perform authorized functions related to my status as a student. These include logon identification, password, workstation identification, user identification, file protection keys or production read or write keys.

I will not disclose information concerning any access control mechanism unless properly authorized to do so by my enrolling college. I will not use any access mechanism that the VCCS has not expressly assigned to me.

I will treat all information maintained on the VCCS computer systems as strictly confidential and will not release information to any unauthorized person. I agree to abide by all applicable state, federal, VCCS, and College policies, procedures and standards that relate to the VCCS Information Security Standard and the VCCS Information Technology Acceptable Use Standard. I will follow all the security procedures of the VCCS computer systems and protect the data contained therein.

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

I understand that VCCS Information Security Office, or appropriate designated College officials, reserve the right without notice to limit or restrict any individual's access and to inspect, remove or otherwise alter any data, file, or system resource that may undermine the authorized use of any VCCS or College IT resources.

Eastern Shore Community College Catalog and Student Handbook 2006 - 2007

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

By acknowledging this agreement, I hereby certify that I understand the preceding terms and provisions and that I accept the responsibility of adhering to the same. I further acknowledge that should I violate this agreement I will be subject to disciplinary action.

GOVERNING BOARDS

STATE BOARD FOR COMMUNITY COLLEGES

Shahnaz M. Ahmed
Megan C. Beyer
Mark R. Graham
Gary C. Hancock
Adele C. Johnson
Constance R. Kincheloe
Chris A. Lumsden
Nathaniel Xavier Marshall
Jeffery K. Mitchell
R. Michael Mohler
Michael Petters
William E. Porter
Paul J. Reagan
Robert W. Shinn
Alan G. Toxopeus

Glenn DuBois - *Chancellor, Virginia Community College System*
Secretary to the Board

EASTERN SHORE COMMUNITY COLLEGE BOARD

George Shrieves, *Chair*
Lloyd Kellam, *Vice Chair*
Terry A. Bailey
W. Maurice Enright
Charlene Gray
Lynn K. Hines
Stuart F. Mackler, MD
Lillie Milbourne
George V. Podelco
Emma Rhyne
Robert G. Turner
Donna West

Cheryl Thompson-Stacy – *President, Eastern Shore Community College*
Secretary to the Board

EASTERN SHORE COMMUNITY COLLEGE FOUNDATION

The Eastern Shore Community College Foundation is a not-for-profit organization established to help the college provide the best possible learning and teaching environment for residents of the Eastern Shore, provide scholarships that enable students to pursue a college education, and motivate younger students through its Project Horizons program.

Incorporated in 1997, the Foundation is the supporting arm of the College, but it is fiscally and organizationally separate from the College. Funds raised by the Foundation have helped renovate and modernize labs, provide educational software, purchase handicapped-accessible furniture, support Project Horizons, and provide 70 annual scholarships, including several merit-based Presidential Scholarships.

FOUNDATION BOARD

Harry Crandall - *President*

Jeff Holland - *Vice President*

Cheryl Thompson-Stacy - *Secretary*

Margaret Schutz – *Treasurer*

Willie Holland, *Director Emeritus*

Robert S. Bloxom

Nicholas J. Covatta

M. Carter Davis

Beman Dawes

Brenda Holden

Barbara Johnsen

Lucille Kornegay

R. Peter Lalor

L. Dixon Leatherbury

Sally Perkins

Paul Watson

A

ACADEMIC AND CAREER ASSESSMENT, 49
ACADEMIC CALENDAR, 8
ACADEMIC COMPETITIVENESS GRANT, 15
ACADEMIC INFORMATION, 28
ACADEMIC LOAD, 28
ACADEMIC MISCONDUCT, 117
ACADEMIC PROBATION, 33
ACADEMIC RENEWAL, 28
ACCREDITATION, 7
ADJUNCT FACULTY, 111
ADMINISTRATIVE ASSISTANT, 75
ADMINISTRATIVE SUPPORT TECHNOLOGY, 52
ADMINISTRATIVE WITHDRAWAL, 18
ADMISSIONS INFORMATION, 9
ADMISSIONS WITH SPECIAL PROVISIONS, 9
ADMONITION, 121
ADULT EDUCATION, 47
ADVANCED PLACEMENT (AP);, 12
ADVANCED STANDING, 11
ADVISORY COMMITTEES, 114
ALL CHRISTIANS TOGETHER IN SERVICE (ACTS), 39
ALL RELIGIONS UNITED (ARU), 39
APPEAL OF DOMICILE STATUS, 27
APPRENTICESHIP RELATED INSTRUCTION, 47
ARMED SERVICES, 13
ASSESSMENT CENTER, 48
ASSOCIATE IN APPLIED SCIENCE DEGREE, 52
ASSOCIATE IN ARTS AND SCIENCES DEGREE, 67
ATLANTIC DISTRICT RURITAN CLUB SCHOLARSHIP, 19
AUDITING COURSES, 28

B

BAD CHECKS, 26
BANNON FOUNDATION SCHOLARSHIPS, 19
BAR AGAINST READMISSION TO THE COLLEGE, 121
BETH TAYLOR POSINSKI POST-GED SCHOLARSHIP, 19
BOOKS, 25
BOOKSTORE, 25
BOOKSTORE REFUND POLICY, 26
BUSINESS ADMINISTRATION, 67
BUSINESS DEVELOPMENT, 44
BUSINESS MANAGEMENT MAJOR, 54
BUSINESS TECHNOLOGY, 54

C

C.L. COURTNEY MEMORIAL SCHOLARSHIP, 20
CAMELIA MOON MEMORIAL SCHOLARSHIP, 20
CAREER PATHWAYS PROGRAMMING, 47
CAREER STUDIES CERTIFICATES, 47
CAREER STUDIES CERTIFICATES, 83
CERTIFICATES, 75
CERTIFICATION TESTING AND VERIFICATION, 47

CHANGE OF REGISTRATION, 29
CHARLES E. PORTERFIELD MEMORIAL SCHOLARSHIP, 20
CHEATING, 117
CHILDCARE SERVICES, 40
CHILDREN, 40
CLASS ATTENDANCE, 28
CLASSIFICATION OF STUDENTS, 10
CLUBS AND ACTIVITIES, 39
COLLEGE BOARD ADVANCED PLACEMENT, 12
COLLEGE LEVEL EXAMINATION PROGRAM (CLEP), 12
COLLEGE REGULATIONS, 116
COLLEGE SCHOLARSHIP ASSISTANCE PROGRAM, 15
COMMONWEALTH AWARDS, 15
COMMONWEALTH LEGACY SCHOLARSHIP, 20
COMMUNITY EDUCATION, 50
COMPASS, 11
COMPLIANCE TRAINING, 46
COMPUTER ACCESS, 38
COMPUTER ETHICS GUIDELINES, 125
COMPUTER TECHNICIAN SPECIALIZATION, 62
COMPUTER-AIDED DRAFTING AND DESIGN, 76, 83
CONCURRENT ENROLLMENT OF HIGH SCHOOL STUDENTS, 9
CONFIDENTIALITY, 42
CONTINUING EDUCATION, 46
COUNSELING, 38
COURSE DESCRIPTIONS
 AIR CONDITIONING AND REFRIGERATION, 89
COURSE DESCRIPTIONS
 HUMANITIES, 99
COURSE DESCRIPTIONS, 88
 ACCOUNTING, 89
 ADMINISTRATION OF JUSTICE, 89
 ADMINISTRATIVE SYSTEMS TECHNOLOGY, 90
 ARCHITECTURE, 90
 ART, 90
 BIOLOGY, 91
 BUSINESS, 92
 CHEMISTRY, 94
 CHILD DEVELOPMENT, 93
 CHINESE, 93
 CIVIL ENGINEERING, 94
 COMPUTER-AIDED DRAFTING AND DESIGN, 94
 DIETETICS, 94
 ECONOMICS, 94
 EDUCATION, 95
 ELECTRONICS TECHNOLOGY, 96
 ENGLISH, 95
 ENVIRONMENTAL SCIENCE, 96
 FINANCIAL SERVICES, 97
 GEOGRAPHIC INFORMATION SYSTEMS, 97
 GEOGRAPHY, 97
 HEALTH, 98
 HEALTH CARE TECHNICIAN, 97
 HISTORY, 98
 INFORMATION SYSTEMS TECHNOLOGY, 99
 MARKETING, 101

MATHEMATICS, 101
MEDICAL ASSISTING, 100
MUSIC, 102
NATURAL SCIENCES, 102
NURSING, 102
PHILOSOPHY, 103
PHOTOGRAPHY, 103
PHYSICAL EDUCATION, 103
PHYSICS, 103
POLITICAL SCIENCE, 104
PSYCHOLOGY, 104
REAL ESTATE, 104
RELIGION, 104
SIGN COMMUNICATIONS, 105
SOCIAL SCIENCE, 106
SOCIOLOGY, 105
SPANISH, 105
SPEECH AND DRAMA, 106
STUDENT DEVELOPMENT, 106
WELDING, 106
COURSE NUMBERS, 88
CREDIT BY EXAMINATION, 12
CREDITS, 29
CURRICULAR ADMISSION, 9
CURRICULAR STUDENT, 10
CURRICULAR STUDENTS, 9
CUSTOMIZED CONTRACTED TRAINING, 44

D

DANTES SUBJECT STANDARDIZED TESTS (DSST'S), 12
DAVID R. (SKEET) SKEOCH SCHOLARSHIP, 20
DELMARVA POWER OCCUPATIONAL-TECHNICAL MERIT SCHOLARSHIP, 20
DEPARTMENTAL CHALLENGE EXAMINATIONS, 12
DIRECTORY INFORMATION, 40
DISCIPLINARY ACTION, 121
DISCIPLINARY PROBATION, 121
DISCLAIMER, 2
DISMISSAL, 33, 34, 121
DOMICILE, 26
DOMICILIARY INTENT, 26
DR. JOHN ROGERS MAPP SCHOLARSHIP, 20
DR. JOHN W. ROBERTSON MEMORIAL SCHOLARSHIP, 20
DUAL ENROLLMENT, 47
DUAL ENROLLMENT OF HIGH SCHOOL STUDENTS, 10

E

EARLY CHILDHOOD DEVELOPMENT, 58, 84
EASTERN SHORE ANGLERS CLUB, 21
EASTERN SHORE COMMUNITY COLLEGE BOARD, 128
EASTERN SHORE COMMUNITY COLLEGE FOUNDATION, 129
EASTERN SHORE COMMUNITY COLLEGE FOUNDATION SCHOLARSHIP, 21
EASTERN SHORE MARLIN CLUB SCHOLARSHIPS, 21
EASTERN SHORE NURSING SCHOLARSHIPS, 21
EASTERN SHORE PROFESSIONAL NURSING SCHOLARSHIP, 21

EDUCATION, 69
EDWIN LEATHERBURY MEMORIAL SCHOLARSHIP, 21
ELECTRONICS, 77
ELECTRONICS TECHNOLOGY, 60, 62
ELIGIBILITY COUNSELING, 49
EMERGENCY CALLS, 40
EMPLOYMENT, 16
ENGLISH LANGUAGE LEARNING (ELL), 48
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLIC, 7
ESCC RIDESHARE, 41
ESCONNECT, 38
EVEN START, 49
EXAMINATIONS, 28

F

FACILITY USAGE, 50
FACULTY, 107
FACULTY ADVISORS, 28
FACULTY AND STAFF DIRECTORY, 107
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA), 42
FEDERAL FAMILY EDUCATIONAL LOAN PROGRAM, 16
FEDERAL PELL GRANT PROGRAM (PELL GRANT), 15
FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS, 15
FEDERAL WORK-STUDY PROGRAM, 16
FINANCIAL AID, 14
FINANCIAL AID PAYMENTS, 18
FINANCIAL ASSISTANCE PROGRAMS, 19
FINANCIAL INFORMATION, 25
FINANCIAL OBLIGATIONS, 26
FOUNDATION BOARD, 129
FRESHMAN/SOPHOMORE STATUS, 10
FULL-TIME STUDENT, 10

G

GEAR UP/ACCESS VIRGINIA, 15
GED GRADUATE SCHOLARSHIP, 22
GED PREPARATION, 48
GED TESTING CENTER, 48
GENERAL EDUCATION, 29
GENERAL INFORMATION, 6
GENERAL STUDIES, 71
GOOD STANDING, 30
GOVERNING BOARDS, 128
GRADE CHANGE POLICY, 31
GRADE POINT AVERAGE (GPA), 30
GRADE REPORTS, 31
GRADES, 30
GRADUATION REQUIREMENTS, 31
GRANTS, 15
GRIEVANCE PROCEDURE, 123

H

HANDICAPPED PARKING, 41
HEATING, VENTILATION AND AIR CONDITIONING, 83
HIGHER EDUCATION TEACHER ASSISTANCE PROGRAM, 15
HONORS – GRADUATION, 31
HONORS – SEMESTER, 31
HONORS SEMINAR, 88

I

IMMEDIATE SUSPENSION, 121
INCLEMENT WEATHER POLICY, 40
INDIVIDUAL EMPLOYEE AND JOB-SPECIFIC SKILLS, 45
INDUSTRIAL TRADES TECHNOLOGY TRAINING, 45
INFORMATION SYSTEMS TECHNOLOGY, 56, 78
INFORMATION TECHNOLOGY, 45
INFORMATION TECHNOLOGY STUDENT / PATRON ACCEPTABLE USE AGREEMENT, 126
IN-STATE TUITION ELIGIBILITY, 26

J

JANE DUER CHANDLER MEMORIAL SCHOLARSHIP, 21
JEANINE WATERFIELD TYSON MEMORIAL SCHOLARSHIP, 21
JOB PLACEMENT ASSISTANCE, 50
JOB READINESS CLASSES, 49

L

LAURA AND MORRIS LEWIS MEMORIAL SCHOLARSHIP, 22
LAWS, 116
LEADERSHIP, MANAGEMENT AND SUPERVISIO, 45
LEARNING RESOURCES CENTER, 36
LIBRARY, 36
LIBRARY FACILITIES AND SERVICES, 36
LIBRARY FEES, 37
LIBRARY HOURS, 37
LIBRARY OF VIRGINIA, 36
LICENSE REQUIRED CONTINUING EDUCATION, 46
LOANS, 16
LONG-TERM CARE ASSISTANT, 85
LOSS OF FINANCIAL AID ELIGIBILITY, 18

M

MARGO HUNT GED SCHOLARSHIPS, 22
MAXIMUM CREDITS GRANTED THROUGH PROFICIENCY EXAMINATIONS, 13
MEDICAL ASSISTANT, 79
MILDRED WAPLES BLOXOM MEMORIAL SCHOLARSHIP, 22
MISSION OF THE COLLEGE, 6
MULTIPLE DEGREES, 32
MULTIPLE MAJORS, 32

N

NON-CREDIT STUDENTS, 10
NON-CURRICULAR ADMISSIONS, 9
NON-CURRICULAR STUDENT, 10
NORTHAMPTON GRADUATE SCHOLARSHIP, 22
NURSING, 64

O

ONANCOCK LIONS CLUB SCHOLARSHIP, 22
ONE-STOP CENTER MANAGEMENT, 49
ON-THE-JOB TRAINING, 50
ORGANIZATIONAL DEVELOPMENT, 45
OUTCOMES ASSESSMENT, 32

P

PARKING REGULATIONS, 40
PART-TIME STUDENT, 10
PART-TIME TUITION ASSISTANCE GRANT, 15
PATH TO INDUSTRY CERTIFICATIONS, 47
PAYMENT PLAN, 25
PELL GRANT, 15
PHI BETA LAMBDA, 39
PHI THETA KAPPA, 39
PLACEMENT TESTING, 11
PLACEMENT TESTING, 11
PLACEMENT/CAREER SERVICES, 38
PLAGIARISM, 117
PLAGIARISM, 117
PLANS OF STUDY, 51
PRESIDENTIAL SCHOLARS, 24
PROBATION, 33, 34
PROFESSIONAL AND TECHNICAL TRAINING, 46
PROFICIENCY EXAMINATIONS, 12, 13

R

RALSTON SCHOLARSHIP, 22
RE-ADMISSION, 33, 34
REAL ESTATE, 84
RECORDS, 19, 28, 43, 124
REGISTRATION, 29
REHABILITATIVE SERVICES, 19
REPEATING A COURSE, 32
RESEARCH TOOLS AND RESOURCES, 36
RESTITUTION FOR DAMAGES, 121
RETURNING STUDENTS, 10
RILMA "DIB" WILSON MEMORIAL SCHOLARSHIP, 22
ROBERT L. KRIEGER MEMORIAL SCHOLARSHIP, 23
ROBERT S. BLOXOM SCHOLARSHIP, 23

S

SCHOLARSHIPS, 19

SCIENCE, 73
SEMESTER SYSTEM, 29
SEXUAL HARASSMENT, 119
SEXUAL MISCONDUCT, 118
SMALL BUSINESS MANAGEMENT, 86
SOPHIE ROLA MEMORIAL SCHOLARSHIP, 23
SPARK PLUS, 49
STAFF, 109
STANDARD OF ACADEMIC PROGRESS, 16
STAR TRANSIT, 41
STATE BOARD FOR COMMUNITY COLLEGES, 128
STATE PROGRAMS, 19
STUDENT CONDUCT CODE, 121
STUDENT GOVERNMENT ASSOCIATION, 40
STUDENT RESPONSIBILITIES, 28
STUDENT RIGHTS AND RESPONSIBILITIES, 32
STUDENT RIGHTS AND RESPONSIBILITIES, 116
STUDENT SERVICES, 38
STUDENTS WITH DISABILITIES, 38
SUSPENSION, 33, 34, 121

T

TECH PREP, 47
TECHNICAL AND SPECIALIZED TRAINING PROGRAMS, 45
TRANSCRIPT REQUESTS, 33
TRANSCRIPTS, 33, 49, 79
TRANSFER MODULE, 33
TRANSFER STUDENTS, 9
TRANSFER TO OTHER COLLEGES, 33
TRANSFERRING FROM OTHER COLLEGES, 11
TRANSPORTATION, 50
TRANSPORTATION SERVICES, 41
TUITION AND FEES, 25
TYLER-GASKILL SCHOLARSHIP, 23
TYPES OF FINANCIAL AID, 15

U

UNAUTHORIZED OR DISORDERLY ASSEMBLY, 123

V

VETERANS, 7, 19, 38
VETERANS BENEFITS, 19
VIRGINIA GUARANTEED ASSISTANCE PROGRAM, 15
VIRTUAL LIBRARY OF VIRGINIA, 36

W

WEATHER, 40
WELDING, 82, 87
WIA SERVICES FINANCIAL ASSISTANCE, 19
WITHDRAWAL, 29
WITHDRAWAL FROM ALL CLASSES, 17

Eastern Shore Community College Catalog and Student Handbook 2006 - 2007

WORKFORCE DEVELOPMENT, 44
WORKFORCE DEVELOPMENT ADVISORY COUNCIL, 114
WORKFORCE INVESTMENT ACT SERVICES, 49
WORKFORCE TRAINING CENTER, 44