

# Eastern Shore Community College

**Where Tomorrow Begins**

2007-2008  
College Catalog  
and Student Handbook

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**DISCLAIMER**

The information contained in the 2007 - 2008 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.

**OFFICIAL VERSION**

The College maintains the Catalog and Student Handbook on its website at [www.es.vccs.edu](http://www.es.vccs.edu). The version contained on the website is the official College document for procedures, policies and guidelines.

***ESCC is an equal opportunity institution.***

## **TABLE OF CONTENTS**

<b>MISSION OF THE COLLEGE .....</b>	<b>8</b>
<b>GENERAL INFORMATION.....</b>	<b>8</b>
ACCREDITATION.....	9
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY .....	9
<b>ACADEMIC CALENDAR FALL 2007 – SUMMER 2008.....</b>	<b>10</b>
<b>ACADEMIC CALENDAR FALL 2008 – SUMMER 2009.....</b>	<b>11</b>
<b>ADMISSIONS INFORMATION .....</b>	<b>12</b>
GENERAL ADMISSION TO THE COLLEGE .....	12
CURRICULAR ADMISSION .....	12
NON-CURRICULAR ADMISSION .....	12
ADMISSIONS WITH SPECIAL PROVISIONS .....	12
CLASSIFICATION OF STUDENTS .....	13
PLACEMENT TESTING.....	13
STUDENTS TRANSFERRING FROM OTHER COLLEGES .....	14
ADVANCED STANDING/TRANSFER .....	14
CREDIT BY EXAMINATION .....	14
<b>FINANCIAL AID .....</b>	<b>17</b>
<b>TYPES OF FINANCIAL AID.....</b>	<b>18</b>
GRANTS .....	18
LOANS.....	18
EMPLOYMENT .....	19
SATISFACTORY ACADEMIC PROGRESS POLICY .....	19
<b>OTHER FINANCIAL ASSISTANCE PROGRAMS .....</b>	<b>22</b>
WIA SERVICES FINANCIAL ASSISTANCE.....	22
SPECIAL STATE PROGRAMS.....	22
REHABILITATIVE SERVICES .....	22
VETERANS BENEFITS.....	22
<b>SCHOLARSHIPS.....</b>	<b>22</b>
PRESIDENTIAL SCHOLARS PROGRAM.....	26
<b>FINANCIAL INFORMATION.....</b>	<b>27</b>
TUITION AND FEES .....	27

## Eastern Shore Community College Catalog and Student Handbook 2007 - 2008

BOOKS AND MATERIALS .....	28
FINANCIAL OBLIGATIONS / BAD CHECKS .....	28
IN-STATE TUITION ELIGIBILITY .....	28
PROCEDURE FOR APPEAL OF DOMICILE STATUS .....	29
<b>ACADEMIC INFORMATION .....</b>	<b>30</b>
ACADEMIC LOAD .....	30
ACADEMIC RENEWAL .....	30
FACULTY ADVISORS AND STUDENT RESPONSIBILITIES .....	30
CLASS ATTENDANCE AND EXAMINATIONS .....	30
AUDITING COURSES .....	30
REGISTRATION .....	31
WITHDRAWAL / CHANGE OF REGISTRATION .....	31
CREDITS .....	31
GENERAL EDUCATION .....	31
GRADES .....	32
GRADE POINT AVERAGE (GPA) .....	32
GOOD STANDING .....	32
GRADE CHANGE POLICY .....	33
GRADE REPORTS .....	33
GRADUATION REQUIREMENTS .....	33
HONORS – GRADUATION .....	33
HONORS – SEMESTER .....	33
MULTIPLE MAJORS .....	34
MULTIPLE DEGREES .....	34
OUTCOMES ASSESSMENT REQUIREMENT .....	34
REPEATING A COURSE .....	34
STUDENT RIGHTS AND RESPONSIBILITIES .....	34
TRANSCRIPT REQUESTS .....	35
TRANSFER TO OTHER COLLEGES .....	35
PROBATION, SUSPENSION, DISMISSAL AND RE-ADMISSION - CREDIT AND CURRICULAR STUDENTS .....	35
PROBATION, SUSPENSION, DISMISSAL AND RE-ADMISSION – DEVELOPMENTAL STUDENTS .....	36
<b>LIBRARY/LEARNING RESOURCES CENTER .....</b>	<b>37</b>
GENERAL INFORMATION .....	37
RESEARCH TOOLS AND RESOURCES .....	37

## Eastern Shore Community College Catalog and Student Handbook 2007 - 2008

LIBRARY FACILITIES AND SERVICES .....	38
DISTANCE LEARNING SERVICES AND RESOURCES .....	38
LIBRARY FEES .....	39
LIBRARY HOURS AND ADDITIONAL INFORMATION .....	39
<b>STUDENT SERVICES .....</b>	<b>39</b>
COUNSELING.....	39
ESSCONNECT .....	39
COMPUTER ACCESS .....	39
EMPLOYMENT / CAREER SERVICES .....	40
SERVICES FOR STUDENTS WITH DISABILITIES.....	40
CLUBS AND ACTIVITIES.....	40
CHILDCARE SERVICES.....	41
CHILDREN ON CAMPUS .....	41
DIRECTORY INFORMATION.....	41
EMERGENCY CALLS FOR STUDENTS.....	41
INCLEMENT WEATHER POLICY .....	42
PARKING REGULATIONS.....	42
TRANSPORTATION.....	42
CONFIDENTIALITY / FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) .....	42
<b>WORKFORCE DEVELOPMENT.....</b>	<b>44</b>
BUSINESS DEVELOPMENT AND WORKFORCE TRAINING CENTER.....	44
CONTINUING EDUCATION / PROFESSIONAL AND TECHNICAL TRAINING .....	46
CAREER PATHWAYS PROGRAMMING .....	47
ADULT EDUCATION .....	47
COMMUNITY EDUCATION .....	50
<b>PLANS OF STUDY .....</b>	<b>51</b>
<b>ASSOCIATE OF APPLIED SCIENCE DEGREE.....</b>	<b>51</b>
ADMINSTRATIVE SUPPORT TECHNOLOGY .....	51
BUSINESS TECHNOLOGY .....	54
BUSINESS TECHNOLOGY -SPECIALIZATION: INFORMATION SYSTEMS TECHNOLOGY .....	56
EARLY CHILDHOOD DEVELOPMENT MAJOR .....	58
ELECTRONICS TECHNOLOGY .....	60
ELECTRONICS TECHNOLOGY-COMPUTER TECHNICIAN SPECIALIZATION .....	62
NURSING .....	64
ASSOCIATE OF APPLIED SCIENCE DEGREE: NURSING 156.....	66

## Eastern Shore Community College Catalog and Student Handbook 2007 - 2008

<b>ASSOCIATE OF ARTS AND SCIENCES DEGREE.....</b>	<b>68</b>
EDUCATION.....	70
GENERAL STUDIES .....	72
SCIENCE.....	74
<b>CERTIFICATES.....</b>	<b>76</b>
COMPUTER-AIDED DRAFTING AND DESIGN.....	77
ELECTRONICS .....	78
INFORMATION SYSTEMS TECHNOLOGY .....	79
MEDICAL ASSISTANT.....	80
PRACTICAL NURSING .....	83
WELDING.....	84
<b>CAREER STUDIES CERTIFICATES .....</b>	<b>85</b>
HEATING, VENTILATION AND AIR CONDITIONING .....	85
COMPUTER-AIDED DRAFTING AND DESIGN.....	85
EARLY CHILDHOOD DEVELOPMENT .....	86
REAL ESTATE.....	86
LONG-TERM CARE ASSISTANT.....	87
SMALL BUSINESS MANAGEMENT .....	88
WELDING.....	89
<b>COURSE DESCRIPTIONS.....</b>	<b>90</b>
<b>FACULTY AND STAFF DIRECTORY .....</b>	<b>112</b>
FACULTY.....	112
STAFF .....	114
ADJUNCT FACULTY.....	117
<b>ADVISORY COMMITTEES.....</b>	<b>120</b>
ESCC JOINT WORKFORCE DEVELOPMENT ADVISORY COUNCIL.....	120
<b>STUDENT RIGHTS AND RESPONSIBILITIES.....</b>	<b>122</b>
ACADEMIC MISCONDUCT POLICY .....	123
SEXUAL MISCONDUCT POLICY .....	124
SEXUAL HARASSMENT POLICY .....	125
STUDENT CODE OF CONDUCT POLICY.....	126
UNAUTHORIZED OR DISORDERLY ASSEMBLY POLICY.....	130
STUDENT GRIEVANCE POLICY .....	130
VCCS COMPUTER ETHICS POLICY .....	132

Eastern Shore Community College Catalog and Student Handbook 2007 - 2008

<b>GOVERNING BOARDS .....</b>	<b>135</b>
STATE BOARD FOR COMMUNITY COLLEGES .....	135
EASTERN SHORE COMMUNITY COLLEGE BOARD .....	135
EASTERN SHORE COMMUNITY COLLEGE FOUNDATION .....	136
<b>INDEX .....</b>	<b>137</b>

## **MISSION OF THE COLLEGE**

We serve the Eastern Shore of Virginia by meeting educational and training needs, creating an environment for student success, and preparing our students and ourselves for citizenship in a global society. By providing access to a broad range of academic, workforce development, and personal enrichment opportunities, we empower learners to improve the quality of life for themselves and their communities.

### **Our Goals Are:**

- To meet the educational and economic needs of our communities by providing access to responsive and affordable lifelong learning opportunities.
- To promote and support student learning and success through exemplary instruction in a learning-centered environment.
- To provide equitable access to learning resources and student support services for the college communities.
- To offer students leadership opportunities and to prepare them for the challenges of an increasingly global economy and society.
- To be a preeminent workforce development provider and to promote personal enrichment through continuing education.
- To foster and advance significant and productive educational, economic, and cultural partnerships.
- To provide the educational component of local economic and community development initiatives, in partnership with business and government agencies.
- To recruit and develop well-qualified, dedicated, caring, and creative employees.

### **Our Vision Is:**

To be an innovative, learning-centered community college recognized as a leader in education and as a vital link in the economic and cultural enrichment of our communities.

## **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, in Accomack County. The facility is accessible to the handicapped and 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.

The College also has a location in the town of Cape Charles in Northampton County. This location offers credit courses and continuing education courses as well as Adult Basic Education programs.



## **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 2007 – SUMMER 2008**

**Fall Semester**

Registration for Current Students Begins  
Open Registration Begins  
Faculty In-Service & Advising  
Classes Begin  
Late Registration  
Labor Day Holiday  
Last Day to Withdraw with Refund  
Last Day to Withdraw without Penalty  
Thanksgiving Holiday  
Last Day of Classes  
Final Examinations

**2007**  
April 16  
April 23  
August 15-17  
August 20  
August 20-24  
September 3-4  
September 5  
October 26  
November 21-23  
December 7  
December 10-14

**Spring Semester**

Registration for Current Students Begins  
Open Registration Begins  
Faculty In-Service & Advising  
Classes Begin  
Late Registration  
Martin Luther King Day  
Last Day to Withdraw with Refund  
Mid-Semester Break  
Last Day to Withdraw without Penalty  
Last Day of Classes  
Final Examinations  
Commencement

**2008**  
November 12, 2007  
November 19, 2007  
January 2-4  
January 7  
January 7-11  
January 21  
January 23  
March 3-7  
March 24  
April 28  
April 29-May 5  
May 14

**Summer Semester**

Registration for Current Students Begins  
Open Registration Begins  
Classes Begin  
Late Registration  
Last Day to Withdraw with Refund  
Holiday  
Last Day to Withdraw without Penalty  
Last Day of Classes  
Final Examinations

**2008**  
April 14  
April 21  
June 2  
June 2-6  
June 10  
July 4  
July 7  
July 28  
July 30-31

**Approved by Eastern Shore Community College Board 1/9/07**

## **ACADEMIC CALENDAR FALL 2008 – SUMMER 2009**

### **Fall Semester**

Registration for Current Students Begins  
Open Registration Begins  
Faculty In-Service & Advising  
Classes Begin  
Late Registration  
Labor Day Holiday  
Last Day to Withdraw with Refund  
Last Day to Withdraw without Penalty  
Thanksgiving Holiday  
Last Day of Classes  
Final Examinations

**2008**  
April 14  
April 21-25  
August 18-19  
August 20  
August 20-26  
September 1-2  
September 4  
October 27  
November 26-28  
December 9  
December 10-16

### **Spring Semester**

Registration for Current Students Begins  
Open Registration Begins  
Faculty In-Service & Advising  
Classes Begin  
Late Registration  
Martin Luther King Day  
Last Day to Withdraw with Refund  
Mid-Semester Break  
Last Day to Withdraw without Penalty  
Last Day of Classes  
Final Examinations  
Commencement

**2009**  
November 10, 2008  
November 17, 2008  
January 5-9  
January 12  
January 12-16  
January 19  
January 29  
March 2-6  
March 23  
May 4  
May 5-8  
May 15

### **Summer Semester**

Registration for Current Students Begins  
Open Registration Begins  
Classes Begin  
Late Registration  
Last Day to Withdraw with Refund  
Holiday Observed  
Last Day to Withdraw without Penalty  
Last Day of Classes  
Final Examinations

**2009**  
April 13  
April 20  
June 1  
June 1-4  
June 9  
July 3  
July 6  
July 27  
July 28-29

**Approved by Eastern Shore Community College Board on 1/9/07**

## **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 of 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. Students wishing to receive transfer credit from another Virginia Community College System institution do not have to submit an official transcript since credit information is available on the VCCS Student Information System. 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 Admissions Committee of the college shall decide on each case and can impose special conditions for the admittance of such students. The student must appeal for such admission to ESCC by submitting a letter to the dean of instruction.

#### **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 receive 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 three years 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 course work. Students scoring below minimum levels will not be permitted to enroll but will be encouraged to attend adult literacy

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 at 757.789.1730. 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 course work 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. Students wishing to receive transfer credit from another Virginia Community College System institution do not have to submit an official transcript since credit information is available on the VCCS Student Information System. 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:

## Eastern Shore Community College Catalog and Student Handbook 2007 - 2008

- College Board Advanced Placement (AP);
- College Level Examination Program (CLEP);
- Defense Activity for Non-Traditional Education Support (DANTES) Subject Standardized Tests (DSST); 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 CLEP 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 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. <sup>(1) (2)</sup>

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

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<sup>(1)</sup> 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.

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

### **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.

### **Servicemembers Opportunity College Program**

ESCC is a member of the Servicemembers Opportunity Colleges (SOC) program. This is a worldwide network of U.S. colleges and universities working with the United States Navy, Army, Air Force, Marine Corps and Coast Guard that are dedicated to helping service members and their family members get college degrees. This program guarantees the transfer of courses among participating colleges and universities. Nontraditional sources of credit may include Navy and Coast Guard rate and rate experiences, Army and Marine Corps military occupational specialties, and service school training. Contact the dean of instruction at 757.789.1748 for more information.



## **FINANCIAL AID**

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)
- Academic Competitiveness Grant (ACG)
- 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 complete a FAFSA On-the-Web application at [www.fafsa.ed.gov](http://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 (SIS) portal on the ESCC website ([www.es.vccs.edu](http://www.es.vccs.edu)), students can view their financial aid award and account information at *Campus Finances ► View Financial Aid*.

## **TYPES OF FINANCIAL AID**

### **GRANTS**

**Academic Competitiveness Grant (ACG)** 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 \$4,310.

**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 one 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.

## SATISFACTORY ACADEMIC PROGRESS POLICY

To be eligible to receive financial aid at ESCC, students must make Satisfactory Academic Progress toward achieving their certificate or degree. Progress is measured by the student's cumulative grade point average and credits earned in relation to those attempted and the length of the academic program. If eligibility for financial aid is suspended for lack of satisfactory academic progress, a student may appeal this action if extenuating circumstances exist. .

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. All enrollments at ESCC and all applicable transfer credits will be considered whether or not aid was awarded or received. Students will be placed on financial aid suspension if the following three Standards of Satisfactory Academic Progress are not met.

- **If a student does not:**

1. Satisfactorily complete at least 67% of all credits ever attempted at ESCC including applied transfer credits. This rule takes effect after the student has completed 50% or more of the credits required for graduation from their current academic plan of study or 24 credits (whichever comes first). This applies regardless of whether or not the student previously received financial aid at ESCC. Courses with a grade of A, B, C, D, P, R, or S are considered satisfactory for financial aid purposes. Courses with a grade of F, I, U, W, or X, are considered unsatisfactory for financial aid purposes. Developmental courses are included in this calculation.

2. Complete his/her current academic plan of study by the end of 150% of the academic plan's length. All classes (passed and failed) at ESCC and all classes transferred in from other colleges are counted in this calculation, even semesters when aid was not received. Developmental courses are not included in this calculation. Note: If the student changes his/her academic plan (curriculum), he/she will not necessarily be granted additional time to receive financial aid at ESCC.

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.

3. Maintain the minimum cumulative G.P.A. in accordance with the following schedule:

Units Attempted	Cum. G.P.A.
6-24	1.50
25 - 47	1.75
48 +	2.00

## Eastern Shore Community College Catalog and Student Handbook 2007 - 2008

Only courses with grades of A, B, C, D, and F are included in this calculation. In addition, in order to graduate, a minimum 2.00 cumulative grade point average is required.

Financial Aid will pay for a maximum of 30 developmental units (credits). A student enrolling in more than 30 developmental units (credits) will be required to pay for the additional developmental courses him/herself.

### 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 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. The recipient must be enrolled in the Education program and must maintain a 3.00 cumulative grade point average

**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

## Eastern Shore Community College Catalog and Student Handbook 2007 - 2008

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.

### **H. Powell Custis Memorial Scholarship**

The Eastern Shore Community College Foundation funds this \$900 scholarship in memory of H. Powell Custis. 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.

### **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 of 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 H. Davis Endowment Scholarship**

This \$500 scholarship is given by friends and family in memory of Johna H. Davis. Recipients must be enrolled in a transfer program, must maintain a minimum of a 2.5 cumulative grade point average, and must demonstrate financial need. Preference will be given to a students interested in pursuing a career in insurance or real estate.

### **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.

**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 –G– 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 ESCC 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,

Eastern Shore Community College Catalog and Student Handbook 2007 - 2008  
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 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 outstanding 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 March 12.

## **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 \$1,073.10 to \$1,379.70 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 / fall 2007, tentative tuition rates per credit are:

• In-State Resident Students	\$76.65
• Out-of-State Military Contract Students	\$76.65
• Out-of-State Business Contract Students	\$82.50
• Out-of-State Resident Students	\$235.35

Fees per credit are:

Student Activities	\$1.00 <sup>1</sup>
Parking	\$1.00 <sup>1</sup>
Technology Fee (statewide)	\$3.50
Capital Fee (out-of-state only)	\$3.00

**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](http://www.es.vccs.edu)).

### **Waived Tuition and Fee Programs**

#### **The Virginia Military Survivors and Dependents Education Program**

This program provides tuition and fees education benefits to eligible spouses and children (ages 16-29) of military services members killed, missing in action, taken prisoner, or who became at least 90 percent disabled as a result of military services in an armed conflict. Eligibility requires that the military service member must have been a resident of Virginia at the time he or she entered active duty or must have been a Virginia citizen for at least five years immediately prior to the date of the application for admission. In the case of a deceased military service member, the surviving spouse can meet the residency requirements if he or she lived in Virginia for at least five years prior to marrying the military service member or has been a citizen of Virginia for at least five years immediately prior to the date of application.

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<sup>1</sup> Fee not assessed for off-campus classes.

*Student Tuition Assistance for Senior Citizens*

Senior citizens may apply for free tuition and fees provided by the Senior Citizens Higher Education Act of 1974. Students at least 60 years of age who have been domiciled in Virginia for one year are eligible to audit up to three courses per semester with no tuition and fee cost. Additionally, if their taxable income for Virginia income tax purposes did not exceed \$15,000 for the year preceding enrollment, they may take courses for credit without tuition and fee cost on a space-available basis. Policy limits tuition-free enrollment to a maximum of 49% of any credit class. Applications are available in the registrar's office.

## **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.

### **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](http://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. See page 91.

## GRADES

### Grade Meaning

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 (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>
<b>TOTALS</b>			<b>13</b>	<b>37</b>

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 curricular students enrolled in six or more credits.

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

<b>Honor</b>	<b>Required Grade Point Average</b>
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:

<b>Honor</b>	<b>Required Grade Point Average</b>
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 Registrar's 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. Allow two weeks for processing.

## **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. Also students can use the SCHEV Transfer Tool ([www.schev.edu/students/xfr.asp](http://www.schev.edu/students/xfr.asp)) which shows students how individual ESCC courses will transfer to four year Virginia colleges and universities.

ESCC has transfer and guaranteed admissions agreements with many colleges and universities throughout Virginia and other states. Contact the dean of instruction for details or go to [www.vccs.edu/vccsasr/agreements](http://www.vccs.edu/vccsasr/agreements)

## **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-

## Eastern Shore Community College Catalog and Student Handbook 2007 - 2008

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 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 newly revised LRC Mission and Vision Statements, the LRC also supports distance education and general interests.

**Mission:** In support of the mission of the College, the Eastern Shore Community College Learning Resources Center will be a dynamic teaching library for students, faculty and staff through active participation in the academic and workforce development programs. In addition, community members will be encouraged to use the resources for educational, informational and recreational activities.

**Vision:** The Eastern Shore Community College Learning Resources Center will be an integral and vital part of the educational process of the College by supporting, enhancing and supplementing student learning. This will be accomplished wherever programs or courses are located and however they are delivered, by making available a variety of information and related services to students, faculty, staff and, when appropriate, to the public.

### **RESEARCH TOOLS AND RESOURCES**

The fully-automated LRC houses approximately 25,000 books and periodicals as well as a collection of DVDs, videocassettes, CDs, and other media; it also provides access to an extensive collection of electronic resources including more than 25,000 e-books, databases, full-text journals, newspapers, pamphlets, government documents and other reference tools. Many of these tools are made available through VCCS cooperative purchasing and the Virtual Library of Virginia (VIVA), a consortium of 39 state-assisted Virginia colleges and universities, 32 independent, nonprofit 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 in Maryland and the Virginia 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 their research by selecting **Library** on the ESCC Web site, <http://es.vccs.edu>. Reference assistance in the use of equipment and locating information is readily available in the LRC. For

distance education students and those who are researching from home or from other off-campus locations, help is available by phone, and through the Library Web page in the form of virtual reference, reference messenger, and reference email.

## **LIBRARY FACILITIES AND SERVICES**

In addition to providing a quiet, comfortable place for reading, study and research, the LRC provides eight public computers for information retrieval, one specifically for email, and six 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 information literacy skills that have become essential in today's world. Online tutorials, formal tours and specialized information literacy instruction sessions are provided. The LRC staff always considers individualized instruction to be the strength of the College's information literacy program.

Current students are registered automatically for Library privileges. To check out books, media and other circulating materials, students key in their own EmplIDs or College email addresses. Library cards are not issued. For access to online databases, the World Wide Web and other Internet services on campus, students log into computers with their College network accounts. For remote access to databases, students will be prompted to log in with their Blackboard usernames and passwords. Everyone is expected to abide by ESCC/VCCS Computer Ethics Guidelines.

## **DISTANCE LEARNING SERVICES AND RESOURCES**

The LRC supports distance learning activities such as online and interactive video courses, wherever they are located and however they are delivered. All students have access to the following resources and services which are especially supportive of distance learning:

**Remote access** – e-books (25,000+), databases (170) and full-text periodicals (9000+)

**Media resources** – on-campus use or mailed

**Virtual reference** – "Ask a Librarian", extended evening and Sunday hours when LRC is closed

**Reference assistance** - from ESCC by phone, fax, Help Desk email, online chat

**Library Instruction** – online help and database tutorials, interactive information literacy modules

**Interlibrary loans** – may request online, for mail or electronic delivery

**Virtual Library of Virginia (VIVA)** - Commonwealth consortium of 76 educational and research institutions with shared access to electronic information resources

**Reciprocal borrowing/visitation privileges** – with 13 Virginia and Maryland academic libraries:

### Virginia Tidewater Consortium Libraries

Christopher Newport University

College of William and Mary

Eastern Virginia Medical School

Hampton University

Joint Forces Staff College

Norfolk State University

Old Dominion University

Paul D. Camp Community College

Regent University

Thomas Nelson Community College

Tidewater Community College

Virginia Wesleyan College

University of Maryland's Blackwell Library in Salisbury, MD

## **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 a default replacement cost, which is \$50 per item. Patrons may replace any items that are available, pending approval of the Dean of Learning Resources. Processing fees are not assessed.

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, send instant message to ESCCRefDesk, or email [LRC@vccs.edu](mailto:LRC@vccs.edu)**.

## **STUDENT SERVICES**

Contact: Bryan Smith 757.789.1732

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.

## **ESCCONNECT**

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](http://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 [http://es.vccs.edu/computer\\_services/computer\\_services.html](http://es.vccs.edu/computer_services/computer_services.html).

## **EMPLOYMENT / CAREER SERVICES**

The College career 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 Jim Brofee by phone at 757.789.1777 or visit [www.es.vccs.edu/student\\_information/career\\_services.html](http://www.es.vccs.edu/student_information/career_services.html)

## **SERVICES FOR STUDENTS WITH DISABILITIES**

Eastern Shore Community College (ESCC) provides reasonable accommodations to make education accessible to students with disabilities. The lead counselor 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 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 lead counselor before enrolling or during their academic career at ESCC. New students will want to contact the lead counselor'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:

Ms. Jody Baggett  
Lead Counselor  
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.

### **The Electronics Club (TEC)**

The Electronics Club (TEC) is a scholastic organization created with the purpose of enhancing regular curricular offerings. Extracurricular activities, service learning projects and peer interaction are used to advance member knowledge and cultivate an appreciation of technology. Membership is open to any student that maintains a GPA of 2.5 or greater.

## **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 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

Eastern Shore Community College Catalog and Student Handbook 2007 - 2008  
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), WAVY (Norfolk), WVEC (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**

### **Star Transit**

The College provides free or reduced-fare bus transportation to the College on the fixed routes provided by Star Transit. In order to be eligible to receive this transportation, students must present an ESCC student identification card to the Star Transit bus driver 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](http://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.

## Eastern Shore Community College Catalog and Student Handbook 2007 - 2008

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.

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 757.789.1789

The Workforce Development Program at ESCC 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 six 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 and coordinates facilities usage services for the public.

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**

## Eastern Shore Community College Catalog and Student Handbook 2007 - 2008

- 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

## Eastern Shore Community College Catalog and Student Handbook 2007 - 2008

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 course work 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 Roy Lock at 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

In addition, the Career Pathways programs provides counseling support for Career-Technical Education students enrolled at the College as well as in local high schools through the Career Coaches program. 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 skills in reading, writing and math. Small group and individualized instruction is designed for learners who have been away from formal education for some time. Students prepare for the GED, college-level academics, workforce training, and improve English language skills.

- The mission of the Adult Education program is to provide area adults with the educational opportunities needed to be successful workers, community members, and parents.
- The goal of the Adult Education is to improve the educational skills of adults in order to:

## Eastern Shore Community College Catalog and Student Handbook 2007 - 2008

- Attain a GED or other credential such as WorkKeys™ and the Career Readiness Certification (CRC);
- Enroll in an academic or workforce training program;
- Obtain or keep a current job; and
- Help their children succeed in school.
- Speak the English language

### **Adult Education Center (White building)**

The White building is the point of entry for adults who are interested in the services provided at ESCC in adult education. The White building is open five days a week. Mondays and Wednesdays from 8:30 am until 5:30 pm. Tuesdays, Thursdays and Fridays from 8:30-5:00 pm. Drop-ins are welcome.

Phone 757.789.1761 or 757.789.1760 for more information or to schedule an appointment.

### **GED Preparation**

Classes are offered at the college and at variety of locations and times in both Accomack and Northampton Counties. GED Preparation Classes cost \$25. Learners enrolled in the GED Preparation Classes receive calculators and GED Practice Tests as part of instruction. Contact Chevelle Mason at 757.789.1761

### **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. . GED Practice Tests are available at no charge. Scholarships to cover the cost of the Official GED Tests are awarded to those who pass the practice test. GED Testing is \$35.00 for the full battery of five tests. Individual subject tests are \$7. Contact Nelda Basuel at 757.787.5826.

### **English Language Learning (ELL or ESL)**

The ELL English Language Learning Program provides English language instruction and cultural awareness to non-native English speakers to assist learners in navigating within American society. ESL classes cost \$25. The program offers convenient day and evening classes that focus on speaking and listening. Reading and writing are also addressed. Contact Debbie Daniels at 757. 789.1793.

### **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.

## **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



### **New Hire Recruitment and Screening for Employers**

ESCC is partnering with other community colleges in the Hampton Roads region of Virginia and other One-Stop Center agencies to offer customized employee recruitment and screening services under a US Department of Labor grant. The Southeastern Virginia Advanced Manufacturing Pipeline (SEVAMP) is a project that provides funding for manufacturing companies to design and implement basic skills testing for new employee hiring. Assessment design and expectations are based on a certified job task analysis process, such that employment requirements can be documented for protection in the event of legal challenge. The project includes establishment of multi-step employment recruitment processes to help employers find and attract the best qualified workers available. Employers choose from multiple services available and build their own customized "pipeline" of recruitment and screening process to meet their specific corporate needs. Call Michelle Spangler, One-Stop Center Coordinator at 757.302.2001 for more information.

### **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 Roy Lock at 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 Roy Lock at 757.789.1751 for more information or to reserve space.

# PLANS OF STUDY

## **ASSOCIATE OF APPLIED SCIENCE DEGREE**

Associate of 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

# Eastern Shore Community College Catalog and Student Handbook 2007 - 2008

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. **See page 89 for electives.**

<b>General Education Courses (Required)</b>		<b>Course Credits</b>
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		3
Science Elective		3
Social Science Electives		6
SDV 100	College Success Skills	<u>1</u>
		<b>24</b>
<b>Administrative Support Technology and Related Courses (Required)</b>		
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>
		<b>38</b>
General Elective (Any course number 100 or above)		<u>3</u>
<b>Total Minimum Credits Required</b>		<b>65</b>

**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**

<b>FALL</b>	<b><u>Credits</u></b>	<b>SPRING</b>	<b><u>Credits</u></b>
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**

<b>FALL</b>	<b><u>Credits</u></b>	<b>SPRING</b>	<b><u>Credits</u></b>
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. **See page 89 for electives.**

### 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		3
Science Elective		3
Social Science Elective		3
SPD 110	Introduction to Speech Communication	3
SDV 100	College Success Skills	<u>1</u>
		<b>27</b>
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	Intro to Comp Appl and Concepts	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>
		<b>37</b>
General Elective (Any course number 100 or above)		<u>3</u>
<b>Total Minimum Credits Required</b>		<b>67</b>

## Eastern Shore Community College Catalog and Student Handbook 2007 - 2008

### **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**

<b>FALL</b>	<b><u>Credits</u></b>	<b>SPRING</b>	<b><u>Credits</u></b>
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**

<b>FALL</b>	<b><u>Credits</u></b>	<b>SPRING</b>	<b><u>Credits</u></b>
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

<b>General Education Courses (Required)</b>		<b>Course Credits</b>
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		3
Science Elective		3
Social Science Elective		3
SDV 100	College Success Skills	<u>1</u>
		<b>24</b>
<b>Business and Related Courses (Required)</b>		
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>
		<b>21</b>
<b>Information Systems Technology (Required)</b>		
ITE 115	Intro to Comp Appl and Concepts	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>
		<b>19</b>
General Elective (Any course number 100 or above)		<u>3</u>
<b>Total Minimum Credits Required</b>		<b>67</b>



Eastern Shore Community College Catalog and Student Handbook 2007 - 2008

**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**

<b>FALL</b>	<b><u>Credits</u></b>	<b>SPRING</b>	<b><u>Credits</u></b>
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**

<b>FALL</b>	<b><u>Credits</u></b>	<b>SPRING</b>	<b><u>Credits</u></b>
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. **See page 89 for electives.**

General Education Courses (Required)		Course Credits
ENG 111-112	College Composition I-II	6
HLT 135	Child Health and Nutrition	3
ITE 115	Intro to Comp Appl and Concepts	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>
		<b>32 - 35</b>
<b>Early Childhood Courses</b>		
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>
		<b>33</b>
<b>Minimum Credits Required</b>		<b>65-68</b>

### 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**

<b><u>FALL</u></b>	<b><u>Credits</u></b>	<b><u>SPRING</u></b>	<b><u>Credits</u></b>
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>
	<b>18</b>		<b>18</b>

**Second Year**

<b><u>FALL</u></b>	<b><u>Credits</u></b>	<b><u>SPRING</u></b>	<b><u>Credits</u></b>
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
		Elective	<u>1/3</u>
	<b>15/16</b>		<b>16/18</b>

## 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. **See page 89 for electives.**

### ELECTRONICS

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		3
Social Science Electives		6
SDV 100	College Success Skills	<u>1</u>
		<b>28</b>
<b>Electronics Courses (Required)</b>		
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>
		<b>39</b>
General Elective		
(Any course number 100 or above)		<u>3</u>
<b>Total Minimum Credits Required</b>		<b>70</b>

## Eastern Shore Community College Catalog and Student Handbook 2007 - 2008

### **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**

<b>FALL</b>	<u>Credits</u>	<b>SPRING</b>	<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		

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

#### **Second Year**

<b>FALL</b>	<u>Credits</u>	<b>SPRING</b>	<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. **See page 89 for electives.**

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		3
Social Science Elective		6
SDV 100	College Success Skills	<u>1</u>
		<b>28</b>
Technical Courses (Required)		
ETR 113	D.C. and A.C. Fundamentals I-II	3
ITE 115	Intro to Comp Appl and Concepts	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>
		<b>23</b>
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>
		<b>14</b>
General Elective		
(Any course number 100 or above)		<u>3</u>
<b>Total Minimum Credits Required</b>		<b>68</b>

# Eastern Shore Community College Catalog and Student Handbook 2007 - 2008

## 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

<b>FALL</b>	<u>Credits</u>	<b>SPRING</b>	<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

<b>FALL</b>	<u>Credits</u>	<b>SPRING</b>	<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 Associate of Applied Science (A.A.S.) degree in nursing is designed to prepare students who want to pursue a career as a Registered Nurse. The program provides a background for maximum transfer opportunities to baccalaureate nursing programs. Registered nurses are eligible for employment in a variety of facilities including acute care, doctors' offices, health departments, home health services, hospices, long-term care, mental health and rehabilitation centers. Students experience planned theory and clinical practice in a variety of nursing/community settings. The program integrates clinical laboratory practice using state-of-the-art patient care simulators and laboratory equipment to better prepares students for their role in the workforce.

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, NY (212-363-5555)] may be used as a resource for program information. The program also is approved by the Virginia Board of Nursing. The Board of Nursing can deny licensure to any applicant who has filed false credentials, 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 degree program.

Prospective nursing applicants must be accepted into TCC and attend a nursing information session. Applications are accepted between September 1 and May 15. All submission documents must be submitted by May 15. The criteria for admission to the nursing program are outlined in the *Registered Nursing Program Admissions Procedures and Information Booklet for Students*. Students are selected based on a weighted point system as outlined in the *Information Booklet* mentioned above.

Students are responsible for costs related to required testing fees, liability insurance, uniforms, books, criminal history and sex offender crimes against minors checks, parking at clinical sites, and nursing skills packs.

### **Progression**

Students must pass each nursing course to proceed to the next course. For clinically based nursing courses, students must pass theory as well as clinical to pass the course. Students must maintain a minimum GPA of 2.2 to continue in the program.

### **LPN to RN Options**

Licensed Practical Nurses (LPNs) who desired to pursue their RN education have two options: articulation or advanced placement. Articulation awards credits based on previous learning experiences at LPN programs after students successfully complete Nursing 115 (Transition from LPN to RN Education). For more information on these options, please see the specific admission requirements as outlined in the *Registered Nursing Program Admissions Procedures and Information Booklet for Students*.

### **Withdrawal / Re-enrollment**

Students who withdraw should have an exit interview with the nursing faculty or program head. Those who withdraw because of academic failure may not re-enroll more than once and must have a GPA cumulative of 2.4 for readmission consideration. Students seeking re-enrollment must write a letter of intent to the nursing program head. Re-enrollment must occur within two years to maintain credits. Pending space availability, students have to demonstrate certain competencies and meet health/clinical requirements to be considered for re-enrollment. Students



Eastern Shore Community College Catalog and Student Handbook 2007 - 2008  
who have failed two nursing courses will not be re-enrolled.

**Transfer**

Students transferring from other nursing programs must meet the admission requirements of this program. Letters of reference and submission of nursing course syllabi must be submitted to the nursing program head. Students who desire consideration of transferring nursing credits must have completed nursing courses within two years of beginning the nursing program. Specific details regarding transfer are found in the *Registered Nursing Program Admissions Procedures and Information Booklet for Students*.

See the TCC website ([www.tcc.edu/academics](http://www.tcc.edu/academics)) for the most current program information.

## ASSOCIATE OF 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.

### Semester 1

		<b>Credits</b>	<b>Prerequisite</b>
BIO 141	Human Anatomy and Physiology I	4	
ENG 111	College Composition I	3	
NUR 108	Nursing Principles and Concepts I	6	Placement Admission to Program
NUR 130	Nursing Assessment and Basic Pharmacology	3	
SDV 101	Orientation to Health Care	<u>1</u>	
	<b>Semester Total</b>	<b>17</b>	

### Semester 2

		<b>Credits</b>	<b>Prerequisite</b>
BIO 142	Human Anatomy and Physiology II	4	BIO 141
NUR 170	Essentials of Medical/Surgical Nursing	4	NUR 108 and 130
NUR 180	Essentials of Maternal/Newborn Nursing	4	NUR 108 and 130
PSY 201	Introduction to Psychology I (or PSY 200)	<u>3</u>	
	<b>Semester Total</b>	<b>15</b>	

### Semester 3

		<b>Credits</b>	<b>Prerequisite</b>
ENG 112	College Composition II	3	ENG 111
NUR 201	Psychiatric Nursing	4	NUR 170 and 180
PSY 235	Child Psychology (or PSY 220 or 231)	<u>3</u>	
	<b>Semester Total</b>	<b>10</b>	

### Semester 4

		<b>Credits</b>	<b>Prerequisite</b>
BIO 150	Introductory Microbiology	4	
NUR 270	Essential Nursing Concepts II	4	NUR 201
NUR 271	Essential Nursing Concepts III	<u>4</u>	NUR 270
	<b>Semester Total</b>	<b>12</b>	

### Semester 5

		<b>Credits</b>	<b>Prerequisite</b>
NUR 272	Essential Nursing Concepts IV	4	NUR 271
NUR 273	Essential Nursing Concepts V	4	NUR 272; Co-req: NUR 255
NUR 274	Nursing Civic Responsibility	1	NUR 271; Co-req: NUR 272
NUR 255	Nursing Organization and Management	3	NUR 271
PHI 226	Social Ethics (or PHI 220)	<u>3</u>	
	<b>Semester Total</b>	<b>15</b>	
	<b>TOTAL MINIMUM CREDITS</b>	<b>69</b>	

NOTE: Acceptable substitutes for general education courses for the Nursing Program are as follows:

- PSY 200 Principles of Psychology may substitute for PSY 201 Introduction to Psychology I
- PSY 230 Developmental Psychology or PSY 231 Life Span Human Development I may substitute for PSY 235 Child Psychology

Eastern Shore Community College Catalog and Student Handbook 2007 - 2008

- PSY 235 Child Psychology - acceptable substitute is PSY 230 or PSY 231
- PHI 226 Social Ethics - acceptable substitute is PHI 220

## **ASSOCIATE OF ARTS AND SCIENCES DEGREE**

The Associate of 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 of 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. **See page 89 for electives.**

<b>General Education Courses (Required)</b>		<b>Course Credits</b>
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	College Success Skills	1
Health or Physical Education Elective(s)		2 - 3
Humanities Elective		3
IT Elective		3
General Elective (Any course number 100 or above)		<u>3</u>
<b>Total Minimum Credits Required</b>		<b>61 - 62</b>

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

Eastern Shore Community College Catalog and Student Handbook 2007 - 2008  
**Suggested Sequence for Business Administration**

**First Year**

<b>FALL</b>	<u>Credits</u>	<b>SPRING</b>	<u>Credits</u>	
ENG 111	3	ENG 112	3	
HIS 111 or 121	3	HIS 112 or 122	3	
CHM 111 or PHY 101		BIO 102 or CHM 112		
or BIO101	4	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**

<b>FALL</b>	<u>Credits</u>	<b>SPRING</b>	<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. **See page 89 for electives.**

<b>General Education Courses (Required)</b>	<b>Course Credits</b>
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 <b>OR</b>	
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 Intro to Comp Appl and Concepts	3
BIO 101 General Biology I	4
BIO 102 General Biology II	4
CHM 111 College Chemistry I <b>OR</b>	
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>
<b>Total Minimum Credits Required</b>	<b>63-64</b>

Eastern Shore Community College Catalog and Student Handbook 2007 - 2008  
**Education Suggested Sequence (63 - 64 Credits)**

**First Year**

<b>FALL</b>	<u>Credits</u>	<b>SPRING</b>	<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**

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

***Secondary Education majors are recommended to take a second semester of pre-calculus (MTH 164).***

<sup>2</sup> 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.

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

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

<sup>5</sup> 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 of 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. **See page 89 for electives.**

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	College Success Skills	1
Health or Physical Education Elective		2-3
Humanities Elective		3
IT Elective		3
Social Science Electives		6
General Electives (Any course number 100 or above)		<u>12</u>
<b>Total Minimum Credits Required</b>		<b>63</b>

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



Eastern Shore Community College Catalog and Student Handbook 2007 - 2008

**General Studies Suggested Sequence**

**First Year**

<b>FALL</b>	<u>Credits</u>	<b>SPRING</b>	<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		BIO 102 or CHM 112 or	
PHY 101	4	or PHY 102	4
MTH 163	3	MTH 164	3
IT Elective	3	Humanities Elective	<u>3</u>
SDV 100	<u>1</u>		16
	17		

**Second Year**

<b>FALL</b>	<u>Credits</u>	<b>SPRING</b>	<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 of Arts and Sciences degree program in Science is designed for persons who are interested in transferring into a science or pre-professional baccalaureate program. **See page 89 for electives.**

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	College Success Skills	1
Health or Physical Education Elective		2-3
Humanities Elective		3
IT Elective		3
Social Science Electives		<u>6</u>
<b>Total Minimum Credits Required</b>		<b>63-64</b>

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

Eastern Shore Community College Catalog and Student Handbook 2007 - 2008  
**Science Suggested Sequence**

**First Year**

<b>FALL</b>	<u>Credits</u>	<b>SPRING</b>	<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**

<b>FALL</b>	<u>Credits</u>	<b>SPRING</b>	<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. **See page 89 for electives.**

<b>General Education Courses (Required)</b>		<b>Course Credits</b>
ENG 111	College Composition I	3
ENG 112 or 115	College Composition II or Technical Writing	3
Social Science Elective		3
MTH 121	Fundamentals of Mathematics	3
SDV 100	College Success Skills	<u>1</u>
		<b>13</b>

<b>Administrative Support Technology and Related Courses (Required)</b>		
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>
		<b>22</b>

<b>Total Minimum Credits Required</b>	<b>35</b>
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### **Administrative Assistant Suggested Sequence**

<b>FALL</b>	<u>Credits</u>	<b>SPRING</b>	<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
	<b>18</b>		

## 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	College Success Skills	<u>1</u>
		<b>7</b>

### CAD Drafting Courses (Required)

ARC 121-122	Architectural Drafting I-II	6
CIV 100	Introduction to Surveying	2
GIS 200	Geographical Information Systems I	4
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>
		<b>31</b>

**Total Minimum Credits Required 38**

### Computer-Aided Drafting and Design Recommended Sequence

SUMMER	<u>Credits</u>	FALL	<u>Credits</u>	SPRING	<u>Credits</u>
GIS 200	4	ARC 121	3	ARC 122	3
		CIV 100	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		16
		SDV 100	<u>1</u>		
			<b>18</b>		

## 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	College Success Skills	<u>1</u>
		<b>13</b>
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>
		<b>14</b>
General Electives (Any course number 100 or above)		<u>6</u>
<b>Total Minimum Credits Required</b>		<b>33</b>

### Electronics Recommended Sequence

FALL	Credits	SPRING	Credits
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
			<b>17</b>

## 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. **See page 89 for electives.**

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		3
MTH 121	Fundamentals of Mathematics	3
SDV 100	College Success Skills	<u>1</u>
		<b>13</b>

Information Systems Technology (Required)		
ITE 106	Microcomputer Operating Systems	4
ITE 115	Intro to Comp Appl and Concepts	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>
		<b>22</b>

<b>Total Minimum Credits Required</b>	<b>35</b>
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### 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 757.789.1787 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. **See page 89 for electives.**

### **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 course work;
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.



## Eastern Shore Community College Catalog and Student Handbook 2007 - 2008

### 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	College Success Skills	<u>1</u>
		<b>10</b>

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>
		<b>36</b>

<b>Total Minimum Credits Required</b>	<b>46</b>
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The prerequisite for all MDA classes is admission to the program, or permission of the instructor.

Eastern Shore Community College Catalog and Student Handbook 2007 - 2008  
**Medical Assistant Recommended Sequence**

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

## PRACTICAL NURSING

Contact Pat Diem 757.789.1787 or Dean of Instruction 757.789.1748

Purpose: The certificate program in Practical Nursing is designed to prepare students for a career as a Licensed Practical Nurse (LPN). The program will provide instruction leading to licensure as a practical nurse preparing students to qualify as contributing members of the health care team rendering patient care in a variety of health service facilities. At the successful completion of the program, students will be eligible to sit for the National Council Licensure Examination (NCLEX-PN) leading to licensure as a practical nurse.

***Students will be accepted into the program beginning Summer 2007 pending program approval by the Virginia State Board of Nursing.***

### Program Admission Requirements

In addition to the general admission requirements established for the College, minimum standards for entry into the program are:

- High school diploma or GED
- Successful completion of the nursing entrance examination
- Strong competence in basic arithmetic (placement test scores or successful completion of MTH 03)
- Eligibility for ENG 111 by current placement criteria
- Current CPR certification at the Basic Life Support-Health Care Provider level
- Completion of previous college level work with a grade point average of 2.0 or better
- Completion of high school biology or the ESCC class NAS 150 Human Biology (three credits) or equivalent with a C or better within ten years

### Program Notes

The nursing law of Virginia addresses criteria for application for licensure. The Virginia Board of Nursing has the power to deny opportunity to become licensed through testing if the applicant has willfully committed a felony/misdemeanor under the laws of the Commonwealth of Virginia. The question of eligibility to take the PN licensing exam cannot be determined until application for licensure is received by the State Board of Nursing. Some health care facilities may not employ individuals who committed certain criminal acts. Students are responsible for costs related to required testing fees, liability insurance, uniforms, books, and criminal history and sex offender crimes against minors background checks. Clinical hours of instruction are included in the hours of instruction inherent in the credit hours indicated for each class.

#### General Education Courses (Required):

ENG 111 College Composition	3
PSY 201 Introduction to Psychology 1	3
PSY 235 Child Psychology	3
ITE 115 Intro to Comp Appl and Concepts	<u>3</u>
	<b>12</b>

#### Practical Nurse (PNE) Courses (Required):

HLT 130 Nutrition and Diet Therapy	1
SDV 101 Orientation to Health Careers	1
PNE 135 Maternal and Child Health Nursing	5
PNE 141 Nursing Skills	2
PNE 142 Nursing Skills	2
PNE 145 Trends in Practical Nursing	1
PNE 151 Medical-Surgical Nursing	4
PNE 152 Medical-Surgical Nursing	5
PNE 155 Body Structure and Function	4
PNE 158 Mental Health and Psychiatric Nursing	1
PNE 173 Pharmacology for Practical Nurses	1
PNE 174 Applied Pharmacology for Practical Nurses	1
PNE 186 Nursing Concepts	<u>6</u>

**Total Minimum Credits Required** 34  
**46**

**Practical Nursing Recommended Course Sequence:**

<u>SUMMER</u>	<u>Credits</u>	<u>FALL</u>	<u>Credits</u>
PNE 155	4	HLT 130	1
ENG 111	3	PSY 201	3
SDV 101	1	PNE 141	2
ITE 115	<u>3</u>	PNE 151	4
	11	PNE 173	1
		PNE 186	<u>6</u>
			17

<u>SPRING</u>	<u>Credits</u>
PSY 235	3
PNE 135	5
PNE 142	2
PNE 145	1
PNE 152	5
PNE 158	1
PNE 174	<u>1</u>
	18

Total 46

**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.

<b>Courses Required</b>	<b>Course Credits</b>
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 College Success Skills	<u>1</u>
<b>Total Minimum Credits Required</b>	<b>32</b>

**Welding Suggested Sequence**

<u>FALL</u>	<u>Credits</u>	<u>SPRING</u>	<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.

<b>Required Courses</b>		<b>Course Credits</b>
AIR 121	Air Conditioning and Refrigeration	3
AIR 134	Circuits and Controls	3
AIR 193	EPA Certification	1
AIR 154	Heating Systems	3
AIR 235	Heat Pumps	<u>3</u>
<b>Total Minimum Credits Required</b>		<b>13</b>

#### **Program Prerequisites/Co-requisites**

Students must demonstrate proficiency in basic math and reading equivalent to MTH 02 and ENG 04. Once enrolled in the program, students must maintain a 2.0 GPA.

Fees for EPA testing and certification testing are the student's responsibility.

### **COMPUTER-AIDED DRAFTING AND DESIGN**

Contact: Ray Middleton 757.789.1759

<b>Required Courses</b>		<b>Course Credits</b>
ARC 121-122	Architectural Drafting I-II	6
CIV 100	Introduction to Surveying	2
CIV 115	Civil Engineering Drafting	3
DRF 111-112	Technical Drafting I-II	6
DRF 201-202	Computer Aided Drafting and Design I-II	8
GIS 200	Geographical Information Systems I	<u>4</u>
<b>Total Minimum Credits Required</b>		<b>29</b>

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## 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>
<b>Total Minimum Credits Required</b>		<b>12</b>

### 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.

The program is approved by the Virginia Board of Nursing. The Board of Nursing can deny certification to any applicant who has filed false credentials and/or who has falsely represented facts on the application for certification and/or has committed a felony/misdemeanor. Background checks for criminal history and sex offender crimes against minors are required. Students must provide official results of the Virginia State Police background investigation relative to criminal convictions. Some health facilities may not employ individuals who have committed certain criminal acts. Students who have convictions may be prohibited from clinical practice and may not complete the program. **Students are responsible for costs related to required testing fees, liability insurance, uniforms, books, and criminal history and sex offender crimes against minors background checks.**

## 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 <b>or</b>	
BUS 116	Entrepreneurship	3
BUS 190	Coordinated Internship in Business	3
MKT 100	Principles of Marketing	3
ITE 115	Intro to Comp Appl and Concepts	<u>3</u>
<b>Total Minimum Credits Required</b>		<b>21</b>

### Small Business Management Suggested Sequence

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

<sup>1</sup>*If 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.

## General Education Requirements

The following course prefixes meet the general education requirements of all programs. Where a curriculum requires a social science, humanities, science with lab, or non-lab science any course with a prefix in the respective group below satisfies the requirement.

<p>ART ENG MUS HUM</p> <p>HUMANITIES</p> <p>REL PHI SCM SPD Foreign language</p>	<p>ADJ ECO GEO HIS</p> <p>SOCIAL SCIENCE</p> <p>PSY SOC SSC</p>
<p>BIO CHM (not CHM 110) PHY NAS (not NAS 150) ETR 122 (Some colleges and majors may accept ETR 121/122 as a science requirement. Check with your transfer counselor.)</p> <p>SCIENCE with lab</p>	<p>CHM 110 NAS 150</p> <p>Non-lab SCIENCE</p>
<p>HLT PED</p> <p>HEALTH or PHYSICAL EDUCATION</p>	

## **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 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 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 213 PRINCIPLES OF ACCOUNTING LABORATORY I (1 cr.) Provides problem-solving experience to supplement instruction in ACC 211. Co-requisite is concurrent enrollment in ACC 211. Laboratory 2 hours per week.

ACC 214 PRINCIPLES OF ACCOUNTING LABORATORY II (1 cr.) Provides problem-solving experience to supplement instruction in ACC 212. Co-requisite is concurrent enrollment in ACC 212. 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 ( 3 cr.)( 3 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. Co-requisite is AIR 193.

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

AIR 134-135 CIRCUITS AND CONTROLS I-II ( 3 cr.)( 3 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 2 hours. Laboratory 3 hours. Total 5 hours per week.

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

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 193 Studies in HVAC (1 cr.) Covers EPA certification requirements for HVAC technicians. Co-requisite AIR 121. Lecture 1 hour 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 hour per week.

AST 101 KEYBOARDING I (3 cr.)

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

AST 102 KEYBOARDING II (3 cr.) Develops keyboarding and document production skills, with emphasis on preparation of specialized business documents. Continues skill building for speed and accuracy. Prerequisite AST 101. 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 3 hours. Total 6 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 3 hours. Total 6 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 200 GEOGRAPHICAL INFORMATION SYSTEMS I (4 cr.) Provides hands-on introduction to a dynamic desktop GIS (Geographic Information System). Introduces the components of a desktop GIS and their functionality. Emphasizes manipulation of data for the purpose of analysis, presentation, and decision-making. Prerequisite: ITE 115 or instructor approval. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

## **HEALTH 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 and 120 hours of instruction per semester to meet State Board of Nursing CNA certification requirements.

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. Meets additional requirements for CNA's certification as Long Term Care Assistant. 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 116 INTRODUCTION TO PERSONAL WELLNESS CONCEPTS ( 3 cr.)

Introduces students to the dimensions of wellness including the physical, emotional, environmental, spiritual, occupational, and social components. 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. Prerequisite is ITE 115 or equivalent or division approval. 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. Prerequisite is ITE 115 or equivalent or division approval. 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. Prerequisite is ITE 115 or equivalent or division approval. 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. Prerequisite is ITE 115 or equivalent or division approval. 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. Prerequisite is ITE 115 or equivalent or division approval. 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. Prerequisite is ITE 115 or equivalent or division approval. 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++ applications. Prerequisite is ITE 115 or equivalent or division approval. 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 108 NURSING PRINCIPLES AND CONCEPTS (6 cr.) Introduces principles of nursing, health and wellness concepts, and the nursing process. Identifies nursing strategies to meet the multidimensional needs of individuals. Includes math computational skills, basic computer instruction related to the delivery of nursing care, introduction to the profession of nursing, nursing process, documentation; basic needs related to integumentary system, teaching/learning, stress, psychosocial, safety, nourishment, elimination, oxygenation, circulation, rest, comfort, sensory, fluid and electrolyte and mobility needs in adult clients. Also includes care of the pre/post operative client. Provides supervised learning experience in college nursing laboratories and/or cooperating agencies. Prerequisite: Admission to the Nursing Program. Lecture 3 hours. Laboratory 9 hours. Total 12 hours per week.

NUR 115 LPN TRANSITION (6 cr.) Introduces the role of the registered nurse through concepts and skill development in the discipline of professional nursing. This course serves as a bridge course for licensed practical nurses and is based upon individualized articulation agreements, mobility exams, or other assessment criteria as they relate to local programs and service areas. Includes math computational skills and basic computer instruction related to the delivery of nursing care. Lecture 4 hours. Laboratory 6 hours. Total 10 hours per week.

NUR 130 PHYSICAL ASSESSMENT AND BASIC PHARMACOLOGY (3 cr.) Teaches a systematic approach to performing physical assessment skills and basic pharmacological concepts. Includes basic principles of data collection and basic analysis using skills of interviewing and techniques of inspection, palpation, percussion and auscultation. Principles of pharmacology include dosage calculations, major drug classifications, drug legislation, legal aspects of medication administration, drug action on specific body systems, and basic computer applications. Provides supervised learning experiences in a college laboratory. Lecture 1 hour. Laboratory 6 hours. Total 7 hours per week.

NUR 170 ESSENTIALS OF MEDICAL/SURGICAL NURSING (4 cr.) Focuses on the 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. Prerequisites: NUR 108 and NUR 130. 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. Prerequisites: NUR 108 and NUR 130. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

NUR 201 PSYCHIATRIC NURSING (4 cr.) Focuses on the care of individuals/families requiring clinical treatment. Uses all components of the nursing process with increasing degrees of skill. Includes math computational skills and basic computer instruction related to the delivery of nursing care, alterations in behavior, eating disorders, mood disorders, anxiety, chemical dependency and dementias. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. Lecture 2 hours. Laboratory 6 hours. Total 8 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. Prerequisite: NUR 271. Lecture 3 hours per week.

NUR 270 ESSENTIAL NURSING CONCEPTS II (4 cr.) Focuses on complex nursing care of individuals, families and/or groups in various stages of development who are experiencing alterations related to their biopsychosocial needs. Uses all components of the nursing process with increasing degrees of skill. Includes math computation skills, basic computer instruction related to the delivery of nursing care with patients having fluid & electrolyte imbalance related to inflammatory bowel disease, intestinal obstruction, peptic ulcer disease and cirrhosis; altered regulatory hormonal mechanism related to endocrine disorders; altered inflammatory process related to STD/AIDS, endocarditis, rheumatic fever/valvular disorders and pancreatitis. Provides supervised learning in college nursing laboratories and/or cooperating agencies. Prerequisite: NUR 201. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

NUR 271 ESSENTIAL NURSING CONCEPTS III (4 cr.) Focuses on complex nursing care of individuals, families and/or groups in various stages of development who are experiencing alterations related to their biopsychosocial needs. Uses all components of the nursing process with increasing degrees of skill. Includes math computation skills, basic computer instruction related to the delivery of nursing care with patients having altered transport to and from cells related to anemia, hemophilia, hypertension, coronary artery disease, heart failure, cystic fibrosis; abnormal proliferation and maturation of cells related to cancer. Provides supervised learning experience in college nursing laboratories and/or cooperating agencies. Prerequisite: NUR 270. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

NUR 272 ESSENTIAL NURSING CONCEPTS IV (4 cr.) Focuses on complex 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 degrees of skill. Includes math computation skills, basic computer instruction related to the delivery of nursing care with patients having altered transport to and from cells related to tuberculosis, chronic obstructive pulmonary disease, croup, congenital heart defects, peripheral vascular disease, brain attack, chest injuries; altered neural regulatory mechanisms related to meningitis, spinal cord injury, spina bifida, myelomeningocele, scoliosis, seizure disorder, Parkinson's disease; altered sensory motor function related to multiple sclerosis. Provides supervised learning experience in college nursing laboratories and/or cooperating agencies. Prerequisite: NUR 271. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

NUR 273 ESSENTIAL NURSING CONCEPTS V (4 cr.) Focuses on complex 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 degrees of skill. Includes math computation skills, basic computer instruction related to the delivery of nursing care with patients having abnormal proliferation and maturation of cells related to cancer; altered fluid and electrolyte imbalance related to burns, renal failure, nephritic syndrome, glomerulonephritis; multi-system disorders. Provides supervised learning experience in college nursing laboratories and/or cooperating agencies. Prerequisite: NUR 272. Co-requisite: NUR 255. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

NUR 274 NURSING CIVIC RESPONSIBILITY (1 cr.) Focuses upon critical reflective learning that integrates the core components of the associate degree nurse through community services that enhance civic and social responsibilities. Prerequisite: NUR 271. Co-requisite: NUR 272. Laboratory 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.

## **PRACTICAL NURSING**

PNE 135 MATERNAL AND CHILD HEALTH NURSING (5 cr.) Examines pregnancy, childbirth, post-partum and newborn care from a family centered approach. Covers complications related to childbearing. Emphasizes growth and development and exploration of common childhood disorders at various stages. Lecture 4 hours. Laboratory 3 hours. Total 7 hours per week.

PNE 141-142 NURSING SKILLS I-II ( 2 cr.)( 2 cr.) Studies principles and procedures essential to the basic nursing care of patients. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

PNE 145 TRENDS IN PRACTICAL NURSING ( 1 cr.) Studies the role of the licensed practical nurse. Covers legal aspects, organizations, and opportunities in practical nursing. Assists students in preparation for employment. Lecture 1 hour per week.

PNE 151 MEDICAL-SURGICAL NURSING I ( 4 cr.) Studies etiology, symptoms, prescribed treatment, and experiences in the nursing care of patients with selected disorders. Selects learning experiences to correlate related patient care with classroom instruction whenever possible. Provides observational experiences when available. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

PNE 152 MEDICAL-SURGICAL NURSING II ( 5 cr.) Studies etiology, symptoms, prescribed treatment, and experience in the nursing care of patients with selected disorders. Lecture 3 hours. Laboratory 6 hours. Total 9 hours per week.

PNE 155 BODY STRUCTURE AND FUNCTION ( 4 cr.) Studies the structure and function of the body. Lecture 4 hours per week.

PNE 158 MENTAL HEALTH AND PSYCHIATRIC NURSING ( 1 cr.) Recognizes emotional needs of patients. Provides knowledge of the role that emotions play. Enables students to understand their own behavior as well as patient behavior. Lecture 1 hour per week.

PNE 173 PHARMACOLOGY FOR PRACTICAL NURSES ( 1 cr.) Studies history, classification,

sources, effects, uses and legalities of drugs. Teaches problem solving skills used in medication administrations. Emphasizes major drug classes and specific agents within each class. Lecture 1 hour per week.

PNE 174 APPLIED PHARMACOLOGY FOR PRACTICAL NURSES (1 cr.) Applies problem solving skills in preparing and administering medications. Laboratory 3 hours. Total 3 hours per week.

PNE 186 NURSING CONCEPTS I ( 6 cr.) Introduces principles of nursing including concepts of health, wellness, illness and the nursing process. Develops nursing skills to meet the multidimensional needs of individuals across the life span. Includes computer skills related to the delivery of nursing care. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. Lecture 5 hours. Laboratory 3 hours. Total 8 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 COLLEGE SUCCESS SKILLS (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**

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

**Elizabeth Alexander**

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University of South Florida

**Llewellyn Allison**

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B.S., James Madison University  
M.S. Virginia Polytechnic Institute and State University

**Kim Boyd**

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

**Mary Margaret Browning**

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M.A., Old Dominion University

**Lisa Glassco**

Developmental English  
B.S., Mount Senario College

**James Goldstine**

Electronics  
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B.S., Oswego State Teachers College

**Judith Gray**

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

**Kim Grewe**

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**Sharon Heerdt**

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**Dean Hickman**

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

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B.A., University of Philippines

**Claudia Johnson**

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M.A., Ph.D., University of Utah

**Connie Johnson**

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M.S., Ph.D. Colorado State University

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**D. Michael Murphy**

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**Vesna Zidovec**

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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.

## **ESCC 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
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
Roy Lock	Continuing and Community Education Program 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.

The following policies deal with student rights and responsibilities: the Academic Misconduct Policy, Sexual Misconduct Policy, Sexual Harassment Policy, Unauthorized or Disorderly Assembly Policy, the Student Grievance Policy and the VCCS Computer Ethics Policy. 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 POLICY 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.

## **STUDENT CODE OF CONDUCT POLICY**

The college reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when in the judgment of college officials, a student's conduct disrupts or threatens to disrupt the educational objectives of the college, appropriate disciplinary action will be taken to restore and protect the orderliness of the Eastern Shore Community College community. A student may be subject to disciplinary action for conduct code violations which include, but are not limited to, the following.

## Violations

1. Material disruption or obstruction of teaching, research, administration, disciplinary proceedings, or any other College activities.
2. Assault and/or battery. Under no circumstances will the College tolerate fighting or physical violence while a student is on campus property or at College activities.
3. Psychological abuse or harassment such as taunting, badgering, stalking, threatening, or intimidating behaviors and/or actions which unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive work or academic environment.
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. 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.
7. Failure to comply with the official and proper order of a duly designated College official.
8. Gambling or holding a raffle or lottery on college property or at any college function without proper college or other necessary approvals.
9. Use, possession, manufacture, sale, or distribution of narcotics or hallucinatory drugs or controlled substances of any nature.
10. Use or possession of weapons on one's person or in one's motor vehicle while on campus.
11. Littering.
12. Defacing, destroying, damaging, removing or using public or private property without proper authorization.
13. 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 via student e-mail.
14. Encouraging or assisting others to commit any of the acts which are prohibited by this Code.
15. Knowingly furnishing false information to the College, including the forgery, alteration or misuse of College documents, instruments, or identification.
16. Obscene conduct or public profanity.
17. Theft, larceny, or embezzlement.
18. The use of pagers, cell phones, or other communication devices, which are not set to a silent mode, in the classroom, laboratory, or library. These devices are allowed on campus and can be used in any other setting where they will not disturb any student, faculty, or staff.
19. Conducting oneself in a manner that endangers the health or safety of other persons.

## 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 unless the violation ceases or is not repeated. An admonition is an action which may be administered by the dean of student services without further review.
2. 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 to reach possible resolution and/or
  - b. The student refuses to cease disruptive behavior or conduct in violation of this policy after direct orders and/or admonition 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.

3. 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. Also, a student may be restricted from using the student lounge or computing resources for a definite period of time.
4. Suspension: Exclusion from attending College as a student for a definite period of time, not to exceed one year. A student who is suspended will be required to appear before the Admissions Committee before readmission can be granted.
5. Dismissal: Removal from the College for a period in excess of one year. Such person will have to reapply after the dismissal period. Readmission is not assured. The conditions of readmission, if any, will be stated in the order of dismissal.
6. Restitution for damages. Reimbursement for damaged or misappropriated property. This may take the form of appropriate service to repair or otherwise compensate for damages.
7. Bar against readmission to the College.

### **Disciplinary Procedures**

The dean of student services is responsible for carrying out disciplinary procedures within the College except for academic misconduct and computer ethics violations. The academic misconduct process is carried out by faculty with written notification to the dean of instruction. The computer ethics violation process is carried out by the chief information officer and the vice-president of finance and administration.

Any administrator, faculty, staff member, or student may file a written Incident Report within three days with the dean of student services against any student for a violation of any College rule or regulation. Incident Report forms are available in the office of the registrar. The dean will begin an investigation of the alleged violation within three class days after such Incident Report is filed.

Unless the dean's initial investigation clearly reveals that the charge or charges are unfounded, he or she will summon the student alleged to have violated the conduct code by certified letter addressed to the student at his or her address of college record. The College may also send such notification to the student via College e-mail. The summons shall notify the student of his or her alleged violation and the name of the person making the allegation, and it shall instruct the student to appear at a meeting with the dean of student services at a specific time and place not more than five class days after the date of the letter for possible disciplinary action. The dean of student services may place on disciplinary probation any student who refuses or fails to appear for such meeting without reasonably attempting to arrange another date for such a meeting. The College may deem the student's refusal to attend this meeting as a waiver of his or her right to contest the charges alleged against him or her.

During the meeting with the student, the student will be advised of the charge or charges against him or her, the possible sanctions that he or she may receive if found guilty of the charge or charges, and the right to a hearing to contest the charge or charges. After meeting with the student, the dean of student services shall determine whether to 1) dismiss the alleged violation as unfounded; 2) administer a reprimand or admonition if the violation is founded but not severe; 3) impose an appropriate disciplinary sanction in accordance with the Student Conduct Code when the facts are not in dispute and the student cannot reasonably dispute the charge; or 4) refer founded violations, either where the facts are in dispute or where admonition is inappropriate, to the Student Conduct Committee.

The dean will provide his or her determination to the student by certified mail writing within three class days of the meeting. A student refusing to accept the dean's imposition of an admonition or a sanction may request a hearing before the Student Conduct Committee in writing to the dean within five class days of receiving the dean's written disposition. If the student accepts the dean's admonition or sanction, he or she shall sign a statement that he or she understands the nature of the charges and waives the right to contest the disposition of the charges at a hearing.



Each case 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 in writing. The Student Conduct Committee will be composed of two faculty members and one student (selected from the Student Government Association unless no one is available to serve), 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 and will elect a chairperson. The dean of student services will represent the College and defend its determination of an admonition or sanction at the hearing.

The chairperson of the Student Conduct Committee will notify the student by certified mail of the charge or charges against him or her, advise the student of his or her right to present his or her case and to have an advisor present, to furnish evidence in his or her behalf, to call witnesses in his or her behalf, and to confront witnesses against him or her. The notice will further provide the date, time, and place the Student Conduct Committee has set for the hearing within five class days of the dean receiving the student's request for the hearing. The Student Conduct Committee may postpone the hearing date for good cause with notice of the new hearing date, time, and place to the student and all other affected parties.

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 to the student of the charge(s) for violating rules and regulations.
3. A hearing or oral proceeding before the Student Conduct 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 for witnesses to be called by either the committee or the student to testify; the committee may cross-examine witnesses.
6. Right to have an advisor or counsel at the hearing at the student's expense to advise the student. Any attending counsel on the student's behalf, however, may not participate in the hearing, address nor interrogate the committee or witnesses.
7. Right for a un-emancipated juvenile to have his or her parents or legal guardian present at the hearing.
8. With the possible exception of un-emancipated juveniles, there is no right to have parental or "third party" interventions in any way concerning a student's hearing. Students are considered adults and such interventions invade a student's individual right to confidentiality during these procedures.
9. A written, audio-taped, or video-taped record of the hearing.
10. A prompt written decision.
11. Information about appeal procedures.

The Student Conduct Committee will conduct a review of available evidence regarding the alleged violation and will vote on whether the student is guilty of the charge or charges. If a majority of the Committee members vote that the student is guilty of the charge or charges, the committee will give the dean of student services a finding of facts and a recommendation as to any disciplinary action. Unless the dean of student services determines that the Student Conduct Committee's findings and recommendations are clearly not supported by the evidence, he or she will impose the Committee's disciplinary decision. Within five class days of the conclusion of the hearing, the dean of student services will communicate the disciplinary decision in writing by certified mail to the student.

Any notifications mentioned within this policy will be sent in writing to the parent or guardian of any student who is under eighteen years of age.

Students receiving a disciplinary sanction after his or her hearing may appeal such decision to the president of the College. Appeals must be in writing and must be received by the President's Office within five class days of the dean's decision. The president will render a final decision on the appeal within ten class days of receipt of the appeal.

### **Enforcement**

All College personnel and students are responsible for enforcing College rules and regulations. When a College employee or student observes a student code of conduct violation, he or she should take reasonable immediate measures to report the violation to the dean of student services or, in his or her absence, any other college administrator. In order for the official investigation process to begin, the College employee or student observer must file a written Incidence Report with the dean of student services. Incident Report forms are available in the registrar's office. 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 POLICY**

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 POLICY**

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 Procedures**

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.

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**

Alan G. Toxopeus - *Chair*  
Mark R. Graham – *Vice Chair*  
Shahnaz M. Ahmed  
Megan C. Beyer  
Gary C. Hancock  
Adele C. Johnson  
Constance R. Kincheloe  
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Nathaniel Xavier Marshall  
Jeffery K. Mitchell  
R. Michael Mohler  
Michael Petters  
William E. Porter  
Paul J. Reagan  
Robert W. Shinn

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  
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Lynn K. Hines  
Stuart F. Mackler, MD  
Lillie Milbourne  
George V. Podelco  
Emma Rhyne  
Robert G. Turner  
Mary Walker  
Donna West  
Marcie W. White  
Gregory Duncan – *Liaison, Accomack Board of Supervisors*  
Megan Beyer – *Liaison, State Board for Community Colleges*

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 a 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*

Barbara Johnsen - *Vice President*

Cheryl Thompson-Stacy - *Secretary*

Margaret Schutz – *Treasurer*

Willie Holland, *Director Emeritus*

Robert S. Bloxom

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Henry Dixon

Carol Evans

Ronnie Holden

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R. Peter Lalor

Oral Lambert

Charles Renner

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## **INDEX**

### **A**

ACADEMIC AND CAREER ASSESSMENT, 48  
ACADEMIC CALENDAR, 10, 11  
ACADEMIC COMPETITIVENESS GRANT, 18  
ACADEMIC INFORMATION, 30  
ACADEMIC LOAD, 30  
ACADEMIC MISCONDUCT, 122  
ACADEMIC PROBATION, 35  
ACADEMIC RENEWAL, 30  
ACCREDITATION, 9  
ADJUNCT FACULTY, 116  
ADMINISTRATIVE ASSISTANT, 74  
ADMINISTRATIVE WITHDRAWAL, 20  
ADMISSIONS INFORMATION, 12  
ADMISSIONS WITH SPECIAL PROVISIONS, 12  
ADULT EDUCATION, 47  
ADVANCED PLACEMENT (AP);, 14  
ADVANCED STANDING, 14  
ADVISORY COMMITTEES, 119  
ALL CHRISTIANS TOGETHER IN SERVICE (ACTS), 40  
ALL RELIGIONS UNITED (ARU), 40  
APPEAL OF DOMICILE STATUS, 29  
APPRENTICESHIP RELATED INSTRUCTION, 46  
ARMED SERVICES, 16  
ASSESSMENT CENTER, 47  
ASSOCIATE IN APPLIED SCIENCE DEGREE, 51  
ASSOCIATE IN ARTS AND SCIENCES DEGREE, 66  
ATLANTIC DISTRICT RURITAN CLUB SCHOLARSHIP, 22  
AUDITING COURSES, 30

### **B**

BAD CHECKS, 28  
BANNON FOUNDATION SCHOLARSHIPS, 22

BETH TAYLOR POSINSKI POST-GED SCHOLARSHIP, 22  
BOOKS, 28  
BOOKSTORE, 28  
BOOKSTORE REFUND POLICY, 28  
BUSINESS ADMINISTRATION, 66  
BUSINESS MANAGEMENT MAJOR, 53  
BUSINESS TECHNOLOGY, 53

## C

C.L. COURTNEY MEMORIAL SCHOLARSHIP, 23  
CAMELIA MOON MEMORIAL SCHOLARSHIP, 22  
CAREER PATHWAYS PROGRAMMING, 46  
CAREER STUDIES CERTIFICATES, 46  
CAREER STUDIES CERTIFICATES, 84  
CERTIFICATES, 74  
CERTIFICATION TESTING AND VERIFICATION, 47  
CHANGE OF REGISTRATION, 31  
CHARLES E. PORTERFIELD MEMORIAL SCHOLARSHIP, 23  
CHEATING, 122  
CHILDCARE SERVICES, 41  
CHILDREN, 41  
CLASS ATTENDANCE, 30  
CLASSIFICATION OF STUDENTS, 13  
CLUBS AND ACTIVITIES, 40  
COLLEGE BOARD ADVANCED PLACEMENT, 15  
COLLEGE LEVEL EXAMINATION PROGRAM (CLEP), 15  
COLLEGE REGULATIONS, 121  
COLLEGE SCHOLARSHIP ASSISTANCE PROGRAM, 18  
COMMONWEALTH AWARDS, 18  
COMMONWEALTH LEGACY SCHOLARSHIP, 23  
COMPASS, 13  
COMPLIANCE TRAINING, 45  
COMPUTER ACCESS, 39  
COMPUTER ETHICS GUIDELINES, 131  
COMPUTER TECHNICIAN SPECIALIZATION, 61  
COMPUTER-AIDED DRAFTING AND DESIGN, 75, 84

CONCURRENT ENROLLMENT OF HIGH SCHOOL STUDENTS, 12

CONTINUING EDUCATION, 46

COUNSELING, 39

COURSE DESCRIPTIONS

AIR CONDITIONING AND REFRIGERATION, 91

COURSE DESCRIPTIONS

HUMANITIES, 101

COURSE DESCRIPTIONS, 89

ACCOUNTING, 91

ADMINISTRATION OF JUSTICE, 91

ADMINISTRATIVE SYSTEMS TECHNOLOGY, 92

ARCHITECTURE, 92

ART, 92

BIOLOGY, 93

BUSINESS, 94

CHEMISTRY, 96

CHILD DEVELOPMENT, 95

CHINESE, 96

CIVIL ENGINEERING, 96

COMPUTER-AIDED DRAFTING AND DESIGN, 96

DIETETICS, 96

ECONOMICS, 96

EDUCATION, 97

ELECTRONICS TECHNOLOGY, 98

ENGLISH, 97

ENVIRONMENTAL SCIENCE, 98

FINANCIAL SERVICES, 99

GEOGRAPHIC INFORMATION SYSTEMS, 99

GEOGRAPHY, 99

HEALTH, 100

HEALTH CARE TECHNICIAN, 99

HISTORY, 100

INFORMATION SYSTEMS TECHNOLOGY, 101

MARKETING, 103

MATHEMATICS, 103

MEDICAL ASSISTING, 102

MUSIC, 104  
 NATURAL SCIENCES, 105  
 NURSING, 105  
 PHILOSOPHY, 107  
 PHOTOGRAPHY, 107  
 PHYSICAL EDUCATION, 106  
 PHYSICS, 107  
 POLITICAL SCIENCE, 107  
 PSYCHOLOGY, 108  
 REAL ESTATE, 108  
 RELIGION, 108  
 SIGN COMMUNICATIONS, 109  
 SOCIAL SCIENCE, 110  
 SOCIOLOGY, 109  
 SPANISH, 109  
 SPEECH AND DRAMA, 110  
 STUDENT DEVELOPMENT, 110  
 WELDING, 110  
 COURSE NUMBERS, 89  
 CREDIT BY EXAMINATION, 14  
 CREDITS, 31  
 CURRICULAR ADMISSION, 12  
 CURRICULAR STUDENT, 13  
 CURRICULAR STUDENTS, 12  
 CUSTOMIZED CONTRACTED TRAINING, 44

## D

DANTES SUBJECT STANDARDIZED TESTS (DSST'S), 15  
 DAVID R. (SKEET) SKEOCH SCHOLARSHIP, 23  
 DELMARVA POWER OCCUPATIONAL-TECHNICAL MERIT SCHOLARSHIP, 23  
 DEPARTMENTAL CHALLENGE EXAMINATIONS, 15  
 DIRECTORY INFORMATION, 41  
 DISCLAIMER, 2  
 DISMISSAL, 35, 36  
 DOMICILE, 28  
 DOMICILIARY INTENT, 28

DR. JOHN ROGERS MAPP SCHOLARSHIP, 23  
DR. JOHN W. ROBERTSON MEMORIAL SCHOLARSHIP, 23  
DUAL ENROLLMENT, 46  
DUAL ENROLLMENT OF HIGH SCHOOL STUDENTS, 13

## E

EARLY CHILDHOOD DEVELOPMENT, 57, 85  
EASTERN SHORE ANGLERS CLUB, 23  
EASTERN SHORE COMMUNITY COLLEGE BOARD, 134  
EASTERN SHORE COMMUNITY COLLEGE FOUNDATION, 135  
EASTERN SHORE COMMUNITY COLLEGE FOUNDATION SCHOLARSHIP, 23  
EASTERN SHORE MARLIN CLUB SCHOLARSHIPS, 24  
EASTERN SHORE NURSING SCHOLARSHIPS, 24  
EASTERN SHORE PROFESSIONAL NURSING SCHOLARSHIP, 24  
EDUCATION, 68  
EDWIN LEATHERBURY MEMORIAL SCHOLARSHIP, 24  
ELECTRONICS, 76  
ELECTRONICS TECHNOLOGY, 59, 61  
ELIGIBILITY COUNSELING, 48  
EMERGENCY CALLS, 41  
EMPLOYMENT, 19  
ENGLISH LANGUAGE LEARNING (ELL, 47  
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLIC, 9  
ESCC RIDESHARE, 42  
ESCCONNECT, 39  
EVEN START, 47  
EXAMINATIONS, 30

## F

FACILITY USAGE, 49  
FACULTY, 111  
FACULTY ADVISORS, 30  
FACULTY AND STAFF DIRECTORY, 111  
FEDERAL FAMILY EDUCATIONAL LOAN PROGRAM, 18  
FEDERAL PELL GRANT PROGRAM (PELL GRANT), 18  
FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS, 18

FEDERAL WORK-STUDY PROGRAM, 19  
FINANCIAL AID, 17  
FINANCIAL AID PAYMENTS, 20  
FINANCIAL ASSISTANCE PROGRAMS, 22  
FINANCIAL INFORMATION, 27  
FINANCIAL OBLIGATIONS, 28  
FOUNDATION BOARD, 135  
FRESHMAN/SOPHOMORE STATUS, 13  
FULL-TIME STUDENT, 13

## G

GEAR UP/ACCESS VIRGINIA, 18  
GED GRADUATE SCHOLARSHIP, 24  
GED PREPARATION, 47  
GED TESTING CENTER, 47  
GENERAL EDUCATION, 31  
GENERAL INFORMATION, 8  
GENERAL STUDIES, 70  
GOOD STANDING, 32  
GOVERNING BOARDS, 134  
GRADE CHANGE POLICY, 32  
GRADE POINT AVERAGE (GPA), 32  
GRADE REPORTS, 33  
GRADES, 32  
GRADUATION REQUIREMENTS, 33  
GRANTS, 18  
GRIEVANCE PROCEDURE, 129

## H

HANDICAPPED PARKING, 42  
HEATING, VENTILATION AND AIR CONDITIONING, 84  
HIGHER EDUCATION TEACHER ASSISTANCE PROGRAM, 18  
HONORS – GRADUATION, 33  
HONORS – SEMESTER, 33  
HONORS SEMINAR, 89

## I

INDIVIDUAL EMPLOYEE AND JOB-SPECIFIC SKILLS, 45  
INDUSTRIAL TRADES TECHNOLOGY TRAINING, 45  
INFORMATION SYSTEMS TECHNOLOGY, 55, 77  
INFORMATION TECHNOLOGY, 45  
INFORMATION TECHNOLOGY STUDENT / PATRON ACCEPTABLE USE AGREEMENT, 132  
IN-STATE TUITION ELIGIBILITY, 28

## J

JANE DUER CHANDLER MEMORIAL SCHOLARSHIP, 24  
JEANINE WATERFIELD TYSON MEMORIAL SCHOLARSHIP, 24  
JOB PLACEMENT ASSISTANCE, 49  
JOB READINESS CLASSES, 48

## L

LAURA AND MORRIS LEWIS MEMORIAL SCHOLARSHIP, 25  
LAWS, 121  
LEADERSHIP, MANAGEMENT AND SUPERVISIO, 44  
LEARNING RESOURCES CENTER, 37  
LIBRARY, 37  
LIBRARY FACILITIES AND SERVICES, 37  
LIBRARY FEES, 38  
LIBRARY HOURS, 38  
LIBRARY OF VIRGINIA, 37  
LICENSE REQUIRED CONTINUING EDUCATION, 46  
LOANS, 18  
LONG-TERM CARE ASSISTANT, 86  
LOSS OF FINANCIAL AID ELIGIBILITY, 21

## M

MARGO HUNT GED SCHOLARSHIPS, 25  
MAXIMUM CREDITS GRANTED THROUGH PROFICIENCY EXAMINATIONS, 15  
MEDICAL ASSISTANT, 78  
MILDRED WAPLES BLOXOM MEMORIAL SCHOLARSHIP, 25  
MISSION OF THE COLLEGE, 8

MULTIPLE DEGREES, 34

MULTIPLE MAJORS, 34

## N

NON-CREDIT STUDENTS, 13

NON-CURRICULAR ADMISSIONS, 12

NON-CURRICULAR STUDENT, 13

NORTHAMPTON GRADUATE SCHOLARSHIP, 25

NURSING, 63

## O

ONE-STOP CENTER MANAGEMENT, 48

ON-THE-JOB TRAINING, 49

ORGANIZATIONAL DEVELOPMENT, 45

OUTCOMES ASSESSMENT, 34

## P

PARKING REGULATIONS, 41

PART-TIME STUDENT, 13

PART-TIME TUITION ASSISTANCE GRANT, 18

PATH TO INDUSTRY CERTIFICATIONS, 46

PAYMENT PLAN, 27

PELL GRANT, 18

PHI BETA LAMBDA, 40

PHI THETA KAPPA, 40

PLACEMENT TESTING, 13

PLACEMENT TESTING, 13

PLACEMENT/CAREER SERVICES, 39

PLAGIARISM, 122

PLAGIARISM, 122

PLANS OF STUDY, 50

POLICY ON DISCIPLINARY ACTION, 125

PRESIDENTIAL SCHOLARS, 26

PROBATION, 35, 36

PROFESSIONAL AND TECHNICAL TRAINING, 46

PROFICIENCY EXAMINATIONS, 14, 15



## R

RALSTON SCHOLARSHIP, 25  
RE-ADMISSION, 35, 36  
REAL ESTATE, 85  
RECORDS, 22, 30, 43, 130  
REGISTRATION, 31  
REHABILITATIVE SERVICES, 22  
REPEATING A COURSE, 34  
RESEARCH TOOLS AND RESOURCES, 37  
RETURNING STUDENTS, 13  
RILMA "DIB" WILSON MEMORIAL SCHOLARSHIP, 25  
ROBERT L. KRIEGER MEMORIAL SCHOLARSHIP, 25  
ROBERT S. BLOXOM SCHOLARSHIP, 25

## S

SCHOLARSHIPS, 22  
SCIENCE, 72  
SEMESTER SYSTEM, 31  
SEXUAL HARASSMENT, 124  
SEXUAL MISCONDUCT, 123  
SMALL BUSINESS MANAGEMENT, 87  
SOPHIE ROLA MEMORIAL SCHOLARSHIP, 26  
SPARK PLUS, 47  
STANDARD OF ACADEMIC PROGRESS, 19  
STAR TRANSIT, 42  
STATE PROGRAMS, 22  
STUDENT GOVERNMENT ASSOCIATION, 40  
STUDENT RESPONSIBILITIES, 30  
STUDENT RIGHTS AND RESPONSIBILITIES, 34  
STUDENT RIGHTS AND RESPONSIBILITIES, 121  
STUDENT SERVICES, 39  
STUDENTS WITH DISABILITIES, 39  
SUSPENSION, 35, 36

## T

TECH PREP, 46  
TECHNICAL AND SPECIALIZED TRAINING PROGRAMS, 45  
TRANSCRIPT REQUESTS, 34  
TRANSCRIPTS, 34, 48, 78  
TRANSFER STUDENTS, 12  
TRANSFER TO OTHER COLLEGES, 35  
TRANSFERRING FROM OTHER COLLEGES, 14  
TRANSPORTATION, 49  
TUITION AND FEES, 27  
TYLER-GASKILL SCHOLARSHIP, 26  
TYPES OF FINANCIAL AID, 18

## U

UNAUTHORIZED OR DISORDERLY ASSEMBLY, 129

## V

VETERANS, 9, 22, 39  
VETERANS BENEFITS, 22  
VIRGINIA GUARANTEED ASSISTANCE PROGRAM, 18  
VIRTUAL LIBRARY OF VIRGINIA, 37

## W

WELDING, 83, 88  
WIA SERVICES FINANCIAL ASSISTANCE, 22  
WITHDRAWAL, 31  
WITHDRAWAL FROM ALL CLASSES, 20  
WORKFORCE DEVELOPMENT, 44  
WORKFORCE DEVELOPMENT ADVISORY COUNCIL, 119  
WORKFORCE INVESTMENT ACT SERVICES, 48  
WORKFORCE TRAINING CENTER, 44