

EASTERN SHORE
COMMUNITY COLLEGE

Where Tomorrow Begins

**2014-2015 College Catalog
and Student Handbook
29300 Lankford Highway
Melfa, VA 23410**

**757.789.1789
TDD: 757.789.1738
www.es.vccs.edu**

DISCLAIMER

Eastern Shore Community College provides its website, catalog, schedules and handbooks for your general guidance. The College does not guarantee that the information contained within them, including, but not limited to, the contents of any page that resides under DNS registrations of www.es.vccs.edu and the associated social media site of www.facebook.com/#!/pages/Eastern-Shore-Community-College/167893718312 is up-to-date, complete and accurate, and individuals assume any risks associated with relying upon such information without checking other credible sources such as a college advisor, dean or vice-president. In addition, a student's or prospective student's reliance upon course information contained within these sources, or individual program catalogs or handbooks, when making academic decisions does not constitute, and should not be construed as, a contract with the college. Further, the college reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student's enrollment or otherwise.

Links to other materials and websites provided in these sources are also for information purposes only and do not constitute the college's endorsements of products or services referenced in such materials (October 6, 2011).

OFFICIAL VERSION OF CATALOG

The College maintains the *Catalog* and *Student Handbook* on its website at www.es.vccs.edu. **The version contained on the website is the official College document for procedures, policies and guidelines.**

FREEDOM OF INFORMATION ACT REQUESTS

Records requests or information on requesting records for Eastern Shore Community College should be directed to Annette Edwards, Vice President of Finance and Administration. She can be reached at Eastern Shore Community College, 29300 Lankford Highway, Melfa, VA 23410; 757.789.1768; aedwards@es.vccs.edu.

Cover design by college photographer, Charlie Killmon.

ESCC does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dean of Learning Resources, 29300 Lankford Highway, Melfa, VA 23410; 757-789-1723.

TABLE OF CONTENTS

MISSION OF THE COLLEGE	8
GENERAL INFORMATION	9
ACCREDITATION	9
NOTICE OF NON-DISCRIMINATION.....	9
ACADEMIC CALENDAR 2014 – 2015	10
ADMISSIONS INFORMATION.....	11
CLASSIFICATION OF STUDENTS	13
PLACEMENT TESTING	14
STUDENTS TRANSFERRING FROM OTHER COLLEGES	15
ADVANCED STANDING/TRANSFER.....	15
CREDIT BY EXAMINATION.....	15
FINANCIAL AID	17
TYPES OF FINANCIAL AID	17
GRANTS	17
LOANS	18
EMPLOYMENT	18
SATISFACTORY ACADEMIC PROGRESS	18
OTHER FINANCIAL ASSISTANCE PROGRAMS	22
WIA SERVICES FINANCIAL ASSISTANCE	22
SPECIAL STATE PROGRAMS	22
SCHOLARSHIPS	22
FINANCIAL INFORMATION	31
TUITION AND FEES	31
TUITION PAYMENT OPTIONS.....	31
BOOKS AND MATERIALS	35
FINANCIAL OBLIGATIONS / BAD CHECKS	35
IN-STATE TUITION ELIGIBILITY	35
PROCEDURE FOR APPEAL OF DOMICILE STATUS.....	36
ACADEMIC INFORMATION	37
ACADEMIC LOAD	37

ACADEMIC RENEWAL	37
ATTENDANCE.....	37
FACULTY ADVISORS AND STUDENT RESPONSIBILITIES	37
AUDITING COURSES	38
REGISTRATION	38
CREDITS.....	38
GENERAL EDUCATION.....	38
GRADES	39
GOOD STANDING.....	40
GRADE CHANGE POLICY	40
GRADE REPORTS	40
GRADUATION REQUIREMENTS	40
HONORS – GRADUATION.....	41
HONORS – SEMESTER.....	41
TRANSFER TO OTHER COLLEGES	42
PROBATION, SUSPENSION, DISMISSAL AND RE-ADMISSION – CREDIT AND CURRICULAR STUDENTS.....	43
PROBATION, SUSPENSION, DISMISSAL AND RE-ADMISSION – DEVELOPMENTAL STUDENTS	44
LIBRARY/LEARNING RESOURCES CENTER	46
STUDENT SERVICES.....	50
COUNSELING	50
MyESCC.....	50
COMPUTER ACCESS	50
EMPLOYMENT / CAREER SERVICES.....	50
SERVICES FOR STUDENTS WITH DISABILITIES.....	50
CLUBS AND STUDENT ORGANIZATIONS AND ACTIVITIES	51
CHILDCARE SERVICES	52
CHILDREN ON CAMPUS.....	52
DIRECTORY INFORMATION	53
EMERGENCY CALLS FOR STUDENTS.....	54
INCLEMENT WEATHER POLICY	54
PARKING REGULATIONS	54
TRANSPORTATION.....	54
CONFIDENTIALITY / FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)	54
WORKFORCE DEVELOPMENT	57

ADULT EDUCATION.....	62
WORKFORCE INVESTMENT ACT (W.I.A.) SERVICES.....	64
COMMUNITY EDUCATION	65
FACILITIES USAGE	66
WORKFORCE DEVELOPMENT ADVISORY COMMITTEES	67
ACADEMIC PLANS OF STUDY	71
ASSOCIATE OF APPLIED SCIENCE DEGREE.....	72
ADMINISTRATIVE SUPPORT TECHNOLOGY	72
EARLY CHILDHOOD DEVELOPMENT	74
ELECTRONICS TECHNOLOGY.....	76
ELECTRONICS TECHNOLOGY: COMPUTER TECHNICIAN SPECIALIZATION.....	78
MANAGEMENT.....	80
MANAGEMENT - SPECIALIZATION: INFORMATION TECHNOLOGY	82
NURSING.....	84
ASSOCIATE OF ARTS AND SCIENCES DEGREE.....	87
BUSINESS ADMINISTRATION	87
EDUCATION	89
GENERAL STUDIES.....	92
GENERAL STUDIES: RADIOLOGIC TECHNOLOGY/SURGICAL TECHNOLOGY	94
LIBERAL ARTS.....	95
SCIENCE.....	97
CERTIFICATES	99
ADMINISTRATIVE ASSISTANT	99
COMPUTER-AIDED DRAFTING AND DESIGN	100
GENERAL EDUCATION	101
ELECTRONICS	102
INDUSTRIAL TECHNOLOGY.....	103
INFORMATION SYSTEMS TECHNOLOGY	105
MEDICAL ASSISTING.....	106
PRACTICAL NURSING.....	109
WELDING	112
CAREER STUDIES CERTIFICATES.....	113
BANKING	113

COMPUTER-AIDED DRAFTING AND DESIGN	113
EARLY CHILDHOOD DEVELOPMENT	114
HEATING, VENTILATION AND AIR CONDITIONING	114
LONG-TERM CARE ASSISTANT	115
MEDICAL ADMINISTRATIVE OFFICE SPECIALIST	116
MEDICAL CODING AND BILLING SPECIALIST	116
SMALL BUSINESS MANAGEMENT	118
WEB DEVELOPMENT	119
SYSTEMS DEVELOPMENT	119
WELDING	121
COURSE DESCRIPTIONS	122
COURSE NUMBERS	122
GENERAL	122
HONORS SEMINAR	122
GENERAL EDUCATION REQUIREMENTS	123
COMMUNICATION STUDIES AND THEATER	131
ACADEMIC PROGRAM CURRICULUM ADVISORY COMMITTEES	155
FACULTY AND STAFF DIRECTORY	157
FACULTY	157
STAFF	159
ADJUNCT FACULTY	161
STUDENT RIGHTS AND RESPONSIBILITIES	166
ACADEMIC MISCONDUCT POLICY	166
SEXUAL HARASSMENT POLICY	170
ADMISSIONS OF STUDENTS ON THE SEX OFFENDER REGISTRY POLICY	171
STUDENT CODE OF CONDUCT POLICY	172
ESCC NO WEAPONS ON CAMPUS POLICY	176
UNAUTHORIZED OR DISORDERLY ASSEMBLY POLICY	179
STUDENT GRIEVANCE POLICY	179
VCCS COMPUTER ETHICS POLICY	180
INTELLECTUAL PROPERTY POLICY	183
PHOTOGRAPHY AND VIDEOTAPING POLICY	185
GOVERNING BOARDS	187

STATE BOARD FOR COMMUNITY COLLEGES	187
EASTERN SHORE COMMUNITY COLLEGE BOARD.....	187
EASTERN SHORE COMMUNITY COLLEGE FOUNDATION.....	188
INDEX	189

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.

College Goals

- 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.

College Vision

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 facilities are accessible to the handicapped and include classrooms, laboratories, a bookstore, a lecture hall, administrative offices, a student lounge, and a Learning Resources Center / Library. The Business Development and Workforce Training Center opened in January 2009 and houses Workforce Development Services, including occupational trade areas, allied health programs, industrial technology programs and employer training programs. The College is open during the entire year on a semester system. Classes are held from early morning through late evening, generally Monday through Saturday.

ACCREDITATION

Eastern Shore Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Eastern Shore Community College.

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 accredited with warning by the Accreditation Commission for Education in Nursing and approved by the Virginia Board of Nursing. The Accreditation Commission for Education in Nursing (3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 866.747.9965) may be used as a resource for program information. The Practical Nursing certificate program and the Long-Term Care Assistant (LTCA) career studies certificate program are 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.

NOTICE OF NON-DISCRIMINATION

ESCC does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dean of Learning Resources, 29300 Lankford Highway, Melfa, VA 23410; 757-789-1723.

Eastern Shore Community College Academic Calendar 2014 – 2015

Fall Semester 2014

Registration for Current Students Begins	Apr 14
Open Registration Begins	Apr 21
Fall Graduation Application Deadline	Sept 5
Convocation and Advising	Aug 18-19
Last Day to register	Aug 19
Classes Begin	Aug 20
Labor Day Holiday	Sep 1-2
Planning Day	Sep 2
Last Day to Withdraw with Refund	Sep 5
Last day to Withdraw without Penalty	Oct 27
Thanksgiving Holiday	Nov 26-29
Last Day of Classes	Dec 9
Final Exams	Dec 10-16

Spring Semester 2015

Registration for Current Students Begins	Nov 10
Open Registration Begins	Nov 17
Spring Graduation Application Deadline	Dec 5
Convocation and Advising	Jan 2 - 6
Last day to register	Jan 6
Classes Begin	Jan 7
Martin Luther King Day	Jan 19
Last Day to Withdraw with Refund	Jan 22
Mid-Semester Break	March 2-7
Last day to Withdraw without Penalty	Mar 20
Last Day of Classes	Apr 28
Final Exams	Apr 29 – May 5
Commencement	May 15

Summer Semester 2015

Registration for Current Students Begins	Apr 13
Open Registration Begins	Apr 20
Summer Graduation Application Deadline	June 5
Last day to register	May 31
Classes Begin	June 1
Last Day to Withdraw with Refund	June 9
Holiday Observed	July 3
Last day to Withdraw without Penalty	July 6
Last Day of Classes	July 28
Final Exams	July 29-30

Approved by the Eastern Shore Community College Board on 1/8/2013

ADMISSIONS INFORMATION

GENERAL ADMISSION TO THE COLLEGE

Individuals are eligible for admission to Eastern Shore Community if they are high school graduates or the equivalent (GED), or if they are eighteen (18) years of age or older and able to benefit from study at the College. ESCC reserves the right to evaluate and document special cases and to refuse or revoke admission if the College determines that the applicant is a threat, is a potential danger, is significantly disruptive to the college community, or if such refusal or revocation is considered to be in the best interest of the College.

The College also reserves the right to refuse admission for applicants who have been expelled or suspended from, or have been determined to be a threat, potential danger or significantly disruptive by, another college. Students whose admission is revoked after enrollment may appeal this admission revocation to the Admissions Committee.

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 with social security number requested;
2. Complete computer-based placement testing;
3. Submit official high school transcript or GED test scores (for registered nursing, practical nursing, and medical assistant programs only). Graduates who complete secondary school in a home school setting must provide graduation documentation that includes a graduation date;
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 with social security number requested;
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. 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 to 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 Chief Academic Officer.

Dual Enrollment Students

The Dual Enrollment program allows junior and senior high school students and home school students studying at the high school junior or senior level to be enrolled in and receive credit for college courses. All students admitted under this section must demonstrate readiness for college, meet the applicable college placement requirements and address all other admissions criteria. Home school students must provide a copy of a home school agreement approved by the school district or a letter from the local school board or the letter filed by the parent/legal guardian declaring home school for religious exemption. Documentation of parental permission is required for all dual enrollment students. Enrollment exceptions may be considered for high school freshman and sophomore level students who are able to demonstrate readiness for college level coursework through ESCC's established institutional policies. It is required that all freshman and sophomore level students meet established institutional placement criteria prior to enrolling in dual enrollment coursework. Because enrolling freshman and sophomore level students is considered exceptional, each freshman and sophomore level student will be treated on a case-by-case basis. Formal approval by the College president is required.

All students admitted under this section must demonstrate readiness for college by meeting the criteria below. Students enrolling in a dual enrollment course must meet all course pre-requisites.

Admission Criteria for Transfer Courses

	Virginia Placement Test (VPT)	COMPASS	ASSET	PSAT	SAT	ACT	SOL
English/ Writing	ENG 111	76	43	50	500	21	N/A
Reading	ENG 111	81	42	50	500	21	N/A
Mathematics	MTE 1	25	33	52	520	22	Algebra I - Pass

Admission Criteria for CTE Courses

	Virginia Placement Test (VPT)	COMPASS	ASSET	PSAT	SAT	ACT	SOL
English/ Writing	ENF 1	32	35	50	500	21	N/A
Reading	ENF 1	62	35	50	500	21	N/A
Mathematics	MTE 1	25	33	52	520	22	Algebra I - Pass

Returning Students

Returning students who have not been enrolled in credit courses at the College during the past three years (nine terms) 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.

Admission of Students on Sex Offender Registry

In compliance with Virginia Code 23-2.2:1. Sex Offender and Crimes Against Minors Registry, the complete name, social security number, date of birth, and gender of each applicant offered admission is submitted to the Virginia State Police. The State Police will use this information to compare individuals against the Virginia Criminal Information Network, as well as the National Crime Information Center Convicted Sexual Offender Registry File.

When the college determines that an applicant is listed on the registry, the following procedures apply:

1. The applicant will be denied admission to Eastern Shore Community College in accordance with its published admission policy as follows:
“The College reserves the right to evaluate and document special cases and to refuse admission if the College determines that the applicant is a threat or a potential danger to the college community or if such refusal is considered to be in the best interest of the College.”
2. If the applicant registers for classes and becomes a student before the College determines that he/she is on the Sex Offender Registry, the student will be immediately informed in writing that he/she is being administratively withdrawn from classes and will receive a refund, if eligible.
3. When a convicted sex offender is denied admission to or is administratively withdrawn from classes at Eastern Shore Community College, he/she will receive a certified letter from the Dean of Student Services stating his/her denial of admission or administrative withdrawal from classes and detailing his/her right to appeal this decision.

If the applicant/withdrawn student wishes to appeal his/her denial of admission or administrative drop, he or she must follow the appeal process detailed in the Admissions of Students on the Sex Offender Registry Policy.

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 twelve (12) or more credit hours of course work in a semester.

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

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

PLACEMENT TESTING

The Virginia Placement Test (VPT) is required to ensure appropriate course selection for newly enrolled students. The computer-based placement testing is an untimed assessment measuring skills in English and mathematics. All regular entering college students selecting a curriculum take both the math and English VPT. All dual enrollment students (those taking both transfer & career/technical courses) take the math and English VPT and all home-schooled students take the math and English VPT.

Practice for Placement Testing is encouraged if:

- You struggled with high school coursework or required special services while in school.
- It has been several years since you graduated.
- You graduated with a GED.
- You took the SAT, but scored LOWER than 500 in reading and writing and LOWER than 520 in math (Placement test waived if scores are higher).
- You wish to optimize your performance on the test and limit or avoid developmental coursework.

Practice information to prepare for placement testing is available online at <https://college.measuredsuccess.com>. Hard copies of practice materials and additional online information are available at the Student Services help desk and on the ESCC website.

College placement testing is by appointment and should be scheduled by contacting Lisa Brasch, Testing Assistant 757.789.5926 or lbrasch@es.vccs.edu

Testing is scheduled:

- Monday 8:30am-1:00pm-VPT English Test WDC 169
- Wednesday 8:30am-1:00pm VPT Math Test WDC 169
- Thursday 9:00am-1:00pm *PRACTICE* Session with Testing Assistant for math or English in testing lab (A-9)
- Friday– 9:00am-3:00 pm English or Math Test WDC 169

The Virginia Community College System (VCCS) recommends the English and math portions of the test be administered in separate sessions.

Prospective students must apply for admission prior to their placement test session as this process provides a college Student Information System ID number which is then used to access their placement tests. Testing is permitted twice per calendar year as long as the student has not enrolled in developmental coursework. Scores remain valid for two years from the testing date.

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 scoring below minimum levels will not be permitted to enroll but will receive individual educational counseling and will be encouraged to attend ESCC's "*Transitions*" course. This course is designed to help low-scoring students improve their skill proficiency in math and/ or English so that they will be better prepared and have a greater chance to test at least into developmental coursework on their second placement test administration.

Special testing sessions or testing accommodations are to be requested by contacting either Bryan Smith, Dean of Student Services 757.789.1732 or Jody Baggett, Lead Counselor and Testing Coordinator 757.789.1730.

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

CREDIT BY EXAMINATION

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

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

- College Board Advanced Placement (AP)
- College Level Examination Program (CLEP);
- Defense Activity for Non-Traditional Education Support (DANTES) Subject Standardized Tests (DSST); 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 at 757.789.1732.

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. ⁽¹⁾ ⁽²⁾

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

Credit for Educational Experiences in the Armed Services

The College follows the American Council on Education guidelines in awarding credit for educational experiences in the armed services: Project Ahead. In this plan enlistees in the Armed Forces select curricula which will be observed when courses are taken during military service. After military service, enlistees may transfer their credits to Eastern Shore Community College and continue their programs. Veterans, active members of the military, and certified Emergency Medical Technicians who provide proof of eligibility may receive two (2) credits toward fulfillment of the HLT/PED requirement.

Servicemembers Opportunity Program

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

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

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 Chief Academic Officer 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 postsecondary 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)
- Commonwealth Awards (COMA)
- Virginia Guaranteed Assistance Program (VGAP)
- Part-Time Tuition Assistance (PTAP) grant
- Federal Work-Study (FWS)

Students are encouraged to complete a FAFSA On-the-Web application at www.fafsa.ed.gov. ***The Title IV code for ESCC is 003748.*** Students applying for local scholarships must complete the ESCC Scholarship Application.

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

By accessing the MyESCC Student Information System (SIS) portal on the ESCC website (www.es.vccs.edu), students can view their financial aid award and account information.

TYPES OF FINANCIAL AID

GRANTS

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 \$5,730.

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 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 \$3,542.

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 \$4,796

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

Other Options: Students who do not qualify for any of the above mentioned financial aid programs under the FAFSA application should inquire with the Workforce Investment Act offices about other potential opportunities for financial assistances. See page 20 for additional information.

LOANS

The College does not participate in the Direct Loan Program. 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 or veterans educational benefits have not arrived. 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 twenty (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

All recipients of Federal and/or State aid are required to maintain Satisfactory Academic Progress (SAP) in their course of study. SAP will be evaluated at the time a Free Application for Federal Student Aid (FAFSA) is received and at the end of every semester. 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 any of the following three Standards of Satisfactory Academic Progress are not met:

1. **Cumulative GPA Requirements (GPA Rule)**

Students must meet minimum cumulative grade point average requirements based on a progressive scale. Only non-remedial courses with grades of A, B, C, D, and F are included in this calculation. Transfer credits are not included in this calculation. ***In order to graduate, a minimum cumulative grade point average of 2.0 is required.***

Total Number of Credits Attempted	GPA Requirement
1-15	1.5
16-30	1.75
31+	2.0

2. Completion Rate (67% Rule)

Students must, at a minimum, receive satisfactory grades in 67% of cumulative credits attempted. This calculation is performed by dividing the cumulative total number of successfully completed credits by the cumulative total number of credits attempted. All credits attempted at the College (except audits) are included. Developmental coursework is included in this calculation. All credits accepted in transfer count as both attempted and successfully completed credits. This evaluation will be made prior to aid being awarded and after grades are posted at the end of each semester a student is enrolled at the College. Credits with satisfactory grades at the College are those for which a grade of A, B, C, D, S, or P is earned.

3. Maximum Timeframe (150% Rule)

In order to continue receiving financial aid, a student must complete his/her program of study before attempting 150% of the credits required for that program. Developmental coursework is excluded in this calculation. Attempted credits from all enrollment periods at the College plus all accepted transfer credits are counted. All terms of enrollment at the College are included whether or not the student received financial aid and regardless of the age of the coursework.

Developmental Coursework

Students may receive financial aid for a maximum of thirty (30) ~~90~~ semester hours of Developmental Studies courses as long as the courses are required as a result of placement testing, the student is in an eligible program of study, and SAP requirements continue to be met.

Automatic Warning Period

Students who fail to meet satisfactory academic progress for the first time (excluding students who have already attempted 150% of the credits required for their programs of study) will be automatically placed in a Warning Status for one (1) term and are expected to meet SAP requirements by the end of that term. Students who fail to meet satisfactory academic progress requirements at the end of the warning status term will lose their eligibility for financial aid. However, with a successful SAP appeal, those students will be placed on Financial Aid Probation and will retain financial aid eligibility.

Financial Aid Probation

Students who have successfully appealed the loss of their financial aid are placed on probation. Students on probation are eligible to receive financial aid for one (1) semester, after which they **MUST** be meeting all of the satisfactory academic progress standards or the requirements of an academic progress plan that was pre-approved by the College Financial Aid Appeal Committee.

Repeated Coursework

Students can repeat courses with financial aid until successfully completed. There is no limit assuming all other SAP requirements are met. Students may only repeat a passed course once. Repeated coursework will be included in the evaluation of completion rate and maximum timeframe.

Consequences for Official or Unofficial Withdraw from All Classes

Financial aid is awarded to a student under the assumption that the student will attend college for the entire period for which the assistance is awarded. When a student withdraws (**officially** or **unofficially**) from ALL classes after beginning attendance, the student may no longer be eligible for the full amount of aid that the student was originally scheduled to receive. The College is required to determine the earned and unearned portions of Federal (Title IV) and/or State aid as of the date the student ceased attendance based on the amount of time the student spent in attendance. If the amount disbursed to the student is greater than the amount the student earned, **THE STUDENT WILL BE RESPONSIBLE FOR REPAYING THE UNEARNED FUNDS**. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdraw disbursement of the earned aid that was received.

For financial aid purposes: **Official Withdraw** means dropping ALL classes on-line via the MyESCC Student Information System or **Unofficial Withdraw** means the student ceases to participate in educational related activities for ALL classes or stops attending ALL classes **WITHOUT** completing the official withdraw process. 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 (12+ credits), \$750 each semester for three-quarter-time enrollment (9-11 credits), or \$500 each semester for half-time enrollment (6-8 credits). 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 Last-Day-to-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 before the "Withdraw With Refund" date if a student has never been "academically engaged" and never attended a class session. Students who have not attended will be administratively withdrawn from the unattended class.

Late Enrollment and Financial Aid Calculation

If a student is granted special permission to enroll in class(es) after the Last-Day-to-Withdraw-with-Refund date, credits from that enrollment are not counted toward calculation of financial aid.

Financial Aid and Summer Term

Financial aid awards are normally made for the fall and spring semesters only. Students interested in receiving financial aid for the summer semester must complete and return the Supplemental Financial Aid Summer Application which is mailed April 1.

Loss of Financial Aid Eligibility Appeal Process

If eligibility for financial aid is suspended for lack of Satisfactory Academic Progress, a student has the right to appeal. A student may appeal their loss of financial aid eligibility **if it is due to unusual mitigating**

circumstances. These circumstances include, but are not limited to, sudden illness of the student or an immediate family member, death of a family member, or other unusual circumstances.

If a student wishes to appeal a loss of financial aid eligibility, he/she must complete an appeal form and submit it to Dean of Student Services, P. Bryan Smith, within **five (5) calendar days of receipt of the letter** indicating loss of financial aid eligibility. Failure to do so will invalidate any appeal. Failure to meet Satisfactory Academic Progress does not prohibit enrollment at the College. A student may still enroll in classes at ESCC but without financial aid assistance until such time as eligibility is regained by meeting the Standards of Satisfactory Academic Progress.

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.

If the decision is negative, the student may submit a written appeal to the Vice-President of Academics and Student Affairs within five (5) calendar days of receipt of the Committee's decision. The Vice-President will review the case and make a decision within five (5) calendar days of the appeal. The Vice-President's decision is final.

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 W.I.A. 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 VA Certifying Official, Mark Flanders (757.789.1777 or mflanders@es.vccs.edu) assists students in applying for VA benefits (www.gibill.va.gov), 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. The veteran is eligible to use benefits only for courses taken towards a degree or certificate program. Each semester the veteran must submit the Request for Veterans Educational Benefits form that can be found at our website under Veterans Information.

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.

Anne Crumb Craft Memorial Scholarship

This scholarship program awards two \$1,000 scholarships to Practical Nursing students based on academic standing as evidenced by pre-admission testing, program head recommendations, and financial need.

Arc Welders Scholarship

This \$500 scholarship funded by Arc Welders, Inc., is given each year to an Electronics student who maintains a minimum 3.89 cumulative grade point average and who demonstrates financial need.

Atlantic District Ruritan Club Scholarship

This \$200 scholarship is funded by the Atlantic District Ruritan Club. The recipient must be a resident of 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.

Barbara and Steve Johnsen Presidential Scholars

Two academic merit-based \$5,000 scholarships are given each year to graduates of Eastern Shore of Virginia high schools who are enrolled in any ESCC degree, not certificate, program. Applicants must have a minimum of a 3.40 grade point average and must complete an essay indicating their educational and career goals including plans to pursue additional education beyond ESCC.

Beth Taylor Posinski Post-GED Scholarship

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

Charles E. Porterfield Memorial Scholarship

This \$500 scholarship is given in memory of Charles E. Porterfield, CEO of the former Taylor Packing Company, who was an early supplier to a home-based business on the Eastern Shore. It is funded by 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 recipient will be eligible to serve as an intern at Blue Crab Bay Company. Part-time employment opportunities may also 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 \$3,500 scholarship, which is funded by the VFCCE, is awarded to a first-time, full-time, degree-seeking student who has demonstrated academic excellence, has a willingness to promote community college education and 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.

Dooley GED Scholarship

Established by friends and family of the late Elizabeth Sue and Samuel W. Dooley, this scholarship covers a minimum of tuition and fees for six (6) credits. Candidates must have earned a high school equivalency diploma or certificate and be enrolled in at least six (6) credits. Preference will be given to the applicant demonstrating the greatest financial need.

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 twelve (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/Melfa Rotary Club. It is given annually to an Accomack County resident who is enrolled for at least twelve (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.

Dr. Ronnie and Brenda Holden Scholarship

This is a scholarship funded by Dr. Ronnie and Mrs. Brenda Holden, which is designed to give scholarship awards to students enrolled in Business or Education programs and who maintain a minimum grade point average of 3.00.

Eastern Shore Anglers Club Scholarship

The Eastern Shore Anglers Club funds this \$250 scholarship. Returning students must be in a degree program and have completed at least twelve (12) credits with a minimum 2.00 cumulative grade point average. New students must be admitted into a degree program at ESCC and have graduated from high school with a minimum 80.0 numerical average or 2.00 on a 4.00 scale. After the minimum academic requirements have been met, preference will be given to the applicant who demonstrates the greatest financial need. The recipient must maintain a minimum 2.00 grade point average at ESCC.

Eastern Shore Nursing Scholarships

The Eastern Shore Community College Foundation funds five (5) \$500 scholarships for full- or part-time ESCC/TCC Cooperative Nursing or Practical 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.

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.

Elizabeth Payne Miles, Vernon W. Miles and Isabel G. Blanco Scholarship

This scholarship program was established by and funded by an endowment from Mr. Vernon Miles in memory of his wife, Elizabeth Payne Miles, himself and Isabel G. Blanco. This endowed scholarship will fund several scholarships to students enrolled in the Education program, the number and size of which will be adjusted by the amount of income the endowed fund generates each year. Applicants must maintain a minimum 2.75 college cumulative grade point average. Preference will be given to the applicant demonstrating the greatest financial need.

Frances B. Latimer Memorial Scholarship

This \$500 award given in memory of Frances B. Latimer benefits students in the Early Childhood Education or Development programs who demonstrate financial need and maintains a 2.75 cumulative grade point average.

Gregory A. Taylor, Jr. Memorial Scholarship

This scholarship is funded by the Community Foundation of the Eastern Shore of Maryland and is for one award of \$500. The applicant must be enrolled in the Welding or Career Studies Certificate in Welding program and must be most likely to complete the program successfully in one year. Preference will be given to applicants with a strong record of extracurricular or community activities. After all other criteria are met; preference will be given to the applicant who demonstrates the greatest financial need.

H. Michael Judge Memorial Scholarship

Awarded in memory of H. Michael Judge, this \$500 scholarship is available for students who are enrolled in one of the transfer programs, maintain a 2.75 cumulative grade point average and demonstrate financial need.

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 twelve (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.

Jereme James Parks Memorial Scholarship

This scholarship is funded anonymously in memory of Jereme J. Parks. New students must have a minimum 2.00 grade point average in high school. Returning students must maintain a minimum 2.00 cumulative grade point average. After meeting the minimum grade point average, preference is given to the student demonstrating the greatest financial need. The recipient will be required to write a letter introducing himself / herself and advising them of educational goals.

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.

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.

Landsberger Scholarships

These scholarships are funded annually by Mr. and Mrs. David Landsberger in the amount of \$1,000 each. Applicants must demonstrate financial need, maintain a 3.00 minimum GPA and be a full-time student. Preference will also be given to a resident of Chincoteague, VA.

Margo Hunt GED Scholarships

These scholarships are funded by 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.

Melfa/Onancock Rotary Club Scholarship

This \$500 scholarship is funded by the Melfa/Onancock Rotary Club. The applicant must be a graduate of Nandua High School or Arcadia High School. If an entering high school student, the application must have a minimum of a "B-" grade point average. If a returning student, student must have a minimum 2.75 grade point average. After academic qualifications have been met, preference will be given to the applicant 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 twelve (12) credits. Candidates must maintain at least a 3.00 cumulative grade point average.

NMA Federal Credit Union Scholarship

This program is administered by the NMA Federal Credit Union. They annually select and award two \$1,000

scholarships to ESCC students

Pete Rowe Memorial Scholarship

This \$750 award is funded by the family and friends of Pete Rowe. New students must have at least a 3.00 cumulative grade point average in high school subjects. Returning students must have completed at least twelve (12) credits and maintain a 3.00 cumulative grade point average. Students must be enrolled in either the General Studies, Education, or Science degree programs; preference will be given to the applicant who plans to pursue a degree in English or Environmental Science. After the minimum academic requirements are met, preference will be given to the applicant who demonstrates the greatest financial need.

Ralston Scholarship

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

Riverside Shore Memorial Hospital Auxiliary Nursing Scholarships

These scholarships are funded by the Riverside Shore Memorial Hospital Auxiliary in varying amounts depending on the needs of students in the Practical Nursing or Nursing programs.

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 twelve (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, and demonstrate involvement in high school activities; returning students must have completed at least twelve (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 twenty-four (24) credits and maintain at least a 2.75 cumulative grade point average.

Stewart L. Williams Memorial Scholarship

This \$200 scholarship was established by the family of Stewart L. Williams in his memory. Applicant must demonstrate financial need. Scholarship will be awarded each semester.

T. Hallett Badger Vocational Education Scholarship

This \$500 scholarship is funded by the friends and family of T. Hallett Badger, a long-time member of the Accomack County School Board who stressed the importance of vocational education in the county school system. The applicant must have completed a vocational education program in Accomack County schools and have a 2.75 or higher cumulative grade point average. The applicant must be enrolled in an Associate of Applied Science Degree, Certificate or Career Studies Certificate program. Selection will be based on academic merit, although good citizenship and involvement in school and community activities will also be considered.

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 six (6)

credits 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.

Virginia Guaranteed Assistance Program

This scholarship is funded by the Commonwealth of Virginia. Applicant must be a graduate of a Virginia high school with at least a 2.50 grade point average and classified as a depended for financial aid purposes. The applicant must be able to demonstrate financial need and enroll FULL-TIME. Renewal awards are possible as long as the student maintains continuous full-time enrollment with at least a 2.00 cumulative grade point average.

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; however, the recipients are designated by the clubs and not by the Eastern Shore Community College Financial Aid Committee.

FINANCIAL INFORMATION

TUITION AND FEES

Note: The following tuition and fees effective Fall 2014 were approved by the State Board for Community Colleges. Please check the college website at www.es.vccs.edu for updated tuition and fees.

Tuition per credit:

▪ In-State Resident Students	\$ 127.50
▪ Military Contract Students	\$ 127.50
▪ Business Contract Students	\$ 187.50
▪ Out-of-State Resident Students	\$ 304.10

Fees per credit:

▪ Student Activities	\$ 1.50 ¹
▪ Parking	\$ 1.50 ¹
▪ Technology Fee (statewide)	\$ 8.50
▪ Capital Fee (out-of-state only)	\$18.00

A normal academic load for full-time, degree or certificate students is fifteen (15) to eighteen (18) credits per semester. Family responsibilities, the need to work, or other obligations may make part-time enrollment preferable for some students.

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.

Tuition Payment Options

In Person

The campus Business Office accepts cash, money orders, checks, VISA and MasterCard (card holder must be present). Checks and money orders must be payable to Eastern Shore Community College for the exact amount of tuition and fees due. Payment for books and supplies must be made separately at the Bookstore.

Online

Payment may be made online with QuikPAY® Online Services. Additional information and instructions are available on the ESCC website at www.es.vccs.edu.

By Mail

Checks or money orders must be made payable to Eastern Shore Community College and addressed to the Business Office at 29300 Lankford Hwy, Melfa, VA 23410. Be sure to include the student's name, address, Empl ID number and a phone number with the payment.

By Phone

Payment may be made by phone with a credit card by calling 757.789.1782 or 757.789.1783. Caller must have student name and Empl ID number, card holder name, account number, expiration date, and a daytime phone number. When paying via credit card over the phone, please do not wait until the last minute to call as phone lines may be busy, and you may be unable to reach the Business Office personnel before the payment deadline. Remember, they are also waiting on students paying in person at the window.

¹ Fee not assessed for off-campus classes.

Tuition Payment Plan

To assist you with your educational expenses, Eastern Shore Community College provides the **Nelnet** tuition payment plan. For a non-refundable fee, **Nelnet** allows you to pay your tuition in monthly, interest-free payments. The earlier you enroll the more payment options you have. You may enroll in or review the **Nelnet** plan on the college website at www.es.vccs.edu or contact Nelnet Business Solutions at 1.877.606.2587.

Waived Tuition and Fee Programs

The Virginia Military Survivors and Dependents Education Program

This program provides tuition and fees and 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.

War Orphans

Under the War Orphans Act of Virginia, children of Virginia military personnel killed, 100% disabled, missing in action, or designated prisoners of war in any armed conflict may be eligible for free tuition at state colleges. Determination of eligibility will be made by the Virginia Division of War Veterans' Claims. The free tuition for children is a Commonwealth of Virginia benefit which applies only at state-related institutions. Students qualifying for the War Orphans Act may also be eligible for other benefits from the Veterans Administration through federal authorization. For more information or applications, contact Student Services at 757.789.1732.

Children of Deceased Law Enforcement/Firefighter/Rescue Squad Personnel

Any student between the ages of 16 and 25 whose parent has been killed in the line of duty while employed or serving as a law enforcement officer, firefighter, or rescue squad member in Virginia is entitled to free tuition and required fees if the deceased parent lived in Virginia at the time of death and certification of employment is provided.

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 sixty (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.

TUITION REFUNDS

Students are eligible for a refund for those credit hours dropped during the add/drop period. After the add/drop period has passed, there shall be no refunds, except through a successful tuition refund appeal.

Procedures

To be eligible for a refund, you must do one of the following on or before the published last day to drop for tuition refund each semester/session:

- drop the class (es) through the web
- execute an official drop form which must be processed by the Student Services Office, or
- provide written permission to a representative who acts for you.

Refer to the college calendar for the deadline for tuition refunds for the semester. This deadline should not be confused with the last day to withdraw without academic penalty. *An exception may be granted* and you may be able to drop your classes by mail. To officially notify the college by mail, you must send a letter to the Student Services Office listing the course(s) to be dropped. The envelope must be postmarked on or before the published refund date. You must include written documentation verifying your inability to comply with the above procedure.

Active Military/National Guard/Reservists as described in the Code of Virginia (§ 23-9.6:2) who are mobilized or ordered to active duty may request to be withdrawn from the college after the last day to drop classes with refund of tuition and fees. You must submit your request to the Registrar located in Student Services by providing your student identification number and a copy of your military orders, deployment orders, or other documentation indicating you must leave the area or are otherwise unavailable to attend classes due to service in the uniformed services. You may elect either to be deleted from the registration file and be awarded a full refund of tuition and fees or to be administratively withdrawn with no refund and assigned a grade of "W". Except in cases of third-party arrangements, if you elect to receive a full refund you may opt to have the refund retained and applied to tuition and fees charged in the semester or term in which you return to study.

The refund eligibility above is available to military students who have been issued **Permanent Change of Station** orders after the start of the semester and require execution prior to the end of the semester.

Tuition Refund Procedure

If the college cancels a class (es) and you elect not to add another one, you will receive a full refund of tuition and fees for that class (es). These refunds are processed two business days after the published Last Day to Drop for Tuition Refunds deadline has passed.

Refund checks are forwarded by the Commonwealth of Virginia's Department of Treasury to students at the address they have on file with the Eastern Shore Community College Student Information System (SIS). Students may log into SIS at MyESCC <https://es.my.vccs.edu/logins/sis/login.jsp> to update their address. If tuition was paid through the ESCC Business Office or online with an electronic check, refunds will be mailed in the form of a check to the student from the Department of Treasury. Students should receive checks within two to four weeks in accordance with the college refund schedule dates. If tuition was paid online with VISA or MasterCard, refunds will be posted directly to the card approximately 4-5 business days after processing occurs in accordance with the college refund schedule dates.

Students utilizing the **Nelnet Tuition Payment Plan** will receive refunds in the form of a check payable to the student, not the responsible party on the FACTS agreement. This includes payments made by credit card or ACH. Refunds will be processed within four to six weeks of the last FACTS payment date for the semester. Please make sure your mailing address is correct in SIS to ensure receipt.

Financial aid recipients who drop all classes prior to the Last Day to Drop for a Tuition Refund are also subject to a full refund of tuition and fees. Any aid used toward the payment of tuition and fees will be removed, as the student is no longer eligible to receive aid funds. Students who withdraw from all classes after the Last Day to Drop for a Tuition Refund are subject to a Return of Title IV Funds calculation in accordance with federal regulations. This policy is available from the Financial Aid Office.

If you are indebted to the college, it is our policy to deduct this amount from your tuition refund. Debts include past due tuition, bad checks, library fines, or other overdue obligations. If a student eligible for a refund has an outstanding debt to another State agency, the Commonwealth Treasurer's Office may apply the refund to the outstanding debt.

Refund checks will be made payable to the student, not the person who originally paid, if different from the student. The only exception will be if the student presented a letter or contract from his/her employer authorizing them to be billed for tuition.

Tuition Refund Appeals

Tuition refund appeals are accepted in any Business Office during normal hours of operation, or by mail, and are reviewed on a continuous basis. Appeals that do not represent a sound basis for reimbursement will be denied. Notification of approval/denial of appeals normally occurs by mail within two to three weeks. Please contact the Business Office for more information on tuition refund appeal procedure.

INTERPRETATION

The authority to interpret this policy rests with the President, and is generally delegated to the Vice-President of Finance & Administration.

BOOKS AND MATERIALS

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 \$500 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 cardholder must be present and card must be presented at the Bookstore. The Bookstore will charge \$35 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.
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 \$35 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

The purpose of the domicile status appeals process is to provide for orderly and timely resolutions of all disputes. Applicants for in-state tuition rates may introduce facts to support their claims for in-state domiciliary status at any point within the appeals process. The appeals process of Eastern Shore Community College is as follows:

1. The completed Application for Admission contains questions relating to domicile. Based on the responses to these questions, an initial domicile determination is made regarding domicile. Upon completion of the online application, the applicant is immediately informed of their domiciliary status determination. The enrollment services assistant for admissions manages this initial determination.
2. This initial decision may be appealed by submitting a written appeal to the Dean of Student Services within ten (10) calendar days of the initial domicile determination. The dean will conduct an intermediate review and will inform the applicant by certified mail about his or her decision within ten (10) calendar days of this appeal.
3. The decision of the Dean of Student Services may be appealed to a domicile review panel composed of an odd number of members who are appointed by the president. The appeal must be made in writing to the Vice-President of Academic and Student Affairs within ten (10) calendar days. The domicile review panel will review earlier decisions, make a final decision, and will inform the applicant of their final decision by certified mail within fourteen (14) days.

4. An applicant may appeal to the local circuit court and must do so within thirty (30) days of the college decision. As provided by law, the court's function shall be only to determine whether the decision reached by the institution could reasonably be said, on the basis of the record, not to be arbitrary, capricious or otherwise contrary to law. Failure to comply with the required deadlines will invalidate an appeal.

Revised 11-13-08

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 term grade point average for the first twelve (12) college-level 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 Registrar's Office.

Additional information is available in and processed by the Registrar's office.

ATTENDANCE

While individual instructor policies may vary somewhat, punctual and regular attendance is expected. Faculty will identify specific class attendance policies and other requirements of the class in the course syllabus that is distributed at the beginning of each term. 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.

If a student does not attend at least one class meeting or actively participate in a distance learning class by the Last-Day-to-Withdraw-with-Refund date, the student's class enrollment will be administratively deleted by the registrar. This means that there will be no record of the class or letter grade recorded on the student's transcript. Furthermore, this reduction in course load may affect the student's full-time or part-time student status and could have financial aid implications.

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 take advantage of the expertise of faculty advisors.

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 Vice President of Academic and Student Affairs 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. Audited courses carry no credit and do not count as part of the student's course load. Students desiring to change status in a course from audit to credit or from credit to audit must do so within the add/drop period for the course.

REGISTRATION

Regular registration for each semester ends prior to the first day of the semester. From anywhere in the world, students can register for classes online by accessing **MyESCC**, ESCC's electronic student information system. **MyESCC** is available on the College website at www.es.vccs.edu. If a student does not have Internet access conveniently available, the student may use computers in the **MyESCC** Student Access Center located in the Student Services lobby. Assistance is available by contacting the Registrar's Office.

WITHDRAWAL / CHANGE OF REGISTRATION

The procedures and deadlines below must be observed in making any program changes after registration. The listed deadlines are based on enrollment during regular semester sessions; summer sessions are shorter in length and have shortened timeframes.

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 chief academic officer.
3. If a student requests to add a class after the last official date to register, this action requires special approval from the instructor, Vice-President of Academic and Student Affairs, and the President.
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 **MyESCC** or by going to the registrar's office.
5. If a student has special circumstances, they may make a request to the Vice President of Academic and Student Affairs to withdraw from classes after the withdrawal-without-penalty date has past. Generally these requests are not accepted and approval will be based on professional judgment.

CREDITS

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

GENERAL EDUCATION

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

GRADES

<u>Grade</u>	<u>Meaning</u>
A	Excellent: 4 quality points per credit
B	Good: 3 quality points per credit
C	Average: 2 quality points per credit
D	Poor: 1 quality point per credit
F	Fail: 0 quality points per credit
P	Pass: No quality points. Credits not included in credits attempted or in computation of grade point average. Used for credit courses only.
I	Incomplete: No credit; used when at least 50% 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 have documentation that <ul style="list-style-type: none"> (1) states the reason for assigning the grade; (2) specifies the work to be completed and indicates its percentage in relation to the total work of the course; (3) specifies the date by which the work must be completed; and (4) identifies the default grade (B, C, D, F, P, R, or U) based upon course work already completed. Completion dates may not be set beyond the subsequent semester (to include summer term) without written approval of the chief academic officer.
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:

<u>Course</u>	<u>Grade</u>	<u>Quality Points</u>	<u>Credit</u>	<u>Grade Points</u>
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	3	(2x3) <u>6</u>
TOTALS			13	37

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

Cumulative GPA, which includes all courses attempted, is computed each semester and is maintained on a continuing basis as a record of the student's academic standing. When students repeat a course, only the last grade earned is counted in the computation of the cumulative GPA and for satisfying curricular requirements.

GOOD STANDING

A student who maintains an overall grade point average of 2.00 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 believes that an instructor has made an error in reporting a final grade must notify the instructor within ten (10) calendar days of the date final grades were made available to the student through the online student information system, MyESCC. Should a student wish to appeal the final grade after meeting with the instructor, the student must submit a written request along with supporting evidence to the Chief Academic Officer or the Dean of Workforce Development, as appropriate, within seven (7) calendar days.

The appropriate administrator will contact the student and instructor and meet (via telephone conference, in person or through the use of emails) 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 administrator'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 future appeals.

GRADE REPORTS

Grade reports are available on-line via **MyESCC**. If the student does not have Internet access, contact the Registrar's Office at 757.789.1729 for assistance.

GRADUATION REQUIREMENTS

Eastern Shore Community College shall ensure that students who receive associate degrees, certificates or career studies certificates have completed the established graduation requirements.

To be eligible for graduation with an associate degree, certificate or career studies certificate, students must:

1. File an official application for graduation with the Office of the Registrar by the established deadlines stated in the academic calendar (may be waived in the case of the General Education Certificate)
2. Fulfill all of the course and credit-hour requirements of the curriculum with at least twenty-five percent (25%) of credit semester hours acquired at ESCC
3. Be certified for graduation by the Registrar
4. Earn a grade point average of at least 2.00 in all studies which are applicable toward graduation in their curriculum
5. Complete the graduation outcomes assessment tests (for degree-seeking students only)
6. Resolve all financial obligations to the College, including those to the Library.

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 cumulative grade point averages, are as follows:

3.20 to 3.499	<i>Cum laude</i> (with honor)
3.50 to 3.799	<i>Magna cum laude</i> (with high honor)
3.80 or higher	<i>Summa cum laude</i> (with highest honor)

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 and non-curricular students enrolled in six (6) or more credits.

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

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. 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 receiving more than one certificate.

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 are 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 evaluating 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 Vice President of Academic and Student Affairs, 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 Student Rights and Responsibilities section of the catalog which includes specific statements concerning student conduct, disciplinary procedures, and sanctions.

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 (<http://www.schev.edu/students/transfer/default.asp>) which shows students how individual ESCC courses will transfer to four year Virginia colleges and universities.

GUARANTEED ADMISSIONS AGREEMENTS

ESCC has transfer and Guaranteed Admissions Agreements (GAA) with many colleges and universities throughout Virginia and other states. Contact the Chief Academic Officer for details or go to the Virginia Wizard transfer tool at <https://www.vawizard.org/vccs/Transfer.action>.

Students entering a Virginia community college have an opportunity to receive up to \$2,000 annually upon transferring to a four-year institution. Students must complete a transfer associate's degree with a specified grade-point-average and meet financial eligibility requirements. The grant will be applied to tuition expenses at a four-year Virginia college or university, either public or private. The grant provides \$1,000 for all eligible students, with an extra \$1,000 for students who pursue undergraduate work in engineering, mathematics, technology, nursing, teaching or science. Contact the Vice-President of Academics and Student Affairs for details or go to the Virginia Wizard transfer tool at <https://www.vawizard.org/vccs/Transfer.action>.

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 **MyESCC**.

An official transcript carries the College seal. To request an official transcript, the student can request an official transcript on-line via **MyESCC**; 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, EmplID number or 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.

Multiple copies of transcripts may be sent to employers or universities but only one copy may be directly sent to the student per semester. Contact the Registrar with any special circumstances.

In addition, students transferring from ESCC to a four-year institution may be eligible for a College Transfer Grant.

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

Academic Standing

Students are considered to be "in good academic standing" if they maintain a semester minimum GPA of 2.00, are eligible to reenroll at the college, and are not on academic suspension or dismissal status. Students on academic warning or academic probation who are eligible to reenroll may be considered eligible to receive financial aid assistance or other benefits requiring a "good academic standing" status.

Academic Warning

Students who fail to attain a minimum GPA of 2.00 for any semester shall be placed on academic warning. Students on academic warning should be encouraged to consult with their advisor/counselor and take advantage of academic support services provided by the college.

Academic Probation

Students who fail to maintain a cumulative GPA of 1.50 shall be on academic probation until such time as their cumulative average is 1.75 or better. The statement "Academic Probation" shall be placed on their permanent records. Students on probation are ineligible for appointive or elective office in student organizations unless special permission is granted by the Dean of Student Services or another appropriate college administrator. Students may be required to carry less than a normal load the following semester and are required to consult with their advisor/counselor. Students shall be placed on probation only after they have attempted 12 semester credits.

Academic Suspension

Students on academic probation who fail to attain a semester GPA of 1.50 or better shall be placed on suspension only after they have attempted 24 semester credits. Academic suspension shall be for one semester. The statement "Academic Suspension" shall be placed on the students' permanent records. Students who are placed on academic suspension and wish to appeal should follow the appeal process established by the college. Suspended students may be reinstated at the conclusion of the suspension period by following the re-admission process established by the college. Students who have been reinstated from academic suspension must achieve a 2.00 GPA for the semester of their reinstatement and must earn at least a 1.75 GPA in each subsequent semester of attendance. The statement "Subject to Dismissal" shall be placed on the students' permanent

records. Students who have been reinstated from academic suspension will remain subject to dismissal until their cumulative GPA is raised to a minimum of 1.75. Reinstated students may be required to carry less than a normal course load the following semester and are required to consult with their advisor/counselor.

Academic Dismissal

Students who do not attain at least a 2.00 GPA for the semester of reinstatement following academic suspension shall be academically dismissed. Students who achieve at least a 2.00 GPA for the semester of their reinstatement following academic suspension must earn at least a 1.75 GPA in each subsequent semester of enrollment. Failure to attain a 1.75 GPA in each subsequent semester until the cumulative GPA reaches 1.75 shall result in academic dismissal. The statement "Academic Dismissal" shall be placed on the students' permanent records. Academic dismissal is normally permanent. In exceptional circumstances, students may appeal and be reinstated following re-admission process established by the college. Students who have been reinstated after academic dismissal will remain subject to dismissal until their cumulative GPA is raised to a minimum of 1.75. Reinstated students may be required to carry less than a normal course load the following semester and are required to consult with their advisor/counselor.

Satisfactory Progress

Students pursuing any credit programs are cautioned that, although an average between 1.50 and 1.99 may not result in formal academic probation, a minimum of 2.00 in their curriculum is a prerequisite to the receipt of an associate degree, diploma, or certificate.

Re-Admission

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

1. The suspension period has expired;
2. The student has petitioned to have the dismissal rescinded, the Admissions Committee and Admissions Office agree to the rescission of the dismissal, and the College president provides final approval to the Admissions Committee and admissions office decision;
3. The student otherwise meets the admission requirements of the career studies certificate program of under twenty-four (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 twenty-four (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 Career Studies 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 chief academic officer. The decision of the chief academic officer 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 Vice-President of Academic and Student Affairs
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

Contact: Janet Justis @ 757.789.1723

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 LRC Mission and Vision Statements, which were reviewed in 2012, the LRC also supports distance education and general interests.

Mission: The Eastern Shore Community College Learning Resources Center advances the mission of Eastern Shore Community College by supporting the teaching and learning needs of ESCC students and faculty. The LRC provides excellence and innovation in education and research and empowers the college community to be lifelong learners and effective users of information.

Vision: The Eastern Shore Community College Learning Resources Center will provide a dynamic, high quality teaching library that enhances student learning wherever programs or courses are located and however they are delivered. In addition to serving as an integral part of the educational process at the College, the LRC will function as a vital information and technology resource for the Eastern Shore community.

LIBRARY RESEARCH TOOLS AND RESOURCES

The fully-automated LRC houses approximately 25,000 printed books and periodicals as well as a collection of videos, CDs, and other media; it also provides access to an extensive collection of electronic resources including more than 80,000 e-books, over 80 databases providing access to thousands of full-text journals, newspapers, pamphlets, government documents and other reference tools. Many of these tools are made available through cooperative VCCS projects and the Virtual Library of Virginia (VIVA) a consortium of 39 state-assisted Virginia colleges and universities, 33 independent, private, nonprofit Virginia colleges and universities, and the Library of Virginia.

Consortia agreements enable students, faculty, and staff to visit and borrow materials from the 18-member academic libraries of the Virginia Tidewater Consortium. Membership in the LYRASIS/OCLC 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 worldwide.

Students may use any workstations on campus to search the variety of online resources, and there is no charge for computer printing. Remote access from home or other locations to ESCC online resources is also available to all students, faculty and staff. Patrons are encouraged to begin their research by selecting [Library](#) on the ESCC Web site, es.vccs.edu. Everyone is expected to abide by ESCC/VCCS Computer Ethics Guidelines.

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 and email. Also, all handouts and brochures are available online.

LIBRARY FACILITIES AND SERVICES

In addition to providing a quiet, comfortable place for reading, study and research, the LRC provides public computers for information retrieval, email, and word processing. The library supports a wireless environment. Also, laptops are available for student use within the library. Instructional technology services support classroom instruction, student projects and presentations, and community services. E-Readers are available for select reserve materials. Equipment for the use of media is also available to patrons for use in the library or for checkout.

Committed to teaching students the lifelong learning information literacy skills that have become essential in today's world, the LRC staff actively supports the related college's Quality Enhancement Plan. Online tutorials, printed and online handouts and brochures, formal tours and specialized information literacy instruction sessions

and projects are provided. The LRC staff always considers individualized instruction to be the strength of the college's information literacy program and encourages students to ask for assistance when needed. Ongoing evaluations of services and facilities, as well as research tools and other resources, provide an avenue for measuring effectiveness and initiating change.

For library privileges, current students are registered automatically. To check out books, media and other circulating materials, students key in their own MyESCC logins. Library cards are not issued. Students may sign into [VCCSLINC](#), the online catalog, using the same usernames and passwords they use for MyESCC. This allows them to view individual library accounts and to renew and place holds on items. Students also will be prompted to log in with their MyESCC usernames and passwords for remote access to databases. For on-campus access to online databases, the World Wide Web and other Internet services, students log into library or lab computers with their college network accounts. All students are encouraged to check their ESCC email accounts daily in order to be well informed of library and general college announcements.

LIBRARY DISTANCE LEARNING SERVICES AND RESOURCES

The LRC supports distance learning activities such as dual enrollment, 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** – to e-books, databases and full-text periodicals
- **Media resources** – on-campus use, checked out, or mailed
- **Virtual reference** – “[Ask a Librarian](#),” available 24/7
- **Reference assistance** - from ESCC by phone or email
- **Information literacy instruction** – online help and database tutorials, interactive information literacy modules, handouts, brochures, exercises and special projects
- **Interlibrary loans** – may request by phone or online, for pick up, mail or electronic delivery
- **Virtual Library of Virginia (VIVA)** - Commonwealth consortium of 72 educational and research institutions with shared access to electronic information resources
- **Reciprocal visitation/borrowing privileges** – with the following academic libraries:

Virginia Tidewater Consortium Libraries

Christopher Newport University
College of William and Mary
Eastern Shore Community College
Eastern Virginia Medical School
Hampton Roads Center (University of Virginia & Virginia Polytechnic Institute and State University)
Hampton University
Jefferson Lab
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

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 state income tax returns, lottery winnings or any other payment issued by a state agency. With financial obligations noted on students' records, they will neither be issued degrees, diplomas, certificates or transcripts nor be permitted to register for

classes.

LIBRARY HOURS AND ADDITIONAL INFORMATION

The LRC is open from 8:00 a.m. to 8:00 p.m., Monday through Thursday, and from 8:00 a.m. to 4:30 p.m. 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, or email es_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 activities, individual and group counseling, and career development assistance. Specialized services are available to veterans, students with documented disabilities, 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 in making educational decisions, exploring career options, attaining disability services and transferring to four-year institutions. They also help students with academic and personal issues; while VCCS counselors are not allowed to provide mental health counseling, they are permitted and encouraged to refer students who request or require mental health counseling. The professional counseling 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 evening hours and other hours by appointment.

MyESCC

Students can access a variety of student information through **MyESCC**, the College's on-line student information system. **MyESCC** can be accessed on the College website at www.es.vccs.edu. Students can register for classes, print class schedules, view business office and financial aid accounts, print an unofficial transcript, and maintain personal information. Students are assigned an EmplID and password which provide access to the **MyESCC** 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. Students may be requested to present an official ESCC student ID when using computer labs on campus.

Guest access is authorized by the Information Technology Department. Additional information is available at www.es.vccs.edu (Home / Current Students / Technology).

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 through the Career Services website. Local employment opportunities are posted on the Jobs Board at the College. To obtain additional information or to schedule an appointment, contact Mark Flanders by phone at 757.789.1777 or by email at mflanders@es.vccs.edu. Additional resources are available on our College website under Career Services.

SERVICES FOR STUDENTS WITH DISABILITIES

Eastern Shore Community College (ESCC) provides reasonable accommodations to make education accessible to students with disabilities. The lead counselor serves as Disability Services Coordinator (DSC) and assists students with disabilities by assessing their particular strengths and needs and providing support to help them achieve their academic goals. The purpose of establishing necessary accommodations is to provide students with documented disabilities equal access to the programs, opportunities, and benefits of the College. Students with disabilities are encouraged to consult with the DSC before enrolling, but are able to request services at any time during their academic career at ESCC.

The provision of 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 or diagnostic test(s) used;
3. A description of the current functional impact of the disability;
4. Treatments, medications, assistive devices, and 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 three years old. Individual Educational Plans (IEP's) and 504 Plans are not considered sufficient documentation. Students desiring accommodations in the college setting should make an appointment and provide copies of all pertinent documentation to:

Mrs. Jody Baggett
Lead Counselor & Disability Services Coordinator
Eastern Shore Community College
29300 Lankford Highway
Melfa, VA 23410
jbaggett@es.vccs.edu
757.789.1730

CLUBS AND STUDENT ORGANIZATIONS AND ACTIVITIES

Student Activities

Cultural events, cookouts, clubs, community and college service projects, performances, trips abroad and lectures are examples of extracurricular activities planned and coordinated by the student activities department. Events such as these are designed to enrich and enhance the students' academic experiences.

All Christians Together in Service (ACTS)

The All Christians Together in Service (ACTS) organization is a non-denominational, 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.

The Arts Club

The Arts Club is for students interested in creative writing and art. The organization meets regularly and puts out a literary magazine every two years.

Chess Club

The Chess Club is meant to provide sportiveness and friendly competition amongst Eastern Shore Community College students, faculty members, and members of the overall community. Inspired into its inception by an ESCC student, the Chess Club offers particular privileges and entitlements to its responsible and committed members. Indeed, each member shall be dedicated to this idea behind this organization—and that is to extend altruism to the community as well as be welcoming toward anyone who would like to join this organization. Moreover, the purpose of these meetings is to share in the art of playing chess; chess is a strategist game that promotes critical thinking skills. All skill levels are welcome to this club.

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.

Health Occupations Students of America (HOSA)

The Health Occupations Students of America organization is a state and national vocational club for secondary and postsecondary students in health occupations such as vocational nurse aide program, practical nursing, EMT, vet assistant, dental assisting, etc. The group sponsors state and national level competitions in the various vocational areas in addition to leadership competitions. Career readiness is promoted via public speaking, resume preparation, and job interviewing.

Man2Man

The Man2Man group is open to all ESCC men (faculty, staff and students) and strives to feed the body and mind. Excellence through service is the method through which our members will be changed.

Phi Beta Lambda (PBL)

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 (PTK)

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 3.25, and be of good moral character and possess recognized qualities of citizenship.

The Green Club

The purpose of this club is to educate and promote recycling and living in a healthy, green environment.

Shoot Nice Artsy Photos Club (SNAP)

For photography lovers! This club covers campus events, presents photography exhibits, hosts photography contests and goes on trips together to take pictures.

Student Government Association (SGA)

The Student Government Association (SGA) is the official representative of the student body. All credit students may participate in SGA elections. Full-time and part-time students with grade point averages of 2.50 or higher are eligible to run for office (up to two part-time students may serve). The SGA organizes most of the student activities at the College, recommends student representation on major College committees, and consults with College officials on matters of concern to the student body.

CHILDCARE SERVICES

No childcare facilities are available at the College.

CHILDREN ON CAMPUS

Policy Purpose

ESCC has the responsibility to provide a place of instruction that is free from distractions and conducive to learning. The presence of children is often a disruptive factor, not just because a child can be noisy or active, but because attention is often centered on the child rather than on the teaching and learning process. The presence of children on campus and in college facilities also raises safety and liability issues.

Policy Statement

1. ESCC and its facilities (including classrooms, offices, public areas, common areas and grounds) cannot at any time be viewed as a substitute for child care arrangements.
2. Children may not be left unattended or unsupervised in classrooms or in public areas such as the LRC, student lounge or computer labs or be left to wait or play outside a classroom or in the parking lot while the parent/guardian is in class.
3. Children may not attend class, or class activities such as field trips, along with enrolled students except on very rare occasions at the discretion of instructors.
4. Children under the age of sixteen (16) are not allowed to use ESCC computers in computer labs or in the LRC at any time.
5. This Policy does not preclude short visits when the minor child is accompanied and supervised by an adult.

Exceptions

Exceptions to the above Policy Statement are activities which, by their very nature, might be attended by children. It is assumed, however, that children in college facilities are attending these activities under the supervision of an instructor or adult, or are enrolled in a fee-based program. Examples of such activities would be performing arts performances, Heritage Festival, Kids College, and other activities organized for children or attended by the general public.

Children under age eighteen (18) who are enrolled in credit or non-credit classes or programs or the dual-enrollment program are considered ESCC students. In addition, individuals under age eighteen (18) gathering information on registration, enrollment or taking placement tests are also considered exceptions to this policy.

The ESCC Learning Resources Center (LRC) is open to the public or community. Children may be in the LRC as long as an adult or guardian is actively supervising the child. However, if the child becomes disruptive or the presence of the child interferes with the peaceful conduct of the activities of the LRC, the adult may be asked to remove the child. The College reserves the right to ask any individual with a child who is behaving in an inappropriate manner to leave campus regardless of the circumstances.

Faculty, staff or students who observe children that appear to be unattended should contact any available administrator, security guard, or Accomack County deputy patrolling ESCC grounds.

Knowledge and Responsibility

All ESCC faculty, staff, and students should have knowledge of and be responsible to abide by this policy.

Definitions

Child/children is any person under the age of eighteen (18) unless otherwise noted.

Unattended/unsupervised refers to situations in which the child is on campus or in a campus facility and is not under the direct supervision of an adult or an instructor.

Contact Information

Questions about this policy should be directed to the ESCC Vice-President for Finance and Administration.

DIRECTORY INFORMATION

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

EMERGENCY CALLS FOR STUDENTS

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

INCLEMENT WEATHER POLICY

Whenever it appears that the College may be closed due to inclement weather, faculty, staff, and students should listen to radio stations WESR (103.3 FM), or WVES (99.3 FM), or television stations WTKR (Norfolk), 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. Students may register for ESCC Alert and receive urgent text messages and emails in emergency situations such as weather-related closures. Registration is easy and free. Contact Laurie Swain at 757.789.1797 or visit the ESCC website at www.es.vccs.edu for more information.

PARKING REGULATIONS

Traffic Flow

All drivers must follow arrows and traffic signs and cannot drive against the designated traffic flow. Violators will be subject to disciplinary action.

Speed

The speed limit throughout the parking lots is 15 mph 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

Under no circumstances are drivers permitted to park in such a manner as to 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 parking spaces designated 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 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..

CONFIDENTIALITY / FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

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

An ESCC student may view any of these records in his/her admission file and may obtain copies; however, these copies will be stamped “Unofficial Copy Issued to Student.” ESCC will not send copies of these records or transcripts to other institutions. Students can also access and print unofficial transcripts on-line via **MyESCC**. 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 prepared by the registrar with appropriate signature and College seal will be sent to any individual or organization designated by the student.

To request an official transcript from the Registrar’s office, the student must either request an official transcript on-line via **MyESCC**, 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 known as The Solomon Report 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 Office 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 @757.789.7979

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 seven 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 Department and coordinates facilities usage services for the public.

ESCC is 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 training right in your own workplace to save you down time and travel costs.

ABOUT THE 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 opened in January 2009 that enhances 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 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 houses staff and resources that make the College's Workforce Development Services program an invaluable resource to the Eastern Shore business community.

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. Classes can be customized to meet the specific training needs of 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 needs of the client organization, various credentials, including the Continuing Education Units (CEU's), industry recognized certifications, and college credits 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 effective 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)
- Web Site Design, Maintenance and Design

- Business Uses of the Internet
- Accounting Software (Quickbooks, etc.)
- Database Software (Access, etc.)

Technical and Specialized Training Programs

- CAD and AutoCAD
- ServeSafe™ Food Safety Certification

Industrial Trades Technology Training

- Trades Training (Welding, Electronics, etc.)
- Industrial Maintenance
- 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
- Industry Specific Spanish
- Telephone Etiquette
- Business and Technical Writing
- Customer Service, Sales and Marketing

Organizational Development

- WorkKeys® Job Profiling, Training and Assessment
- Pre-Employment Testing, Training and Certification
- Healthy Workplace - CPR Certification

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

- Tradesman license renewal requirements (online)
- Other professional license renewal requirements

Additional courses can be designed or brokered. Using our extensive network of training providers, ESCC can ensure 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.

Online Courses for Employers: For your company’s training needs, arrange training for employees regardless

of how many or where they're located. These can be accessed at www.ed2go.com/escs-pro/. Entirely web-based with comprehensive lessons, quizzes and assignments delivered over six weeks, this gives your employees the flexibility to study at their own pace with enough structure and support to complete the course. Provide your employees with unprecedented access to hundreds of courses, with new sessions running every month. You simply purchase a quantity of PassCodes that employees can use when they are ready. We accept purchase orders and corporate credit cards.

CONTINUING EDUCATION / PROFESSIONAL and TECHNICAL TRAINING

ESCC offers short-term courses and classes to help individuals and employee groups learn new work skills, improve existing skills, and qualify for new or continuing professional certifications. Courses are offered at the Melfa campus and at other facilities on the Shore where there is demonstrated demand. These courses are offered during the day and in the evenings on an open-enrollment basis at times convenient to fit into busy adult schedules. Additionally, ESCC offers over 500 online courses ranging from personal enrichment to professional and technical expertise, which can all be taken – literally - anytime, anywhere, day or night. Scheduled open enrollment courses offered on the Shore include basic computer skills , specific software packages (generally Microsoft Office Suite), food industry safety, customer service, languages for the workplace, marine maintenance, eco-tourism, and trade licensing. Recently, courses offered have been † more in-depth and aimed at equipping participants with the opportunity to gain a state-wide or nationally recognized certification. These include:

- Pharmacy Technician
- Phlebotomy Technician
- DMAS Personal Care Aide
- AIPB Bookkeeping Certification
- Hair Braiding and Weaving

See the “Navigator” non-credit class schedule published in January and September of each year, as well as articles and advertising in local newspapers and radio, for current class offerings.

Tradesmen License Renewal - Plumbers, Electricians, HVAC Mechanics, and Gas Fitters: Starting January 2008, the Virginia Board of Contractors requires all Journeymen, Master Plumbers, Electricians, HVAC Mechanics, and Gas Fitters to take a pre-determined number of continuing education hours specific to their trade as part of the licensing or license renewing process. Plumbers, HVAC technicians and Electricians must take three hours of continuing education in their field. Gas fitters must take one hour. (This one hour class for Gas Fitters is intended for Journeyman and Master Gas Fitters, Liquefied Petroleum Gas Fitters, and Natural Gas Fitters.) Each course covers new definitions, code changes, general requirements, impact on the job, general use and special equipment included in the respective codes. These classes are recognized by the Commonwealth of Virginia's Department of Professional and Occupational Regulation (DPOR) and certificates of Continuing Education Units (CEUs) will be issued to all Virginia tradesmen upon successful completion of the class. Tradesmen Continuing Education License Renewal classes are available to be taken online through ESCC. Call 757-789-7979 for details.

Kids College

Always offered in the first week(s) of August, Middle School students participate in courses – such as archeology, art, babysitting certification, forensic science CSI, digital photography and robotics.

Online Non-credit Courses

ESCC has links with three organizations through which it offers a wide range of online courses for individuals, both work related and for personal enrichment.

1. ed2go.com. Courses can be accessed at www.ed2go.com/es/.

- Unless otherwise specified, the majority of courses run for six weeks and cost \$95. For these, you will be granted access to two lessons each week for six weeks. Each lesson will be accompanied by a short, multiple-choice quiz, and some lessons may also include a hands-on assignment. You are expected to try

and complete each quiz and assignment within two weeks from when the lesson is released. The course will conclude with a final exam. You will have two weeks from the day the final exam is released to complete your studies and submit the final exam for evaluation. All instructors are qualified and experienced and you can view their resumes online.

- Courses in this range fall under the following general headings: Test Prep., Languages, Accounting, The Internet, Graphic Design, Certification Prep., Web Page Design, Sales & Marketing, Personal Enrichment, Writing & Publishing, Law & Legal Careers, Personal Development, Entertainment Industry, Computer Applications, Child Care & Parenting, Business Administration, Basic Computer Literacy, Start Your Own Business, Math, Philosophy & Science, Web Graphics & Multimedia, Healthcare, Nutrition & Fitness, Web & Computer Programming, Healthcare Continuing Education, Courses for Teaching Professionals, Personal Finance & Wealth Building, Digital Photography & Digital Video, Art, History, Psychology & Literature, Database Management & Programming, Grant Writing & Non-profit Management, PC Troubleshooting, Networking, Security
- New to this site are “Independent Courses with Mentor”, courses in which you completely set your own pace (up to four months, with expert instructor assistance available by phone or email). Courses currently available of this type include: Principals of Marketing, Medical Mathematics, Medical Information Management and Office Practice, Math for Business and Finance, Managerial Accounting, Introduction to Business, Introduction to Biology, English Composition, Introduction to Macroeconomics, Confidentiality of Health Information

2. Gatlin Education Services - now a sister company to ed2go - the largest provider of web-based career training courses offering over one hundred non-credit, online certificate Programs. Courses can be accessed at <http://careertraining.ed2go.com/es/> and are grouped under the following titles:

- Healthcare and Fitness
- Business and Professional
- IT and Software Development
- Management and Corporate
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial

These courses are designed for individuals looking to switch career paths, obtain advanced training and certifications, or for first time job seekers who need specialized training. The courses are all open enrollment and self-paced, and students are paired with a personal instructor. Courses take an average of 90 days to complete and provide training for entry-level positions.

Loans and payment plans are available for these courses, as well as Military Tuition Assistance, Federal funding (WIA and TAA), and tax credits. See the website for details.

3. ProTrain. Courses can be accessed at www.theknowledgebase.org/ESCC/.

Train for a new career with a focus on green, clean-tech, and sustainable business practices. A major shift to renewable energy and energy efficiency is expected to produce at millions of new jobs and environmentally friendly "green jobs" over the next three decades. Courses are available in:

- LEED v3
- Weatherization Training
- Solar Energy
- Water & Wastewater Treatment
- Wind Energy Certificate

- Sustainability Professional
- Certified Green Designer
- Medical Coding and Billing
- Transcription
- Electronic Health Records
- Home Health Aide

Among many other online courses from ProTrain are:

- Feng Shui Certificate
- Complete Home/Building Inspectors Training Program
- Veterinary Assistant Certificate
- Landscaping Basics
- Technical Mathematics

ProTrain can also make loans available for Continuing Education students.

Registration and Enrollment

Except for the online course programs described above, learners must register and enroll for in-person classes via mail (check/money order/credit card) or by phone using Visa or MasterCard (757.789.7979). Application forms are found in the Navigator Community and Continuing Education Class Schedule produced each semester. Do not send cash in the mail. The Navigator can also be downloaded from the college website www.es.vccs.edu.

For more information about Continuing Education, a copy of the latest version of The Navigator, enrollment forms, to enroll over the phone, or to suggest additional courses, call Roy Lock at 757.789.1751, email rlock@es.vccs.edu, or Laura Fosque at 757.789.7979, email lfosque@es.vccs.edu.

CAREER PATHWAYS PROGRAMMING

Career Pathways are educational and training programs and services designed to integrate academic, technical, and employability skills to assist individuals in preparing for skilled employment in targeted industry sectors and to progress to the next level of education and/or employment. Continuing education and industry recognized credentials are key components. Credit and non-credit courses fulfill specific workforce training needs and may culminate in a college-level credential such as a career studies certificate, a certificate, or an AAS degree.

Career Pathways programs and services prepare the emerging workforce such as high school students and those entering the workforce for the first time. In addition, programs and services are targeted to the incumbent and transitional workforce, which includes adults who are seeking to progress in their current field, transition to a new career field, or return to work. Seamless curricula are developed in cooperation with the local high schools and technical centers in the school divisions of Accomack and Northampton counties with some classes available as dual enrollment to high school students who qualify.

Programs and services include:

- High School Career Coaches
 - Dual Enrollment
 - SOAR Virginia
- Adult Career Coach
- Experiential Learning/Job Placement Coordinator
- Success Coach Initiative
- Postsecondary Perkins
- Certification/Licensure Testing and Preparation
 - Career Readiness Certificate (CRC)
 - Microsoft Office Specialist (MOS)
 - Other technical and occupational testing also available

Support is provided to students in local high schools through the High School Career Coaches and to students at the college through the Adult Career Coach, Experiential Learning/Job Placement Coordinator, and Success Coaches. Students are assisted in making informed decisions about their educational and career plans. They are introduced and referred to programs and resources that will help them be successful. Work readiness skills are emphasized and employers are a vital component for providing students with work-based learning opportunities. Contact Teresa Guy at 757.789.1790 for more information about Career Pathways programs and services.

ADULT EDUCATION

The Eastern Shore Regional Adult Education program is led by a consortium of local education providers including Eastern Shore Community College as the lead agency along with the Accomack County Public School District; the Northampton County Public School District and the Eastern Shore Literacy Council. 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:
 - Attain a GED or other credentials such as the Career Readiness Certification (CRC);
 - Enroll in an academic or workforce training program;
 - Obtain or keep a current job;
 - Help their children succeed in school; and
 - Speak the English language.

Adult Education Center (White Building)

The Adult Education Center is the point of entry for adults who are interested in the services provided at ESCC in adult education. The Adult Education Center is open five days a week from 8:30 a.m. until 5:00 p.m. Drop-ins are welcome. Call 757.789.1794 for more information or to schedule an appointment.

GED Preparation

Classes are offered at the college and at a variety of locations and times in both Accomack and Northampton Counties. GED Preparation Classes cost \$35. Learners enrolled in the GED Preparation Classes receive calculators and classroom and study materials as part of instruction. Contact Chevelle Mason at 757.789.1794 for more information.

GED Testing Center

Eastern Shore Community College, in partnership with the Northampton County Public School District, is the official GED Testing Center for both Accomack and Northampton Counties. The 2014 GED Test is computer-based and consists of four subtests: Reasoning through Language Arts, Mathematical Reasoning, Science, and Social Studies. All testers must create an account at www.GED.com in order to register for the test. The test costs \$30 per test for a total cost of \$120 for the entire battery. Dependent upon funding, testers may be eligible to receive incentives to lower the cost of the test. ESCC's GED Testing Center does not permit all four sections of the test to be taken in one day. Testers may take up to three tests at a time depending upon scheduling. Payment for the test must be in the form of a credit card, debit card, or voucher which must be purchased from ESCC's Adult Education building. For more information about testing, please visit www.gedtestingservice.com or call the GED Test Center at 757.787.1794.

English Language Learning (ELL or ESL)

The 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 \$30. The program offers convenient day and evening classes that focus on speaking and listening. Reading and writing are also addressed. Call 757.789.1794 for more information or to schedule an appointment.

Eastern Shore Literacy Council (ESLC)

The Eastern Shore Literacy Council, in partnership with Eastern Shore Community College, is located in the Adult

Education Center. Classes for adults in need of literacy services are offered on ESCC's campus and at a variety of locations throughout the Eastern Shore. ESLC also offers ESL classes, including a dialogue cafe, to English language learners. For more information about the services of ESLC, call 757.789.1761.

WORKFORCE INVESTMENT ACT (W.I.A.) SERVICES

Eastern Shore Community College receives federal Workforce Investment Act (W.I.A.) funding through the Bay Workforce Investment Board. The federal Workforce Investment Act is the nation's principal workforce development legislation, providing staffing and funding to address the employment and training needs of adults, dislocated workers and youth. It also helps businesses to connect with skilled workers.

At ESCC, W.I.A. funds are another source of financial aid for students who do not receive Pell grants. W.I.A. funds can be used to assist eligible students with tuition, books, and occupational supplies. Contact Mickie Spangler at 757.302.2001 or 757.789.1756.

One-Stop Center Management

The Eastern Shore Area Agency on Aging/Community Action Agency and ESCC operate the local One Stop Career Center located in the Virginia Employment Commission offices in Onley. The Center provides job search assistance, labor market information, resume writing assistance, and employability workshops to all persons, and it provides additional intensive services to those who meet federal eligibility requirements. Intensive services include career assessments, career counseling, case management, job readiness classes, and individual training accounts.

The One Stop also assists area businesses in obtaining a qualified workforce. Through the One Stop, businesses may receive assistance with recruitment, pre-employment screening and assessment, customized training, and incumbent worker training. Employers may choose from multiple services and work with One Stop staff to build their own pipeline of recruitment and screening processes to meet their specific needs.

Youth Programming

ESCC also receives W.I.A. funds to provide youth programming to youth ages 14 – 21. The program targets low-income youth in need of additional assistance to complete their educational program or to secure and hold employment. ESCC partners with the local school systems, the Career Pathways program's career coaches, counselors, and staff to recruit eligible youth and enroll them in the program. Staff works with each enrolled youth to develop an Individualized Services Strategy (ISS) which outlines a pathway from school to career and employment. The ISS includes educational and career goals and an action plan that encompasses life skills and work-related values as well as academic skills. Youth services that may be provided include tutoring, study skills training, alternative secondary school services, summer employment opportunities linked to academic and occupational learning, leadership development, supportive services, adult mentoring, follow-up services, guidance, and counseling.

New Hire Recruitment and Screening for Employers

ESCC offers customized employee recruitment and screening services through the Eastern Shore One-Stop Center. This service for employers includes design and implementation of 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. Services include establishment of customized 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 processes 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, and 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 or employers seeking employees can utilize the Virtual One Stop at <https://www.vawc.virginia.gov/>, America's Job Bank, and other local and national sources of job information.

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 offset 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 fifty percent (50%) of the trainee's wages may be reimbursed by Workforce Investment Act funds.

COMMUNITY EDUCATION

ESCC also sometimes offers non-credit short courses for personal enrichment in subjects such as the History of the Eastern Shore, Quilting, Creative Writing, Conversational French, and Basic Russian. Many more courses of this type are available to be taken online at the sites discussed above.

Academy for Lifetime Learning (ALL)

In the summer of 2007, ESCC supported the formation of a new, independent non-profit group called the Academy for Lifetime Learning, which offers community education classes and activities at the Melfa campus on Fridays. A fee of \$20 enables members to attend as many classes (referred to by the group as 'workshops') as they wish throughout a semester. Highly successful classes have been offered in such diverse subjects as digital photography, beginning bridge, Mahjong, chime ringing, scrapbooking, memoir writing, wine tasting, and opera appreciation. Visit the ALL website at www.allesva.org.

Science and Philosophy Seminar

Another independent group which meets most Fridays at ESCC is the Science and Philosophy Seminar. The Science and Philosophy Seminar is rigorously informal. There are no by-laws, no elected officers, no membership fees, no initiation rituals, and no secret handshakes. The sole requirement for membership in the Seminar is a commitment to make a presentation to the group at least once every two years, or arrange for and host a presentation by an outside expert. Members who have made five or more presentations are free of this requirement. Regular meetings are held on Fridays at 12:30 p.m., from October through May. Most often presentations run about one hour in length and are followed by open informal discussions. Examples of subjects which have been presented are: "Sub-prime Mortgage Credit Crunch", "17th Century Virginia Indians", "Fractals and Nature", "Decisions, Decisions... The Cuban Missile Crisis", "The Delicate Issue of Russian Backwardness", and "Organic Fruit Horticulture". The schedule can be found at the group's website: www.sciphi.org/.

Other lecture series are held at the college from time-to-time, some free and some charging a nominal fee. For further information on any of these activities, call Roy Lock at 757.789.1751

The community of the Eastern Shore of Virginia has a number of non-profit groups that offer excellent community activities in arts and/or education: where possible the College tries to support these activities rather than compete against them, and often provides free accommodation and facilities for their activities. Groups offering such activities include:

- Arts Enter Cape Charles: <http://www.artsentercapecharles.org/> (757.331.2787)
- Eastern Shore's Own Arts Center: <http://www.esoartscenter.org/> (757.442.3226)
- Onancock International Films: <http://www.roselandonancock.com/Intl%20Films.htm> (757.787.8805)
- The Eastern Shore Art League of Virginia: <http://www.esartleague.org/> (757. 442.4150)
- The Barrier Islands Center: <http://www.barrierislandscenter.com/> (757.678.5550)
- Eastern Shore Public Library: <http://www.espl.org/>
 - Eastern Shore Public Library, Accomac (757.787.3400)
 - Northampton Free Library, Nassawadox (757.414.0010)
 - Island Library, Chincoteague (757.336.3460)
 - Northampton Memorial Library, Cape Charles (757.331.1300)

FACILITIES USAGE

Space at the College is available for meetings, training sessions and workshops, seminars, conferences, fundraisers, community functions, parties, wedding receptions, birthdays, trade shows, and many other purposes. We offer:

- Spacious and well-designed facilities
- State of the art information technology and audio-visual services
- Warming kitchen
- Support services
- On-site parking
- Central location

It is **strongly** recommended that you contact one of the event coordinators below to discuss your requirements and to make sure a provisional booking is made **before** you send in your facility rental form and payment.

Community and Social Functions Requests

For fundraisers, community functions, parties, wedding receptions, birthdays, contact Kimberlee Ormsby at 757.789.5927 or email kormsby@es.vccs.edu.

Business and Industry Functions Requests

For meetings, training sessions and workshops, seminars, conferences, contact Laura Fosque at 757.789.7979 or email lfosque@es.vccs.edu.

[For more information on Facilities Usage, visit **www.es.vccs.edu/workforce-and-continuing-education/facilities-rental/**](http://www.es.vccs.edu/workforce-and-continuing-education/facilities-rental/)

WORKFORCE DEVELOPMENT ADVISORY COMMITTEES

The following individuals serve on one or more program advisory committees for the Division of Workforce Development Services:

Regional Adult Education Consortium Partners

Renee Beall – ES Literacy Council
Laura Chuquin-Naylor – ES Literacy Council
Marianne Elebash – Accomack County Public Schools
Annette Gray – Northampton County Public Schools
Robin Rich Coates – ESCC

Career Pathways Educational Consortium of the Eastern Shore

Daphne Bell – Old Dominion University
David Bradford – VT Group, Wallops
James Carey – Accomack County Public Schools
Martha Costin – Perdue Farms, Accomac Plant
Jennifer Kidwell – Northampton County Public Schools
Robin Rich-Coates – ESCC
Arventa Smith – Virginia Employment Commission

Continuing and Community Education

Dawn Simpson – ESO Arts Center
David Burden – Southeast Expeditions
Sherry Burns – Academy for Lifetime Learning
Ted Cathey – Charlotte Hotel
Scott Chesson – Best Western Hotel
Shanna Colls – Bay Creek Vacation Rentals
Janet Corson-Lassiter – ES Resource Conservation Development Council
Cherron Davis – VA Tourism
Carol Evans – Cape Charles House Bed and Breakfast
Bill Finch – Community Energy, Inc.
Lou Hinds – U.S. Fish & Wildlife
Brooks Howell – ES Science & Philosophy Seminar
Steve Johnsen – Brown & Brown Insurance
Roberta Kellam – Northampton County Planning Commission
Karen Kolet – Arts Enter
Pete Lalor – Commonwealth Power Corporation
Lisa LaMontagne – Inn at Onancock
Johnny Morrison – Mallard's Restaurant
Stephen Parker – ES Nature Conservancy
Richard Pearsall – Town of Onancock
Janet Rochester – ES Science & Philosophy Seminar
Alan Silverman – Eagle Consulting
Charles Thain – Island House Restaurant
Laura Vaughn – Barrier Island Center

Workforce Economic Development

Kerry Allison – ESVA Tourism
Peter Bale – ESDA
Donna Bozza – ESO Arts Center
George Bryan – Small Business Development Center
David Burden – Southeast Expeditions
Linda Buskey – Bay Creek Realty / Northampton County Chamber of Commerce
Sherry Burns – Academy for Lifetime Learning

Ted Cathey – Charlotte Hotel
John Chandler – Bayshore Concrete Products
Scott Chesson – Best Western Hotel

Workforce Economic Development (Continued)

Debra Christie – Congressman Scott Rigell's Eastern Shore Office
Shanna Colls – Bay Creek Vacation Rentals
Martha Coker
Janet Corson-Lassiter – ES Resource Conservation Development Council
Cherron Davis – VA Tourism
Carol Evans – Cape Charles House
Bill Finch – Community Energy, Inc.
Lou Hinds – U.S. Fish & Wildlife
Brooks Howell – ES Sci-Phi
Jean Hungiville – Eastern Shore of Virginia Chamber of Commerce
Steve Johnsen
Blake Johnson – Island House Restaurant
Roberta Kellam – Northampton County Planning Commission
Pete Lalor
Lisa LaMontagna – Inn at Onancock
Caroline Massey – NASA Wallops Flight Facility
Charles McSwain – Northampton County Director of Economic Development
Elaine Meil – A&N PDC
Steve Miner – Accomack County Administrator
Johnny Morrison – Mallard's Restaurant
Rich Morrison – Accomack County Community & Economic Development
Katie Nunez – Northampton County Administrator
Stephen Parker – ES Nature Conservancy
Richard Pearsall – Friends of Onancock School
Meredith Restein – Moonrise Jewelry
Renee Rice – Northampton County Chamber of Commerce
Janet Rochester
Earl Schrag
Evelyn Shotwell – Chincoteague Chamber of Commerce
Alan Silverman
Clelia Sheppart – Arts Enter
Ted Shockley – Eastern Shore News
Susan Siman – ANPDC
Suzanne Taylor – Chincoteague Chamber of Commerce
Larry Trala – Northampton County Supervisor
Kristin Webb – Northampton County Public Schools
Julie Wheatley – Wallops Research Park
Laura Vaughn
Francis Williams – ES Regional Jail
Joe Zager – Riverside Shore Memorial Hospital

One Stop/WIA Services

Diane Musso – ESAAA/CAA Head Start
Mary Parker – Accomack County Social Services
Robin Sexauer – Department of Rehabilitation Services
Arventa Smith – Virginia Employment Commission
Richard Sterrett – Northampton County Social Services

DelMarVa Technology Transfer Initiative (ESCC Representatives to Regional Committee)

Earl Schrag, Retired, SunTrust Bank
Peter Bale, Sentinel Robotics
Meredith Restein, Moonrise Jewelry

ACADEMIC PLANS OF STUDY

Eastern Shore Community College implements the general education philosophy of the Virginia Community College System. We believe that general education is that portion of the collegiate experience that addresses the knowledge, skills, attitudes, and values characteristic of educated persons. It is unbounded by disciplines and honors the connections among bodies of knowledge. VCCS degree graduates will demonstrate competency in the following general education areas: communication, critical thinking, cultural and social understanding, information literacy, personal development, quantitative reasoning, and scientific reasoning.

1. **Communication** – A competent communicator can interact with others using all forms of communication, resulting in understanding and being understood. ESCC graduates will demonstrate the ability to understand and interpret complex materials; assimilate, organize, develop, and present an idea formally and informally; use standard English; use appropriate verbal and non-verbal responses in interpersonal relations and group discussions; use listening skills; and recognize the role of culture in communication.
2. **Critical Thinking** – A competent critical thinker evaluates evidence carefully and applies reasoning to decide what to believe and how to act. ESCC graduates will demonstrate the ability to discriminate among degrees of credibility, accuracy, and reliability of inferences drawn from given data; recognize parallels, assumptions, or presuppositions in any given source of information; evaluate the strengths and relevance of arguments on a particular question or issue; weigh evidence and decide if generalizations or conclusions based on the given data are warranted; determine whether certain conclusions or consequences are supported by the information provided; and use problem solving skills.
3. **Cultural and Social Understanding** – A culturally and socially competent person possesses an awareness, understanding, and appreciation of the interconnectedness of the social and cultural dimensions within and across local, regional, state, national, and global communities. ESCC graduates will demonstrate the ability to assess the impact that social institutions have on individuals and culture—past, present, and future; describe their own as well as others' personal ethical systems and values within social institutions; recognize the impact that arts and humanities have upon individuals and cultures; recognize the role of language in social and cultural contexts; and recognize the interdependence of distinctive world-wide social, economic, geo-political, and cultural systems.
4. **Information Literacy** – A person who is competent in information literacy recognizes when information is needed and has the ability to locate, evaluate, and use it effectively. ESCC graduates will demonstrate the ability to determine the nature and extent of information needed; access needed information effectively and efficiently; evaluate information and its sources critically and incorporate selected information into his or her knowledge base; use information effectively, individually or as a member of a group, to accomplish a specific purpose; and understand many of the economic, legal, and social issues surrounding the use of information and access and use information ethically and legally.
5. **Personal Development** – An individual engaged in personal development strives for physical well-being and emotional maturity. ESCC graduates will demonstrate the ability to develop and/or refine personal wellness goals; and develop and/or enhance the knowledge, skills and understanding to make informed academic, social personal, career, and interpersonal decisions.
6. **Quantitative Reasoning** – A person who is competent in quantitative reasoning possesses the skills and knowledge necessary to apply the use of logic, numbers, and mathematics to deal effectively with common problems and issues. A person who is quantitatively literate can use numerical, geometric, and measurement data and concepts, mathematical skills, and principles of mathematical reasoning to draw logical conclusions and to make well-reasoned decisions. ESCC graduates will demonstrate the ability to use logical and mathematical reasoning with the context of various disciplines; interpret and use mathematical formulas; interpret mathematical models such as graphs, tables and schematics and draw inferences from them; use graphical, symbolic, and numerical methods to analyze, organize, and interpret data; estimate and consider answers to mathematical problems in order to determine reasonableness; and represent mathematical information numerically, symbolically, and visually using graphs and charts.
7. **Scientific Reasoning** – A person who is competent in scientific reasoning adheres to a self-correcting system of inquiry (the scientific method) and relies on empirical evidence to describe, understand, predict, and control natural phenomena. ESCC graduates will demonstrate the ability to generate an empirically evidenced and logical argument; distinguish a scientific argument from a non-scientific argument; reason by deduction, induction and analogy; distinguish between causal and correlational relationships; and recognize methods of inquiry that lead to scientific knowledge.

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 Chief Academic Officer 757.789.1748

Purpose: The Administrative Support Technology program is designed to equip students with the knowledge and skills necessary to make decisions and perform successfully in office occupations. The two-year program teaches methods, practices, and innovations in business to those seeking a promotion and/or degree. **See page 106 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 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	1
		24
Administrative Support Technology and Related Courses (Required)		
ACC 105	Office Accounting	3
or ACC 211	Principles of Accounting I	
AST 101-102	Keyboarding/Typewriting I-II	6
AST 103-104	Keyboarding/Typewriting I-II (Lab)	2
AST 107	Editing and Proofreading Skills	3
AST 190	Administrative Assistant Internship	3
AST 232	Microcomputer Office Applications	3
AST 233	Microcomputer Office Applications (Lab)	1
AST 236	Specialized Software Applications	3
AST 237	Specialized Software Applications (Lab)	1
AST 240	Machine Transcription I	3
AST 241	Machine Transcription I (Lab)	1
AST 243	Office Administration	3
AST 244	Office Administration II	3
BUS 100	Introduction to Business	3
		38
General Elective (Any course number 100 or above)		3
Total Minimum Credits Required		65

Administrative Support Technology Degree Suggested Sequence

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

First Year

<u>FALL</u>	<u>Credits</u>
ENG 111	3
AST 101/103	4
AST 232/233	4
MTH 121	3
SDV 100	1
BUS 100	3
	<u>18</u>

<u>SPRING</u>	<u>Credits</u>
ENG 112 or 115	3
AST 102/104	4
AST 236/237	4
General Elective	3
Social Sciences	
Elective	3
	<u>17</u>

Second Year

<u>FALL</u>	<u>Credits</u>
AST 243	3
AST 240/241	4
ACC 105 or 211	3
Social Science Elective	3
Humanities Elective	3
	<u>16</u>

<u>SPRING</u>	<u>Credits</u>
AST 244	3
AST 107	3
AST 190	3
Science Elective	3
HLT/PED	2
	<u>14</u>

EARLY CHILDHOOD DEVELOPMENT

Contact: Stephanie Zodun 757.789.5929 or Chief Academic Officer 757.789.1748

Purpose: 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.

Additional program requirements: Prior to completion of the program students must demonstrate computer competence by completing ITE 115 or other approved means. Students may be required to provide proof of certain vaccinations prior to entering child care facilities or schools for their supervised internship.

General Education Courses (Required)		Course Credits
ENG 111-112	College Composition I-II	6
PSY 235	Child Psychology (or PSY 231)	3
SPD 110	Introduction to Speech Communication	3
MTH 121	Fundamentals of Mathematics I	3
HLT 106	First Aid and Safety	2
SDV 100	College Success Skills	1
	Humanities Elective ¹	3
	Social Science Elective (SOC 215)	3
		24
Other requirements – Major Field		
CHD 118	Methods & Materials in the Language Arts for Children	3
CHD 119 ²	Introduction to Reading Methods	3
CHD 120	Intro to Early Childhood Education	3
CHD 145	Teaching Art, Music & Movement	3
CHD 146	Methods & Materials for Teaching Math, Science and Social Studies to Children	3
CHD 165	Observation & Participation in Early Childhood Settings	3
CHD 166	Infant & Toddler Programs	3
CHD 205	Guiding the Behavior of Young Children	3
CHD 210	Introduction to Exceptional Children	3
CHD 215	Models of ECHD Programs	3
CHD 216	Early childhood Programs, School & social Change	3
CHD 265 ³	Advanced Observation & Participation in Early Childhood/Primary Settings	3
CHD 270	Administration of Early Childhood Educational Programs	3
CHD 298 ⁴	Seminar & Projects	1
HLT 135	Health, Safety & Nutrition Education	3
		43
Total Minimum Credits Required		67

¹ Recommended elective: SOC 215 Sociology of the Family

² Must have completed CHD118

³ Must have completed CHD 165

⁴ Co-requisite: CHD 265

Early Childhood Development Suggested Sequence

First Year

<u>FALL</u>	<u>Credits</u>
CHD 120	3
ENG 111	3
CHD 118	3
CHD 145	3
PSY 235	3
SDV 100	1
HLT 106	2
	18

<u>SPRING</u>	<u>Credits</u>
CHD 119	3
CHD 146	3
ENG 112	3
CHD 205	3
CHD 210	3
SPD 110	3
	18

Second Year

<u>FALL</u>	<u>Credits</u>
CHD 215	3
CHD 166	3
CHD 165	3
CHD 216	3
MTH 121	3
	15

<u>SPRING</u>	<u>Credits</u>
CHD 265	3
CHD 270	3
CHD 298	1
HLT 135	3
Humanities Elective	3
Elective (SOC 215)	3
	16

ELECTRONICS TECHNOLOGY

Contact: John Floyd 789-1779 or Chief Academic Officer 789-1748

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

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)	1
Humanities Elective	3
Social Science Electives	6
SDV 100 College Success Skills	1
	27
Electronics Courses (Required)	
ETR 113-114 D.C. and A.C. Fundamentals I-II	6
ETR 160 Survey of Microprocessor	4
ETR 167 Logic Circuits and Systems	3
TR 214 Advanced Circuits and New Devices	2
Or ETR 296 On Site Training	
Any course 200 or above in ETR	22
General Elective (Any course number 100 or above)	3
Total Minimum Credits Required	67

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

<u>FALL</u>	<u>Credits</u>
ENG 111	3
ETR 113	3
ETR 167	3
MTH 163	3
Social Science Elective	3
SDV 100	<u>1</u>
	16

<u>SPRING</u>	<u>Credits</u>
ENG 112 or 115	3
ETR 114	3
ETR 160	4
MTH 164	3
<u>Social Science Elective</u>	<u>3</u>
	16

Summer

General Elective	3
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Second Year

<u>FALL</u>	<u>Credits</u>
ETR 228	3
ETR 241	4
ETR 237	4
HLT/PED Elective	1
MTH 273	<u>4</u>
	16

<u>SPRING</u>	<u>Credits</u>
ETR 278	3
ETR 242	4
ETR 238	4
ETR 214 or ETR 296	2
<u>Humanities Elective</u>	<u>3</u>
	16

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 Chief Academic Officer 757.789.1748

Purpose: The degree is designed to prepare students for working with computer hardware, repair, installation, and networking. **See page 106 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	1
		28
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	3
ETR 214	Advanced Circuits and New Devices	2
ETR 228	Computer Troubleshooting and Repair	3
ETR 278	Computer Interfacing and Circuitry	4
		22
Technical Electives		
(Any course number 100 or above in ITN, ITE or ITP)		6
(Any course number 200 or above in ETR)		8
		14
General Elective		
(Any course number 100 or above)		3
Total Minimum Credits Required		67

Computer Technician Suggested Sequence

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

First Year

FALL	Credits	SPRING	Credits
ENG 111	3	ENG 112 or 115	3
ETR 113	3	ETR 160	4
ETR 167	3	ITE 115	3
MTH 163	3	HLT/PED Elective	2
Social Science Elective	3	<u>MTH 164</u>	<u>3</u>
SDV 100	1		15
	16		

SUMMER

General Elective 3

Second Year

<u>FALL</u>	<u>Credits</u>
ETR Elective	4
ITN, ITE or ITP Elective	3
ETR 228	3
MTH 273	4
<u>Social Science Elective</u>	<u>3</u>
	17

<u>SPRING</u>	<u>Credits</u>
ETR Elective	4
ITN, ITE or ITP Elective	3
ETR 278	4
ETR 214	2
<u>Humanities Elective</u>	<u>3</u>
	16

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

MANAGEMENT Contact: Irvin Jackson 757.789.1784 or Chief Academic Officer 757.789.1748

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.

MANAGEMENT MAJOR

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	1
		27
Business and Related Courses (Required)		
ACC 211-212	Principles of Accounting I-II	6
BUS 100	Introduction to Business	3
BUS 111	Principles of Supervision	3
BUS 200	Principles of Management	3
BUS 165	Small Business Management	3
BUS 240	Introduction to Business Law	3
ITE 115	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, 190, BUS 201, 116, 205, 265, MKT 220 or 130)	6
		37
<u>General Elective (Any course number 100 or above)</u>		<u>3</u>
Total Minimum Credits Required		67

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

<u>FALL</u>	<u>Credits</u>
ENG 111	3
BUS 100	3
ITE 115	3
SDV 100	1
MTH 121	3
Social Science Elective	3
	<u>16</u>

<u>SPRING</u>	<u>Credits</u>
ENG 112 or 115	3
BUS 200	3
ITE 140	4
HLT/PED Elective	2
MKT 100	3
SPD 110	3
	<u>18</u>

Second Year

<u>FALL</u>	<u>Credits</u>
ACC 211	3
BUS 165	3
ECO 201	3
Humanities Elective	3
Related Field Elective	3
Science Elective	3
	<u>18</u>

<u>SPRING</u>	<u>Credits</u>
ACC 212	3
BUS 111	3
BUS 240	3
General Elective	3
Related Field Elective	3
	<u>15</u>

MANAGEMENT - SPECIALIZATION: INFORMATION TECHNOLOGY

Contact: Chief Academic Officer 757.789.1748

General Education Courses (Required)		Course Credits
ENG 111	College Composition I	3
ENG 112 or 115	College Composition II or Technical Writing	3
ECO 201 or 202	Principles of Economics I or II	3
MTH 121	Fundamentals of Mathematics	3
	Health or Physical Education Elective(s)	2
	Humanities Elective	3
	Science Elective	3
	Social Science Elective	3
SDV 100	College Success Skills	1
		24
Business and Related Courses (Required)		
ACC 211-212	Principles of Accounting I-II	6
BUS 100	Introduction to Business	3
BUS 200	Principles of Management	3
BUS 240	Introduction to Business Law	3
MKT 100	Principles of Marketing	3
	Related Field Elective (ACC, AST, BUS, ITE/ITD/ITN/ITP, FIN, MKT, or REA)	3
		21
Information Systems Technology (Required)		
ITE 115	Intro to Comp Appl and Concepts	3
ITE 140	Spreadsheet Software	3
ITD 110	Web Page Design I	3
ITD 132	Structured Query Language	3
ITN 102	Introduction to Network Client Operating Systems	3
ITN 109	Internet and Network Foundations	3
ITE 170	Multimedia Software	3
		21
Total Minimum Credits Required		66

Management – Specialization: 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

<u>FALL</u>	<u>Credits</u>
ENG 111	3
BUS 100	3
ITE 115	3
MTH 121	3
SDV 100	1
<u>Social Science Elective</u>	<u>3</u>
	16

<u>SPRING</u>	<u>Credits</u>
ENG 112 or 115	3
BUS 200	3
ITN 102	3
HLT/PED Elective	2
MKT 100	3
<u>ITN 109</u>	<u>3</u>
	17

Second Year

<u>FALL</u>	<u>Credits</u>
ACC 211	3
ECO 201	3
ITD 110	3
ITD 132	3
Humanities Elective	3
<u>Related Field Elective</u>	<u>3</u>
	18

<u>SPRING</u>	<u>Credits</u>
ACC 212	3
BUS 240	3
ITE 140	3
ITE 170	3
<u>Science Elective</u>	<u>3</u>
	15

NURSING

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

The Associate of Applied Science degree in Nursing prepares students who wish to pursue careers as Registered Nurses (RNs). Graduates may seek employment in acute care, doctor's offices, health departments, home health services, hospices, long-term care facilities, and mental health and rehabilitation centers. Students take courses in both theoretical and practical applications of nursing care. The program integrates clinical laboratory practice using state-of-the-art patient care simulators and laboratory equipment for enhanced preparation in the field of health care.

Admission to the Nursing program is competitive; therefore, admission to the college does not guarantee admission to the program. Detailed information regarding the admission criteria, selection process, etc. can be found in the Beazley School of Nursing Admissions Procedures and Information Booklet, which can be reviewed or downloaded from the tcc.edu website (search keyword: "nursing admission procedures"). Prospective nursing students must also attend a Nursing Program Information Session, which is held on the Portsmouth Campus. Please see the Nursing Program Information Session schedule online at tcc.edu (search keyword: nursing information session).

LPN to RN Options

Licensed Practical Nurses (LPNs) who wish to pursue their RN course work have two options: Articulation or Advanced Placement. Articulation awards credits based on previous learning experiences obtained from approved regional LPN programs following the students' successful completion of NUR 115 (Transition from LPN to RN Education). Additional information can be found in the Nursing Admission Procedures and Information Booklet or online at tcc.edu (search keyword: "LPN to RN").

TCC's Beazley School of Nursing program is accredited with warning by the Accreditation Commission for Education in Nursing (ACEN, 3343 Peachtree Road, Atlanta, GA 30326 and approved by the Virginia Board of Nursing.

ASSOCIATE OF APPLIED SCIENCE DEGREE: NURSING 156

Contact: Dr. Jeanine Freeze @ 757.789.1786 or Dr. Terri Long @757.789.1785

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

Course No.	Course Title	Credits	Prerequisite
BIO 141	Human Anatomy and Physiology I	4	
ENG 111	College Composition I	3	Placement Test
NUR 108	Nursing Principles and Concepts I	6	Admission to Program
NUR 130	Physical Assessment and Basic Pharmacology	3	NUR 108
SDV 101	Orientation to Health Care	1	
Semester Total		17	

Semester 2

Course No.	Course Title	Credits	Prerequisite
BIO 142	Human Anatomy and Physiology II	4	BIO 141
NUR 170	Essentials of Medical/Surgical Nursing	4	NUR 130
NUR 180	Essentials of Maternal/Newborn Nursing	4	NUR 170
PSY 201	Introduction to Psychology I (or PSY 200)	3	
Semester Total		15	

Semester 3

Course No.	Course Title	Credits	Prerequisite
ENG 112	College Composition II	3	ENG 111
NUR 201	Psychiatric Nursing	4	NUR 180
PSY 235	Child Psychology (or PSY 230 or PSY 231)	3	
PHI 226	Social Ethics (or PHI 220)	3	
Semester Total		13	

Semester 4

Course No.	Course Title	Credits	Prerequisite
BIO 150	Introductory Microbiology	4	
NUR 270	Essential Nursing Concepts II	4	NUR 201; Co-req: NUR 255
NUR 271	Essential Nursing Concepts III	4	NUR 270; Co-req: NUR 255, NUR 299
Semester Total		12	

Semester 5

Course No.	Course Title	Credits	Prerequisite
NUR 272	Essential Nursing Concepts IV	4	NUR 271; Co-req: NUR 255, NUR 299
NUR 273	Essential Nursing Concepts V	4	NUR 272; Co-req: NUR 255, NUR 299
NUR 255	Nursing Organization and Management	3	NUR 270
NUR 299	Supervised Study	1	NUR 271
Semester Total		12	

Total Minimum Credits 69

- *Program requirements may change in accordance with federal, state, or industry standards.*

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 the Chief Academic Officer @ 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.

Required Courses		Course Credits
ACC 211	Principles of Accounting I	3
ACC 212	Principles of Accounting II	3
ACC 213	Principles of Accounting Laboratory I	1
ACC 214	Principles of Accounting Laboratory II	1
ECO 201	Principles of Economics I - Macroeconomics	3
ECO 202	Principles of Economics II - Microeconomics	3
ENG 111	College Composition I	3
ENG 112	College Composition II	3
ENG 241 & 242 or	Survey of American Literature I & II or	
ENG 243 & 244 or	Survey of English Literature I & II or	
ENG 251 & 252	Survey of World Literature I & II	6
HIS 111 & 112 or	History of World Civilization I & II or	
HIS 121 & 122	United States History I & II	6
BIO 101 & 102 or	General Biology I & II or	
CHM 111 & 112 or	College Chemistry I & II or	
PHY 101 & 102	Introduction to Physics I & II	8
MTH 163 & 164	Precalculus I & II	6
CST 110	Introduction to Speech Communication	3
SDV 100	College Success Skills	1
	Health or Physical Education elective(s)*	2
	Humanities elective*	3
	IT elective*	3
	General Elective (Any course numbered 100 or above)	3
Total Minimum Credits Required		61

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

*** See General Education requirements (p. 106) for electives.**

Suggested Sequence for Business Administration**First Year**

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

Second Year

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

In addition to the VCCS general education goals and student learning outcomes, graduates will:

- demonstrate college-level written and verbal communication skills through research papers, speeches, and computer-aided presentations;
- describe basic business, accounting, and economic concepts;
- present basic accounting and economics information numerically, symbolically or using graphics;
- present basic business, accounting and economic information in writing and orally using common word processing and presentation software.

EDUCATION

Contact Chief Academic Officer @ 757.789.1748.

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 two-year phase of the course work, students will transfer to a 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 their transfer college's requirements, receive course grades of "C" or better, attain the required GPA (a 2.00+ is required for ESCC graduation; other colleges may require higher), and pass Praxis I before transferring. Students must consult the college to which they plan to transfer to ensure that their ESCC courses will be accepted in transfer. The degree shown below best matches ODU Distance Learning. Students should work closely with their advisor or with Jody Baggett, transfer counselor.

General Education Courses ¹		Course Credits
ENG 111	College Composition I	3
ENG 112	College Composition II	3
ENG 241 or 242 or	Survey of American Literature I or II or	
ENG 243 or 244 or	Survey of English Literature I or II or	
ENG 251 or 252	Survey of World Literature I or II	3
CST 110	Introduction to Speech Communication	3
ART 101 (F) or	History and Appreciation of Art I or	
MUS 121 (SP)	Music Appreciation I	3
MTH 163 (F)	Precalculus I	3
MTH 241 (SP)	Statistics	3
HIS 111 or 112	History of World Civilization I or II	3
HIS 121 or 122.	U.S. History I or II	3
GEO 200 (F)	Introduction to Physical Geography	3
ECO 201 or	Principles of Economics I – Macroeconomics or	3
ECO 202 ² (F)	Principles of Economics II - Microeconomics	
PLS 211 or 212	U.S.. Government I or II	3
ITE 115	Introduction to Computer Applications and Concepts	3
BIO 101	General Biology I	4
BIO 102	General Biology II	4
CHM 111 ³ (F)	College Chemistry I or	
	Another Lab or Non-Lab Science, not Biology	3-4
HLT 160	Personal Health and Fitness	3
SDV 100	College Success Skills	1
EDU 200 (SP)	Introduction to Teaching as a Profession	3
GEN ELECTIVE ⁴	General Elective	3

¹ Notice Fall/Spring designations for offerings only during specified semesters when planning.

² ECO II is good market background for teachers; ECO I deals more with government economics.

³ 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.

⁴ See General Education requirement (p. 106) for electives. Suggested courses: GEO 210, PHI 101, PSY 201 or PSY 235 required for your transfer college. Check with your transfer college for any specific course/s they require. Otherwise, consider seeing you advisor.

Total Minimum Credits Required for ESCC

60-61

Education Suggested Sequence (60-61 Credits)**First Year**

<u>FALL</u>	<u>Credits</u>	<u>SPRING</u>	<u>Credits</u>
ENG 111	3	ENG 112	3
HIS 121 or 122	3	BIO 102	4
BIO 101	4	MTH 241	3
MTH 163	3	ART 101 or MUS 121	3
ITE 115	3		13
SDV 100	1		
	17		

Second Year

<u>FALL</u>	<u>Credits</u>	<u>SPRING</u>	<u>Credits</u>
Science elective	3-4	EDU 200	3
ECO 202	3	General elective	3
HIS 111 or 112	3	CST 110	3
GEO 200	3	PLS 211 or 212	3
HLT 160	3	Literature (ENG 241, 242, 243, 244, 251, or 252)	3
	15-16		15

In addition to the VCCS general education goals and student learning outcomes, graduates will:

- describe the pathway to state licensure requirements, and articulation to transfer college or university;
- analyze education/teaching topics that are specific to their own individual needs;
- research and analyze information necessary to choose a major field in education to transfer to in a college or university.

GENERAL STUDIES

Contact Barry Neville @ 757.789.1776 or the Chief Academic Officer @ 757.789.1748

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. The General Studies degree is designed for students who plan to transfer to a four-year college or university to pursue more specialized studies at the baccalaureate level; however, some graduates may satisfy their educational goals by completing this program.

General Education Courses		Course Credits
ENG 111 & 112	College Composition I & II	6
ENG 241 & 242 or	Survey of American Literature I & II or	
ENG 243 & 244 or	Survey of English Literature I-II or	
ENG 251 & 252	Survey of World Literature I & II	6
HIS 111 & 112 or	History of World Civilization I & II or	
HIS 121 & 122	United States History I & II	6
BIO 101 & 102 or	General Biology I & II or	
CHM 111 & 112 or	College Chemistry I & II or	
PHY 101 & 102	Introduction to Physics I & II	8
MTH 163 & 164	Precalculus I & II	6
CST 110	Introduction to Speech Communication	3
SDV 100	College Success Skills	1
	Health or Physical Education elective*	2
	Humanities elective*	3
	IT elective*	3
	Social Science electives*	6
	<u>General Electives (Any course numbered 100 or above)</u>	<u>12</u>
Total Minimum Credits Required		62

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

* See the General Education requirements (p. 106) for electives.

General Studies Suggested Sequence**First Year**

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

Second Year

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

In addition to the VCCS general education goals and student learning outcomes, graduates will:

- demonstrate college-level written and verbal communication skills through research papers, speeches, and computer-aided presentations;
- research and analyze information necessary to choose a major in the future or to find employment.

GENERAL STUDIES: RADIOLOGIC TECHNOLOGY/SURGICAL TECHNOLOGY

Contact Robin Rich-Coates @ 757.789.1726 or the Chief Academic Officer @ 757.789.1748

ESCC and Riverside School of Health Careers have an articulation agreement that has students completing their general education prerequisite courses at the College before taking the Riverside School of Radiologic Technology/Surgical Technology program. Students will earn the Associate of Arts and Sciences degree in General Studies from ESCC on completion of the general education prerequisites and Riverside Radiologic Technology/Surgical Technology 18 month certificate program. Upon completing the curriculum, graduates will be eligible to apply to the American Registry of Radiologic Technologists which leads to certification as an R.T.(R), Registered Technologist (Radiography). Students wishing to enter the career field of Radiologic Technology/Surgical Technology must first complete the thirty-six (36) credits of general education courses listed below prior to application to Riverside School of Health Careers' Radiologic Technology/Surgical Technology certificate program. Upon completion of these thirty-six (36) credits and successful completion of their Radiologic Technology/Surgical Technology program at Riverside, ESCC will transfer the additional twenty-six (26) credits required for the General Studies Associate of Arts and Sciences degree to ESCC for completion of the degree requirements.

EASTERN SHORE COMMUNITY COLLEGE

General Studies Courses			Course credit
Communication	ENG 111	College Composition I	3
Communication	ENG 112	College Composition II	3
Humanities*	(e.g. ENG Literature)		3
Humanities*	(e.g. ENG Literature)		3
Social Sciences*	(e.g. HIS elective)		3
Social Sciences*	(e.g. HIS elective)		3
Social Sciences*	(e.g. PSY/SOC elective)		3
Natural Science	BIO 141	Human Anatomy & Physiology I	4
Natural Science	BIO 142	Human Anatomy & Physiology II	4
Mathematics	MTH 163	Precalculus I	3
Personal Development	SDV 100	College Success Skills	1
Personal Development	HLT 105	Cardiopulmonary Resuscitation	1
General elective	HLT 141	Introduction to Medical Terminology	2

TOTAL GENERAL STUDIES 36

RIVERSIDE SCHOOL OF HEALTH CAREERS

TOTAL RSHC – Radiologic Technology/Surgical Technology 28

TOTAL DEGREE CREDITS 64

*** See General Education requirements (p. 106) for electives.**

At least sixteen (16) credit hours of the above-referenced general education courses must be earned through ESCC.

The Associate Degree completion will be recorded by ESCC in the semester in which the Riverside School of Health Careers student meets the requirements for graduation.

LIBERAL ARTS

Contact Barry Neville @ 757.789.1769 or the Chief Academic Officer @ 787.789.1748

The Associate of Arts and Sciences degree in Liberal Arts will prepare students to transfer to a four-year college or university to complete a baccalaureate degree. By selecting appropriate electives students will be able to complete the lower division requirements for a variety of majors in Bachelor of Science or Bachelor of Arts degrees. Students should be aware of the transfer requirements of their intended transfer institution in order to ensure compliance. Students should also investigate Guaranteed Admission Agreements (GAA) available for most Virginia colleges and universities.

General Education Courses		Course Credits
ENG 111	College Composition I	3
ENG 112	College Composition II	3
ENG	Literature sequence I*	3
ENG	Literature sequence II*	3
HIS	History sequence I*	3
HIS	History sequence II*	3
CST 110	Introduction to Communication	3
MTH 163	Precalculus I	3
MTH 164	Precalculus II	3
MTH 241	Statistics I	3
SDV 100	College Success Skills	1
HLT or PED or SDV elective*		2
Social Science elective*		3
Science with lab I elective*		4
Science with lab II elective*		4
Foreign Language elective*		4
Foreign Language elective*		4
General elective**		3
General elective**		3
General elective**		3
Total		61

***See General Education requirements (p. 106) for electives.**

**** Any course numbered 100 or higher.**

Liberal Arts Suggested Sequence

First Year

FALL	Credits	SPRING	Credits
ENG 111	3	ENG 112	3
History Sequence I	3	History Sequence II	3
Science with lab I	4	Science with lab II	4
MTH 163	3	MTH 164	3
SDV 100	1	Social Science elective	3
	14		16

Second Year

FALL	Credits	SPRING	Credits
CST 110	3	MTH 241	3
Literature Sequence I	3	Literature Sequence II	3
General elective	3	General elective	3
Foreign lang. elective	4	General elective	3
HLT/PED/SDV elective		Foreign lang. elective	4
(SDV 195 recommended)	2		16
	15		

In addition to the VCCS general education goals and student learning outcomes, graduates will:

- demonstrate college-level written and verbal communication skills through research papers, speeches, and computer-aided presentations;
- research and analyze information necessary to choose a major in the future or to find employment.

SCIENCE

Contact Robin Rich-Coates @ 757.789.1726 or the Chief Academic Officer @ 757.789.1748

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.

General Education Courses		Course Credits
ENG 111	College Composition I	3
ENG 112 or	College Composition II or	
ENG 115	Technical Writing	3
ENG 241 or 242 or	Survey of American Literature I or II or	
ENG 243 or 244 or	Survey of English Literature I or II or	
ENG 251 or 252	Survey of World Literature I or II	3
HIS 111 & 112 or	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
CST 110	Introduction to Speech Communication	3
SDV 100	College Success Skills	1
	Health or Physical Education elective*	2
	Humanities elective*	3
	IT elective*	3
	Social Science electives*	6
Total Minimum Credits Required		63

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

*** See General Education requirements (p. 106) for electives.**

Science Suggested Sequence**First Year**

FALL	Credits
ENG 111	3
HIS 111 or 121	3
BIO 101 or CHM 111	4
MTH 163	3
ITE elective	3
SDV 100	1
	17

SPRING	Credits
ENG 112 or 115	3
HIS 112 or 122	3
BIO 102 or CHM 112	4
MTH 164	3
Humanities elective	3
	16

Second Year

FALL	Credits
Literature course	3
BIO 101 or CHM 111	4
Social Science elective	3
MTH 273	4
HLT or PED elective	2
	16

SPRING	Credits
CST 110	3
BIO 102 or CHM 112	4
Social Science elective	3
MTH 274	4
	14

In addition to the VCCS general education goals and student learning outcomes, graduates will:

- perform quantitative reasoning in real world applications with calculus;
- apply the scientific method in two laboratory sciences (biology, chemistry, or physics) to describe, understand, predict, and control natural phenomena.

CERTIFICATES

ADMINISTRATIVE ASSISTANT

Contact Ann Handy @ 757.789.1764 or the Chief Academic Officer @ 757.789.1748

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

General Education Courses		Course Credits
ENG 111	College Composition I	3
ENG 112 or	College Composition II or	
ENG 115	Technical Writing	3
	Social Science elective	3
MTH 121	Fundamentals of Mathematics	3
SDV 100	College Success Skills	1
		13

Administrative Support Technology and Related Courses

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 Laboratory	2
AST 232	Microcomputer Office Applications	3
AST 233	Microcomputer Office Applications Laboratory	1
AST 236	Specialized Software Applications	3
AST 237	Specialized Software Applications Laboratory	1
AST 243	Office Administration I	3
		22

Total Minimum Credits Required **35**

Administrative Assistant Suggested Sequence

FALL	Credits	SPRING	Credits
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	<u>Social Science elective</u>	<u>3</u>
SDV 100	1		17
	18		

Upon successful completion of the Administrative Assistant program, students will be able to:

- key accurately from plain copy at the rate of 40 words a minute;
- create graphs, brochures, flyers and presentations;
- apply word processing, database management, and spreadsheet application software to create business office documents;
- interpret and follow simple oral and written communication directions;
- apply business English, spelling, and mathematics;
- work independently, take the initiative, and learn new tasks.

COMPUTER-AIDED DRAFTING AND DESIGN

Contact Ray Middleton @ 757.789.1759 or the Chief Academic Officer @ 757.789.1748

This program is designed to prepare students for entry level positions as CADD technicians. Included in the computer-based drafting coursework are architectural, civil, technical, electronics, surveying, and GIS. Students use the latest editions of Autodesk and ESRI software and related applications modules. Entering students should have good math and communication skills.

General Education Courses**Course Credits**

ENG 111	College Composition I	3
MTH 103	Basic Technical Mathematics I	3
SDV 100	College Success Skills	<u>1</u>
		7

CADD Drafting Courses

ARC 121 & 122	Architectural Drafting I & II	6
GIS 200	Geographical Information Systems I	4
CIV 115	Civil Engineering Drafting	3
DRF 111 & 112	Technical Drafting I & II	6
CAD 201 & 202	Computer Aided Drafting and Design I & II	<u>8</u>
		27

Total Minimum Credits Required**34****Computer-Aided Drafting and Design Recommended Sequence**

SUMMER	Credits	FALL	Credits	SPRING	Credits
GIS 200	4	ARC 121	3	ARC 122	3
		CAD 201	4	CIV 115	3
		DRF 111	3	DRF 112	3
		MTH 103	3	CAD 202	4
		<u>SDV 100</u>	<u>1</u>	<u>ENG 111</u>	<u>3</u>
		14		16	

Upon successful completion of the Computer-Aided Drafting program, students will be able to:

- demonstrate entry level industry standard technical skills in computer-aided drafting;
- research utilizing the various sources available in today's computerized work environment;
- understand the work ethic needed in addition to technical skills to be successful in the workplace – ownership, commitment to quality control, and reliability;
- solve problems independently;
- demonstrate confidence in themselves;
- critically evaluate unstructured problems.

GENERAL EDUCATION

Contact Barry Neville @ 757.789.1776 or the Chief Academic Officer @ 757.789.1748

The General Education Certificate is designed for students who plan to transfer to a four-year college or university. This curriculum provides students with a strong foundation in the general education core competency areas of Communication (oral and written), Critical Thinking, Cultural and Social Understanding, Information Literacy, Personal Development, Quantitative Reasoning, and Scientific Reasoning. The General Education Certificate also provides students with evidence that they have made significant progress toward completing an associate's degree.

Courses Required		Course Credits
ENG 111 & 112	College Composition I & II	6
MTH 163	Precalculus I	3
HIS 111 & 112 or	History of World Civilization I & II or	6
HIS 121 & 122	United States History I & II	
BIO 101 & 102 or	General Biology I & II or	8
CHM 111 & 112 or	College Chemistry I & II or	
PHY 101 & 102	Introduction to Physics I & II	8
SDV 100	College Success Skills	1
	Humanities elective*	6
	Social Science elective*	3
Total Minimum Credits Required		33

**See General Education requirements (p. 106) for electives.*

Suggested Sequence for General Studies

<u>Fall</u>	<u>Credits</u>	<u>Spring</u>	<u>Credits</u>
SDV 100	1	Humanities elective	3
ENG 111	3	ENG 112	3
MTH 163	3	Social Science elective	3
HIS 111 or 121	3	HIS 112 or 122	3
Humanities elective	3	Lab science II	4
Lab science I	4		16
	17		

Upon successful completion of the General Education program, students will be able to demonstrate competency in VCCS general education goals and student learning outcomes in the following areas:

- communication: interacting with others using all forms of communication;
- critical thinking: evaluating and applying reasoning to decide what to believe and how to act;
- cultural and social understanding: having an appreciation of social and cultural dimensions across local, regional, state, national, and global communities;
- information literacy: recognizing when information is needed and locating, evaluating, and using it effectively;
- personal development: striving for physical well-being and emotional maturity;
- quantitative reasoning: using principles of mathematical reasoning to draw logical conclusions and make well-reasoned decisions;
- scientific reasoning: relying on empirical evidence to describe, understand, predict, and control natural phenomena.

INDUSTRIAL TECHNOLOGY

Contact Brian Lilliston @ 757.789.1769 or the Chief Academic Officer @ 757.789.1748

Industrial operations need highly skilled personnel to build and maintain equipment and systems that are controlled by electrical, hydraulic, pneumatic, and mechanical devices. The industrial technology curriculum is designed to prepare students to build equipment, install machinery and maintain or repair electrical wiring and fixtures, hydraulic and pneumatic devices, programmable logic controlled systems, and heating and air conditioning systems found in institutional, industrial, and commercial settings.

This curriculum integrates training from a variety of disciplines: electrical, mechanical, hydraulics and pneumatics, welding, drafting and design, heating, ventilation, and air conditioning. These technical courses are supported by a solid core of general education courses that will aid students in developing important practical business application skills. This broad-based interdisciplinary training prepares students to be competent industrial technicians who are adaptable to multiple industrial environments. Modern industry refers to these individuals as multi-craft technicians.

General Education Courses (Required)		Course Credits
SDV 101	Orientation to Engineering and Technologies	1
MTH 103	Applied Technical Mathematics I	3
ENG 115	Technical Report Writing	<u>3</u>
		7
Technical Courses*		
AIR 121	Air Conditioning and Refrigeration I	3
AIR195	Topics in EPA Certification	1
DRF 175	Schematics and Mechanical Diagrams	2
ELE 127	Residential Wiring Methods	3
ELE 149	Wiring Methods in Industry	3
IND 103	Industrial Methods	2
IND 145	Introduction to Metrology	3
MEC 165	Applied Hydraulics, Pneumatics and Hydrostatics	3
MEC 211	Machine Design I	4
SAF 130	Industrial Safety—OSHA 10	1
WEL 21	Shielded Metal Arc Welding I	5
WEL 22	Shielded Metal Arc Welding II	5
WEL 150	Welding Drawing and Interpretation	<u>3</u>
Total		38
Total Minimum Credits Required		45

*Quality control and safety practices are embedded within technical courses.

Suggested Sequence for Industrial Technology

Students that plan to complete the program in two years should follow this sequence. Students may take courses in any desired sequence, except for those requiring prerequisites. Faculty advisors can provide assistance with course selections and the development of alternative sequencing.

First Year

Fall	Credits
AIR 121	3
DRF 175	2
IND 103	2
SAF 130	1
MTH 103	3
	11

Spring	Credits
SDV 101	1
AIR 195	1
WEL 150	3
IND 145	3
ENG 111	3
	11

Second Year

Fall	Credits
ELE 127	3
MEC 211	4
WEL 21	5
	12

Spring	Credits
ELE 149	3
MEC 165	3
WEL 22	5
	11

Total Program Credits 45

One possible sequence with many other options.

NOTE:

Only three (3) courses for this program run both in fall and spring semesters.

Welding and HVAC courses have and often hit their maximum capacity... act early.

ELE 127 is a prereq to ELE 149

It is to the students advantage to take the following courses in the first year if at all possible:
IND 103, SAF 130, MTH 103, SDV 101 and ENG 111.

INFORMATION SYSTEMS TECHNOLOGY

Contact the Chief Academic Officer @ 757.789.1748

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

General Education Courses		Course Credits
ENG 111	College Composition I	3
ENG 112 or	College Composition II or	
ENG 115	Technical Writing	3
	Social Science elective*	3
MTH 121	Fundamentals of Mathematics	3
SDV 100	College Success Skills	1
		13

Information Systems Technology		
ITN 102	Introduction to Network Client Operating Systems	3
ITE 115	Introduction to Computer Applications and Concepts	3
ITE 140	Spreadsheet Software	3
ITD 132	Structured Query Language	3
ITE 170	Multimedia Software	3
ITD 110	Web Page Design 1	3
ITN 109	Internet and Network Foundation	3
		21

Total Minimum Credits Required	34
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** See General Education requirements (p. 106) for electives.*

MEDICAL ASSISTING

Contact Beth Perry@ 757.789.1787 or the Chief Academic Officer @ 757.789.1748

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

General Information

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

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

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

Introduction to Medical Assisting Program

The Medical Assisting 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.

Upon completion of the program students are eligible to take the National Center Competency Test (NCCT) for certification as a Medical Assistant.

Program Admission Requirements

Prospective students must:

1. Achieve placement to MTE 3 or completion of appropriate developmental math courses;
2. Achieve placement to ENG 111 or completion of appropriate developmental English courses;
3. Complete high school or equivalent courses in Biology and Algebra I with grades of "C" or better (a Chemistry course is strongly recommended);
4. Have high school diploma or GED; and
5. Complete a Virginia State Police criminal background check..

The date of the application will determine admission priority.

Continuation Requirements

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

1. Obtain CPR-C certification at the Health Care Provider Level (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;
3. Complete current immunizations including MMR or positive titers, Varicella or positive titers, Tetanus and Hepatitis B. Students must have current flu vaccine; and
4. Complete a two-step PPD or chest x-ray if PPD positive.

Students must maintain an average of "C" overall and grades of at least "C" in all core courses.

General Education Courses		Course Credits
ENG 111	College Composition I	3
HLT 130	Nutrition and Diet Therapy	1
	Social Science or	
	Humanities elective (CST 110 strongly recommended)	3
HLT 250	General Pharmacology	2
SDV 101	Orientation to Health Careers	1
AST 80	Basic Keyboarding	1
ITE 115	Introduction to Computer Applications and Concepts	3
		14

Medical Assisting Courses		
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	3
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	4
MDA 290	Coordinated Internship	5
		36

Total Minimum Credits Required **50**

**See General Education requirements (p. 108) for electives.*

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

Medical Assisting Recommended Sequence

FALL	Credits	SPRING	Credits	SUMMER	Credits
ENG 111	3	MDA 102	2	MDA 210	1
MDA 100	1	MDA 104	3	MDA 103	2
MDA 101	5	MDA 190	3	MDA 290	5
MDA 221	4	MDA 195	1	HLT 250	2
ITE 115	3	MDA 208	2	HLT 130	1
AST 80	1	MDA 209	2	CST 110	3
SDV 101	1	MDA 203	3		
	18	MDA 207	2		14
			18		

Upon successful completion of the Medical Assistant program, students will be able to:

- apply medical terminology used in the medical assistant workplace;
- discuss and explain anatomy, physiology and pathology as applied in the medical assistant workplace;
- execute clinical decision-making skills;
- demonstrate patient education skills;
- apply knowledge of sepsis/asepsis;
- demonstrate bandaging skills;

- apply diagnostic testing skills;
- demonstrate pharmacology knowledge;
- perform administrative procedures as applied in the medical assistant workplace;
- apply the principles of law and ethics;
- demonstrate insurance coding/billing skills;
- perform office operations;
- complete the National Center Competency Test (NCCT) for Medical Assistant, Insurance Coding and Billing Specialists, and Medical Office Assistant.

PRACTICAL NURSING

Contact Linda Pruitt at 757.789.1772 or the Chief Academic Officer 757.789.1748

The certificate program in Practical Nursing is designed to prepare beginning practitioners for careers as Licensed Practical Nurses (LPN) with the knowledge and skills to care for clients of all age groups and function as contributing members of the health care team 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. The practical nursing program has full approval by the Virginia Board of Nursing. The NCLEX –PN pass rates for the preceding two years are as follows: 2012 - 100%, 2013 – 90%

Program Application Requirements to Apply for Admission

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

- High school diploma or GED.
- Eligibility for ENG 111 by current ESCC placement criteria or completion of developmental English ENF 1-3. Placement into MTT 4 by current ESCC placement criteria or successful completion of MTE 1-4.
- Completion of high school biology or ESCC class NAS 150 Human Biology (3 credits) or equivalent within five years.
- Complete PSB Aptitude Test for Practical Nurses with an acceptable score.
- Current CPR certification at the Basic Life support Health Care Provider level.
- Completion of all PNE curriculum courses taken with a grade of “C” or better.
- GPA of 2.0 or better for previous college course work taken.
- Submission of a program application.
- Completion of criminal background check upon provisional acceptance into the program.
- Completion of a drug screening, physical examination, two step PPD (or chest x-ray if already PPD positive). Immunizations must be up to date including tetanus, MMR or positive titers, varicella or positive titers, Hepatitis B and current flu vaccine.
- Evidence of computer literacy or completion of ESCC class ITE 115.
- All developmental courses must be completed before application for admission .

Program Notes

The nursing law of Virginia addresses criteria for application for nursing licensure. The Virginia Board of Nursing has the power to deny the opportunity to become licensed through testing if the applicant has committed a felony/misdemeanor violating the provisions of 54-367.32 of the Code of Virginia. A student's 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 or allow students to participate in clinical experiences in their facilities who have committed certain criminal acts. Any student that has committed any illegal offenses other than minor traffic violations should discuss these matters with the program director for further clarification

- Students are responsible for their own transportation to off-campus facilities for clinical experiences.
- Students must receive a grade of “C” or better in all PNE courses to remain in the PN program.
- Students must maintain an overall grade point average of 2.0 or better.
- Students are responsible for costs necessary for program completion such as required testing fees, liability insurance, uniforms, stethoscopes, nursing pins, books, criminal history and sex offender crimes against minors background checks.
- Students must complete a drug dosage calculation test with the score of 80% or greater at the completion of NUR 135 Drug Calculations to remain in the PN program.
- Students must complete program requirements that exist at the time of program entry.

Admission Sequence

1. If not enrolled at ESCC, submit an application for admission, along with high school transcript or proof of GED and official transcript of any previous college work.

2. Complete placement testing.
3. Submit Practical Nursing application. Admission to the Practical Nursing Program must be achieved before PNE 161 Nursing in Health Changes I and subsequent PNE courses can be taken. The general education courses, PNE 155 Body Structure and Function and PNE 116 Normal Nutrition may be taken prior to Practical Nursing Program admission. NAS 150, PNE 155, PNE 116 must have been taken within five years of application to be accepted by the Practical Nursing Program unless approved by the program director. Courses must be taken in the appropriate sequence.
4. Take the PSB Aptitude for Practical Nursing Exam and achieve an acceptable score. A fee must accompany the testing.
5. Students are encouraged to take program general education courses in the curriculum prior to PN program application.
6. Applicants selected are offered provisional acceptance until completion of criminal background check, physical examination, and submission of immunization records.

Students with Disabilities

Students with disabilities who meet the program prerequisites, complete the physical and mental exams, and submit the physical form signed by the physician stating that they are able to perform as practical nurses in the clinical setting are eligible for admission. It is the responsibility of the student to meet the physical, mental and legal requirements for state licensure as practical nurses.

General Education Courses

SDV 101	Orientation to Health Careers	1
ENG 111	College Composition	3
PSY 200	Principles of Psychology	3
PSY 235	Child Psychology	3
		10

Practical Nurse (PNE) Courses

PNE 116	Normal Nutrition	1
NUR 135	Drug Dosage Calculations	1
PNE 136	Care of Maternal, Newborn, and Pediatric Patients	4
PNE 155	Body Structure and Function	4
PNE 161	Nursing in Health Changes I	6
PNE 162	Nursing in Health Changes II	10
PNE 173	Pharmacology for Practical Nurses	2
PNE 163	Nursing in Health Changes III	8
PNE 145	Trends in Practical Nursing	1
PNE 158	Mental Health and Psychiatric Nursing	1
PNE 174	Applied Pharmacology for Practical Nurses	2
		40

Total Minimum Credits Required **50**

Practical Nursing Course Sequence:

Fall	Credits	Spring	Credits
SDV 101	1	PNE 116	1
PSY 235	3	PNE 162	10
PNE 161	6	PNE 173	2
NUR 135	1	PNE 136	4
PSY 200	3		17
PNE 155	4		
	18		
Summer	Credits		
ENG 111	3		
PNE 163	8		
PNE 145	1		
PNE 158	1		
PNE 174	2		
	15		
Total	50		

Upon successful completion of the Practical Nursing program, students will be able to:

- apply nursing concepts based on bio-psycho-social cultural and spiritual aspects of individual patients across the life span;
- utilize the nursing process in providing safe, prudent nursing care to patients experiencing alterations in basic human needs;
- relate cause and effect in disease, injury and disability to the bio-psycho-social cultural, and spiritual health of the individual;
- demonstrate competency in the performance of basic clinical nursing skills;
- interact professionally with peers and members of other health care disciplines;
- use concepts of the nursing process that include conducting a focused nursing assessment of the patient status, be able to make appropriate decisions about who and when to inform, identify patient needs, plan for nursing care, implement appropriate aspects of nursing care, and contribute to the evaluation of patient outcomes;
- complete requirements for application for licensure by the Virginia State Board of Nursing;
- demonstrate professional growth and development by acquiring knowledge and skills through continuing education;

WELDING

Contact Brian Lilliston @ 757.789.1769 or the Chief Academic Officer @ 757.789.1748

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	5
WEL 22	Arc Welding II	5
WEL 31	Introductory Gas Tungsten Arc Welding	4
WEL 32	Introductory Gas Metal Arc Welding	6
WEL 150	Welding Drawing and Interpretation	3
ENG 111	College Composition I	3
MTH 103	Basic Technical Mathematics I	3
SDV 100	College Success Skills	1
Total Minimum Credits Required		30

Welding Suggested Sequence

FALL	<u>Credits</u>	SPRING	<u>Credits</u>
WEL 21	5	WEL 31	4
WEL 22	5	WEL 32	6
ENG 111	3	WEL 150	3
SDV 100	1	MTH 103	3
	14		16

Upon completion of the Welding Certificate program the student will:

- demonstrate proficiency in the use of welding tools;
- use correctly the jargon of the welder;
- execute directions in a timely and accurate manner;
- demonstrate proficiency in measurement;
- interpret blueprints and understand their relationship to the work;
- practice safety requirements.

CAREER STUDIES CERTIFICATES

In order to complete any of the career studies certificate programs below, students need to demonstrate employability skills and competence through the successful completion of the Virginia Career Readiness Certification at least at the “bronze” level. Contact Teresa Guy at 757.789.1790 for more information.

BANKING

Contact the Chief Academic Officer @ 757.789.1748

This twelve (12) credit certificate program is designed to train individuals for entry-level employment in the banking industry as bank tellers and may provide an opportunity for those in the banking industry to advance in their careers.

Required Courses		Course Credits
ACC 105	Office Accounting	3
FIN 110	Principles of Banking	3
FIN 111	Teller Training	3
FIN 190	Coordinated Internship	3

Total Minimum Credits Required	12
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Program Prerequisites

Students must demonstrate keyboarding proficiency. AST 80 Basic Keyboarding will be required for students who do not demonstrate sufficient skill in keyboarding. Students must also demonstrate proficiency in basic math and reading equivalent to MTE 3 and ENF 2.

COMPUTER-AIDED DRAFTING AND DESIGN

Contact Ray Middleton @ 757.789.1759

Required Courses		Course Credits
ARC 121	Architectural Drafting I	3
ARC 122	Architectural Drafting II	3
CIV 115	Civil Engineering Drafting	3
DRF 111	Technical Drafting I	3
DRF 112	Technical Drafting II	3
DRF 201	Computer Aided Drafting and Design I	4
DRF 2202	Computer Aided Drafting and Design II	4
GIS 200	Geographical Information Systems I	4

Total Minimum Credits Required	27
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EARLY CHILDHOOD DEVELOPMENT

Contact Stephanie Zodun @ 757.789.5929

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 146	Math, Science and Social Studies for Children	3
CHD 205	Guiding the Behavior of Young Children	3
HLT 135	Health, Safety, and Nutrition for Young Children	3

Total Minimum Credits Required	12
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Early Childhood Recommended Sequence

<u>Fall</u>	<u>Credits</u>	<u>Spring</u>	<u>Credits</u>
(1) CHD 120	3	(2) CHD 146	3
(3) HLT 135	3	(4) CHD 205	3

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

HEATING, VENTILATION AND AIR CONDITIONING

Contact the Chief Academic Officer @ 757.789.1748

This 13 credit certificate program is designed to train individuals for employment as competent technicians in the Heating, Ventilation and Air Conditioning (HVAC) field. Students will have the opportunity to earn a nationally recognized credential through the EPA certification examination. Classes will count toward the Journeyman and Master state license in HVAC.

Required Courses	Course Credits
AIR 121 Air Conditioning and Refrigeration	3
AIR 134 Circuits and Controls	3
AIR 195 Topics in EPA Certification	1
AIR 154 Heating Systems	3
AIR 235 Heat Pumps	3

Total Minimum Credits Required	13
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Program Prerequisites/Co-requisites

Students must demonstrate proficiency in basic math and reading equivalent to MTT 2 and ENF 1 before enrolling in the program; students must maintain a 2.0 GPA.

Fees for EPA testing are the student's responsibility.

LONG-TERM CARE ASSISTANT

Contact Linda Pruitt @ 757.789.1772 or the Chief Academic Officer @ 757.789.1748

This program is designed to prepare individuals to work as a nurse aide, personal care aide, home health aide, or geriatric nurse aide.

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

Admission

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

1. Admission to the program will be offered on a first-come/first-served basis. Admission will be based on the dates students complete the application process and placement tests.
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.
6. Students are eligible to take the National Nurse Aide Assessment Program (NNAAP) exam after completion of HCT 101 for nurse aide certification.
7. Students are eligible to take the PSI Medication Aide exam after completion of HCT 115 for medication aide certification.
8. Students that complete all 12 credits of program are eligible for an ESCC Career Studies Certificate.

Program Application Requirements to Apply for Admission

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

- High school diploma or GED
- Ninth grade reading and sixth grade math skills as established by Tests for Adult Basic Education (TABE) if Workforce Investment Act (WIA) student
- Math placement to MTE 2 or completion of appropriate developmental math courses
- English placement to ENF 2 or completion of appropriate developmental English courses
- Must be 18 years of age or older
- Must be able to lift forty (40) pounds
- Completion of a criminal background check
- Completion of a Physical Examination and a two step PPD tuberculosis screening or chest x-ray if PPD positive
- Current record of immunizations including MMR, Varicella, Tetanus and Hepatitis B or signed waiver
- Must wear the appropriate uniform in the clinical area

Program Notes

The nursing law of Virginia addresses criteria for application for nurse aide certification. The Virginia Board of Nursing has the power to deny the opportunity to become certified through testing if the applicant has committed a felony/misdemeanor violating the provisions of 54-367.32 of the Code of Virginia. A student's eligibility to take

the nurse aide certification exam cannot be determined until application for certification is received by the State Board of Nursing.

Some health care facilities may not employ individuals or allow students to participate in clinical experiences in their facilities who have committed certain criminal acts. Any student that has committed any illegal offenses other than minor traffic violations should discuss these matters with the program director for further clarification. 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 and criminal background checks.

The LTCA program is not eligible for Pell Grant Tuition Assistance. Students may apply for WIA tuition assistance by contacting Michelle Spangler at 789-1756 or Tina Taylor at 789-1757.

MEDICAL ADMINISTRATIVE OFFICE SPECIALIST

Contact: Beth Perry 757.789.1787 or the Chief Academic Officer 757.789.1748

This career studies certificate will prepare students to work as front office staff in doctors' offices. Admission requirements include placement to MTE 3 or completion of appropriated developmental math courses and placement to ENG 111 or completion of appropriate developmental English courses. Upon completion of program students are eligible to take the National Center Competency Test (NCCT) for Medical Administrative Office Specialist for certification.

Required Courses		Course Credits
<u>Fall Semester</u>		
ITE 115	Computer Concepts with Applications	3
AST 80	Basic Keyboarding	1
MDA 100	Introduction to Medical Assistant	1
MDA 207	Law and Ethics	2
MDA 101	Medical Terminology	5
MDA 203	Office Procedures	3
MDA 210	Medical Office Software	1
Total Minimum Credits Required		16

MEDICAL CODING AND BILLING SPECIALIST

Contact Linda Pruitt @ 757.789.1772 or the Chief Academic Officer @ 757.789.1748

To prepare for a position in a medical office to prepare insurance and billing forms for patients and insurance companies. Admission requirements include placement to MTE 3 or completion of appropriated developmental math courses and placement to ENG 111 or completion of appropriate developmental English courses. Upon completion students of program are eligible to take the National Center Competency Test (NCCT) for Medical Coding and Billing Specialist for certification.

Required Courses		Course Credits
<u>Spring Semester</u>		
ITE 115	Computer Concepts with Applications	3
AST 80	Basic Keyboarding	1
MDA 101	Medical Terminology	5
MDA 208	Medical Office Coding/Billing	2
MDA 209	Medical Office Insurance	2
MDA 95	Certification Exam Preparation	1

Total Minimum Credits Required

14

SMALL BUSINESS MANAGEMENT

Contact Irvin Jackson @ 757.789.1784 or the Chief Academic Officer @ 757.789.1748

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

Required Courses		Course Credits
ACC 105	Office Accounting or	
ACC 211	Principles of Accounting I	3
BUS 100	Introduction to Business	3
BUS 111	Principles of Supervision	3
BUS 165	Small Business Management or	
BUS 116	Entrepreneurship	3
BUS 190	Coordinated Internship in Business	3
MKT 100	Principles of Marketing	3
ITE 115	Introduction to Computer Applications and Concepts	3
Total Minimum Credits Required		21

Small Business Management Suggested Sequence

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

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

WEB DEVELOPMENT

Contact the Chief Academic Officer @ 757.789.1748

This program is designed to prepare students with the knowledge to become a small business entry-level client-side website developer or complement existing computer system knowledge with website development skills.

Required Courses		Course Credits
ITE 115	Introduction to Computer Applications and Concepts	3
ITE 170	Multimedia Software	3
ITD 110	Web Page Design I	3
ITD 210	Web Page Design II	3
Total Minimum Credits Required		12

Web Development Suggested Sequence

SUMMER	<u>Credits</u>		
ITE115	3		
FALL	<u>Credits</u>	SPRING	<u>Credits</u>
ITD 110	3	ITD 210	3
		ITE 170	3
			6

SYSTEMS DEVELOPMENT

Contact the Chief Academic Officer @ 757.789.1748

This program is designed to prepare students with skills needed for entry-level database-centric system development or testing positions. This program is primarily designed for students with application domain knowledge who wishes to enter system development.

Required Courses		Course Credits
ITE 115	Introduction to Computer Applications and Concepts	3
ITN 102	Introduction to Network Client Operating Systems	3
ITD 132	Structured Query Language	3
ITP 132 or	C++ Programming I or	
ITP 120 or	Java Programming I or	
ITP 136	C# Programming I	3
Total Minimum Credits Required		12

Web Development Suggested Sequence

SUMMER	<u>Credits</u>		
ITE115	3		
FALL	<u>Credits</u>	SPRING	<u>Credits</u>
ITD 132	3	ITN 102	3
ITP 120/ITP 132/ ITP 136	3		
	6		

WELDING

Contact Brian Lilliston @ 757.789.1769 or the Chief Academic Officer @ 757.789.1748

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	5
WEL 22	Arc Welding II	5
WEL 31	Introductory Gas Tungsten Arc Welding	4
WEL 32	Introductory Gas Metal Arc Welding	6
WEL 150	Welding Drawing and Interpretation	3
Total Minimum Credits Required		23

Welding Suggested Sequence

FALL	<u>Credits</u>	SPRING	<u>Credits</u>
WEL 21	5	WEL 31	4
WEL 22	<u>5</u>	WEL 32	6
	10	WEL 150	<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 similar to membership requirements in Phi Theta Kappa: the student must have accumulated twelve (12) credits in courses leading to an associate degree and have a GPA of at least 3.20.

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 style="text-align: center;">HUMANITIES</p> <p>ART ENG MUS HUM</p> <p>REL PHI SCM CST Foreign language</p>	<p style="text-align: center;">SOCIAL SCIENCE</p> <p>ADJ ECO GEO HIS</p> <p>PSY SOC SSC PLS</p>
<p style="text-align: center;">SCIENCE with lab</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 style="text-align: center;">Non-lab SCIENCE</p> <p>CHM 110 NAS 150 ENV 136</p>
<p style="text-align: center;">HEALTH, PHYSICAL EDUCATION and PERSONAL DEVELOPMENT</p> <p>HLT PED SDV</p>	

ACCOUNTING

ACC 105 OFFICE ACCOUNTING 3 credits

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. **FA, SP**

ACC 134 SMALL BUSINESS TAXES 3 credits

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 credits

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. **FA, SP**

ACC 212 PRINCIPLES OF ACCOUNTING II 3 credits

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. **SP**

ACC 213 PRINCIPLES OF ACCOUNTING LABORATORY I 1 credit

Provides problem-solving experience to supplement instruction in ACC 211. Co-requisite is concurrent enrollment in ACC 211. Laboratory: 2 hours per week. **FA**

ACC 214 PRINCIPLES OF ACCOUNTING LABORATORY II 1 credit

Provides problem-solving experience to supplement instruction in ACC 212. Co-requisite is concurrent enrollment in ACC 212. Laboratory: 2 hours per week. **SP**

AIR CONDITIONING AND REFRIGERATION

AIR 121 AIR CONDITIONING AND REFRIGERATION I 3 credits

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 195. Lecture: 2 hours; Laboratory: 3 hours; Total: 5 hours per week. **FA**

AIR 134 CIRCUITS AND CONTROLS I 3 credits

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. **FA**

AIR 154 HEATING SYSTEMS I 3 credits

Prerequisite: AIR 121 and AIR 134

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. **SP**

AIR 195 TOPICS IN EPA CERTIFICATION 1 credit

Prerequisite: AIR 121 and AIR 134

Covers EPA certification requirements for HVAC technicians. Lecture 1 hour per week. **SP**

AIR 235 HEAT PUMPS

3 credits

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. Prerequisite: AIR 121 and AIR 134. **SP**

ARCHITECTURE

ARC 121 ARCHITECTURAL DRAFTING I

3 credits

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. **FA**

ARC 122 ARCHITECTURAL DRAFTING II

3 credits

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; Corequisite CAD 201. Lecture: 2 hours; Laboratory: 3 hours; Total: 5 hours per week. **SP**

ARC 255 CONSTRUCTION ESTIMATING

2 credits

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 credits

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 HISTORY AND APPRECIATION OF ART I

3 credits

Presents the history and interpretation of architecture, sculpture, and painting. Begins with prehistoric art and follows the development of Western civilization to the Renaissance. Lecture: 3 hours per week. **FA SP**

ADMINISTRATIVE SYSTEMS TECHNOLOGY

AST 80 BASIC KEYBOARDING I

1 credit

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. **FA**

AST 101 KEYBOARDING I

3 credits

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. **FA**

AST 102 KEYBOARDING II

3 credits

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. **SP**

AST 103 KEYBOARDING I LABORATORY

1 credit

Provides supplemental instruction in AST 101. Must be taken concurrently with AST 101. Laboratory: 2 hours per

week. **FA**

AST 104 KEYBOARDING II LABORATORY 1 credit
Provides supplemental instruction in AST 102. Must be taken concurrently with AST 102. Laboratory 2 hours per week. **SP**

AST 107 EDITING/PROOF READING SKILLS 3 credits
Develops skills essential to creating and editing business documents. Covers grammar, spelling, diction, punctuation, capitalization, and other usage problems. Lecture: 3 hours per week. **SP**

AST 190 ADMINISTRATIVE ASSISTANT INTERNSHIP 3 credits
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. **SP**

AST 232 MICROCOMPUTER OFFICE APPLICATIONS 3 credits
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. **FA**

AST 233 MICROCOMPUTER OFFICE APPLICATIONS LABORATORY 1 credit
Provides supplemental instruction in AST 232. Must be taken concurrently with AST 232. Laboratory: 2 hours per week. **FA**

AST 236 SPECIALIZED SOFTWARE APPLICATIONS (PERFECT OFFICE) 3 credits
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. **SP**

AST 237 SPECIALIZED SOFTWARE APPLICATIONS LABORATORY 1 credit
Provides supplemental instruction in AST 236. Must be taken concurrently with AST 236. Laboratory: 2 hours per week. **SP**

AST 240 MACHINE TRANSCRIPTION 3 credits
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. **FA**

AST 241 MACHINE TRANSCRIPTION LABORATORY 1 credit
Provides supplemental instruction in AST 240. Must be taken concurrently with AST 240. Laboratory: 2 hours per week. **FA**

AST 243 OFFICE ADMINISTRATION I 3 credits
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. **FA**

AST 244 OFFICE ADMINISTRATION II 3 credits
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. **SP**

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. **FA**

BUS 190 COORDINATED INTERNSHIP IN BUSINESS 3 credits

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. **SP**

BUS 200 PRINCIPLES OF MANAGEMENT 3 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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. **SP**

BUS 265 ETHICAL ISSUES IN MANAGEMENT 3 credits

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

CHEMISTRY

SUCCESSFUL COMPLETION OF ENG 111 OR ENG 111 TAKEN AS A CO-REQUISITE IS REQUIRED FOR ALL CHM COURSES.

CHM 111 COLLEGE CHEMISTRY I 4 credits

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. Students should have completed ENG 111 or take ENG 111 as a co-requisite. Students must have completed MTE 1-4 as a prerequisite. **FA**

CHM 112 COLLEGE CHEMISTRY II 4 credits

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. Students should have completed ENG 111 or take ENG 111 as a co-requisite. Students must have completed MTE 1-4 as a prerequisite. CHM 111 is a prerequisite for CHM 112. **SP**

CHILD DEVELOPMENT

CHD 118 METHODS AND MATERIALS IN THE LANGUAGE ARTS FOR CHILDREN 3 credits

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; Laboratory: 2 hours; Total: 4 hours per week. **FA**

CHD 119 INTRODUCTION TO READING METHODS 3 credits

Focuses on promoting language and literacy skills as the foundation for emergent reading. Emphasizes phonetic awareness and alphabetic principles, print awareness and concepts, comprehension and early reading and writing. Addresses strategies for intervention and support for exceptional children and English Language Learners. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Requires placement test recommendation for [ENG 111](#). **FA**

CHD 120 INTRODUCTION TO EARLY CHILDHOOD EDUCATION 3 credits

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. **FA**

CHD 145 TEACHING ART, MUSIC & MOVEMENT 3 credits

Provides experiences in developing the content, methods, and materials for directing children in art, music, and movement activities. Lecture: 2 hours; Laboratory: 2 hours; Total: 4 hours per week. **FA**

CHD 146 METHODS & MATERIALS FOR TEACHER MATH, SCIENCE & SOCIAL STUDIES FOR CHILDREN

3 credits

Provides experiences in developing the content, methods, and materials for directing children in math, science, and social studies activities. Lecture: 2 hours; Laboratory: 2 hours; Total: 4 hours per week. **SP**

CHD 165 OBSERVATION & PARTICIPATION IN EARLY CHILDHOOD SETTINGS 3 credits

Observes and participates in early childhood settings such as child care centers, pre-schools, Montessori schools or public schools in Kindergarten through 3rd grade levels. Students spend one hour each week in a seminar session in addition to sixty (60) clock hours in the field. May be taken again for credit. Lecture: 1 hour; Laboratory: 6 hours; Total: 7 hours per week. **FA**

CHD 166 INFANT AND TODDLER PROGRAMS 3 credits

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. **FA**

CHD 205 GUIDING THE BEHAVIOR OF CHILDREN 3 credits

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. **SP**

CHD 210 INTRODUCTION TO EXCEPTIONAL CHILDREN 3 credits

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. **SP**

CHD 215 MODELS OF ECHD PROGRAMS 3 credits

Studies and discusses the various models and theories of early childhood education programs including current trends and issues. Presents state licensing and staff requirements. Lecture: 3 hours per week. **FA**

CHD 216 EARLY CHILDHOOD PROGRAMS, SCHOOL & SOCIAL CHANGE 3 credits

Explores methods of developing positive, effective relations between staff and parents to enhance the developmental goals of home and school. Reviews current trends and issues in education, describes symptoms of homes in need of support, investigates non-traditional family and cultural patterns, and lists community resources. Lecture 3 hours per week. **FA**

**CHD 265 ADVANCED OBSERVATION & PARTICIPATION IN
EARLY CHILDHOOD/PRIMARY SETTINGS 3 credits**

Observes and participates in early childhood settings such as child care centers, pre-school, Montessori schools, or public school settings (kindergarten through third grade). Emphasizes planning and implementation of appropriate activities and materials for children. Students will spend one hour each week in a seminar session in addition to sixty (60) clock hours in the field. May be taken again for credit. Lecture: 1 hour; Laboratory: 6 hours; Total: 7 hours per week. **SP**

CHD 270 ADMINISTRATION OF EARLY CHILDCARE PROGRAMS 3 credits

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. **SP**

CHD 298 SEMINAR AND PROJECTS 1 credits

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

CIVIL ENGINEERING

CIV 115 CIVIL ENGINEERING DRAFTING 3 credits

Introduces computer-aided drafting procedures related to civil engineering. Includes plans, profiles, site plans, and GIS intro. Prerequisite: CIV 170. Lecture: 2 hours; Laboratory: 3 hours; Total: 5 hours per week. **SP**

CIV 170 PRINCIPLES OF SURVEYING 2 credits

Introduces the elements of surveying to include use and care of modern surveying equipment and the application of surveying in construction. Co-requisite: CAD 201. Lecture: 1 hours; Laboratory: 3 hours; Total: 4 hours per week. **FA**

COMMUNICATION STUDIES AND THEATER

CST 110 INTRODUCTION TO SPEECH COMMUNICATION 3 credits

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. **FA, SP, SU**

CST 151 FILM APPRECIATION I 3 credits

Aims to increase the student's knowledge and enjoyment of film and film criticism through discussion and viewing of movies. Prerequisite: ENG 111. Lecture: 3 hours per week. **SU**

COMPUTER-AIDED DRAFTING AND DESIGN

CAD 201 COMPUTER-AIDED DRAFTING AND DESIGN I 4 credits

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; co-requisite: DRF 111. Lecture: 3 hours; Laboratory: 3 hours; Total: 6 hours per week. **FA**

CAD 202 COMPUTER-AIDED DRAFTING AND DESIGN II 4 credits

Teaches intermediate computer-aided drafting techniques. Prerequisite: CAD 201. Lecture: 3 hours; Laboratory: 3 hours; Total: 6 hours per week. **SP**

DIETETICS

DIT 121 NUTRITION I 3 credits

Studies food composition, dietary guidelines, and nutrients essential to healthy human life. Analyzes nutrient function and metabolism. Lecture: 3 hours per week.

DRAFTING

DRF 111 TECHNICAL DRAFTING I 3 credits

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. CAD 201 is a co-requisite for DRF 111. Lecture: 2 hours; Laboratory: 3 hours; Total: 5 hours per week. **FA**

DRF 112 TECHNICAL DRAFTING II 3 credits

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. Prerequisite: DRF 111. Lecture: 2 hours; Laboratory: 3 hours; Total: 5 hours per week. **SP**

DRF 130 INTRODUCTION TO ELECTRICAL/ELECTRONICS DRAFTING 2 credits

Teaches CAD applications of drafting procedures with emphasis on working and functional drawings and direct applications to electrical and electronic components and circuits. Co-requisite is CAD 201. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week. **FA**

DRF 175 SCHEMATICS AND MECHANICAL DIAGRAMS 2 credits

Covers interpretation of basic shop drawings, conventional symbols, common electrical and electronics symbols, wiring diagrams, hydraulic and pneumatic symbols, schematic drawings, and piping diagrams. Lecture: 2 hours per week. **SP**

ECONOMICS

ECO 100 ELEMENTARY ECONOMICS 3 credits

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 120 SURVEY OF ECONOMICS 3 credits

Presents a broad overview of economic theory, history, development, and application. Introduces terms, definitions, policies, and philosophies of market economies. Provides some comparison with other economic systems. Includes some degree of exposure to microeconomic and macroeconomic concepts. Lecture: 3 hours.

ECO 201 PRINCIPLES OF ECONOMICS I - MACROECONOMICS 3 credits

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. **FA**

ECO 202 PRINCIPLES OF ECONOMICS II - MICROECONOMICS 3 credits

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. **SP**

EDUCATION

EDU 200 INTRODUCTION TO TEACHING AS A PROFESSION 3 credits

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: forty (40) clock hours) in a K-12 school. Prerequisite: Successful completion of twenty-four (24) credits of transfer courses. Lecture: 2 hours; Laboratory: 2 hours; Total: 4 hours per week. **FA**

ELECTRONICS

ELE 127 – RESIDENTIAL WIRING METHODS 3 credits

Studies wiring methods and standards used for residential dwellings. Provides practical experience in design, layout, construction, and testing of residential wiring systems by use of scaled mock-ups. Lecture 1-2 hour. Laboratory 2-3 hours. Total 4-5 hours per week.

ELE 149 – WIRING METHODS IN INDUSTRY 3 credits

Studies the fundamentals of industrial power distribution, circuits, switches, enclosures, panels, fuses, circuit breakers, transformers, and wiring methods, using various charts and tables of the National Electrical Code. Lecture 2-3 hours. Laboratory 2-3 hours. Total 4-6 hours per week.

ENGLISH FUNDAMENTALS

ENF 1 PREPARING FOR COLLEGE ENGLISH I 8 credits
Provides integrated reading and writing instruction for students into Preparing for College English III (if they require additional preparation) or into college-level English (if they require no additional preparation). Credit is not applicable toward graduation. Lecture: 8 hours per week. **FA, SP, SU**

ENF 2 PREPARING FOR COLLEGE ENGLISH II 4 credits
Provides integrated reading and writing instruction for students who require intermediate preparation to succeed in college-level English courses. Student will place into this course based on the placement score. Upon successful completion and faculty recommendation, students will move into Preparing for College Level III (if they require additional preparation) or into college-level English (if they require no additional preparation). Credit is not applicable toward graduation. Lecture: 4 hours per week. **FA, SP, SU**

ENF 3 PREPARING FOR COLLEGE ENGLISH III 2 credits
Provides integrated reading and writing instruction for students who require minimal preparation for college-level English but still need some preparation to succeed. Students in this course will be co-enrolled in college-level English. Students will place into this course based on the placement test score. Credit is not applicable toward graduation. Lecture: 4 hours per week. **FA, SP, SU**

ENGLISH

ENG 111 COLLEGE COMPOSITION I 3 credits
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. **FA, SP, SU**

ENG 112 COLLEGE COMPOSITION II 3 credits
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. **FA, SP, SU**

ENG 115 TECHNICAL WRITING 3 credits
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. **SP**

ENG 150 CHILDREN'S LITERATURE 3 credits
Surveys the history of children's literature, considers learning theory and developmental factors influencing reading interests, and uses bibliographic tools in selecting books and materials for recreational interests and educational needs of children. Lecture: 3 hours per week.

ENG 211 CREATIVE WRITING I 3 credits
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. **FA**

ENG 211 CREATIVE WRITING II 3 credits
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. **Alternating SP**

ENG 241 SURVEY OF AMERICAN LITERATURE I 3 credits
Examines American literary works from colonial times to the early modern period, 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. **FA**

ENG 242 SURVEY OF AMERICAN LITERATURE II 3 credits

Examines American literary works from early modern period 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. **SU SP**

ENG 251 SURVEY OF WORLD LITERATURE I 3 credits

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

ENG 252 SURVEY OF WORLD LITERATURE II 3 credits

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

ENG 230 MYSTERY IN LITERATURE AND FILM 3 credits

Studies the mystery as a genre, including history, types and cultural aspects of stories, novels, plays, film adaptations. Involves critical reading, writing, and viewing. Prerequisite: ENG 112 or divisional approval. Lecture: 3 hours per week. **Alternating SP**

ENVIRONMENTAL SCIENCE

ENV 136 SURVEY OF ENVIRONMENTAL CONCERNS 3 credits

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 D.C. AND A.C. FUNDAMENTALS I 3 credits

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. **FA**

ETR 114 D.C. AND A.C. FUNDAMENTALS II 3 credits

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. **SP**

ETR 160 SURVEY OF MICROPROCESSORS 4 credits

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. **SP**

ETR 167 LOGIC CIRCUITS AND SYSTEMS I 3 credits

Studies digital switching and logic circuits, number systems, Boolean algebra, logic gates, and families. Lecture: 2 hours; Laboratory: 3 hours; Total: 5 hours per week. **FA**

ETR 214 ADVANCED CIRCUITS AND NEW DEVICES 2 credits

Includes lectures and demonstrations on the latest developments in electronics. Lecture: 2 hours per week. **SP**

ETR 228 COMPUTER TROUBLESHOOTING AND REPAIR 3 credits

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.

4 credits

4 credits

4 credits

4 credits

4 credits

3 credits

3 credits

3 credits

3 credits

3 credits

FIN 190 COORDINATED INTERNSHIP

3 credits

Supervised on-the-job training in selected business coordinated by the College. **SP**

FRENCH

FRE 101 BEGINNING FRENCH I

4 credits

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

FRE 102 BEGINNING FRENCH II

4 credits

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

GEOGRAPHY

GEO 200 INTRODUCTION TO PHYSICAL GEOGRAPHY

3 credits

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. **FA, SP**

GEO 210 PEOPLE AND THE LAND: AN INTRODUCTION TO CULTURAL GEOGRAPHY

3 credits

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. **SP**

GEOGRAPHIC INFORMATION SYSTEMS

GIS 200 GEOGRAPHICAL INFORMATION SYSTEMS I

4 credits

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. **SU**

GERMAN

GER 101 BEGINNING GERMAN I

5 credits

Introduces understanding, speaking, reading, and writing skills and emphasizes basic German sentence structures. Part I of II. Lecture 5 hours per week. May include one additional hour oral practice per week. **FA**

GER 102 BEGINNING GERMAN II

5 credits

Introduces understanding, speaking, reading, and writing skills and emphasizes basic German sentence structures. Part II of II. Lecture 5 hours per week. May include one additional hour oral practice per week. **SP, SU**

HEALTH

HLT 105 CARDIOPULMONARY RESUSCITATION

1 credit

Provides training in coordinated mouth-to-mouth artificial ventilation and chest compression, choking, life-

threatening emergencies, and sudden illness. Lecture: 1 hour per week. **FA**

HLT 106 FIRST AID AND SAFETY 2 credits

Focuses on the principles and techniques of safety and first aid. Lecture: 2 hours per week. **FA**

HLT 110 CONCEPTS OF PERSONAL AND COMMUNITY HEALTH 3 credits

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. **FA, SP, SU**

HLT 116 INTRODUCTION TO PERSONAL WELLNESS CONCEPTS 3 credits

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 credits

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 credit

Studies nutrients, sources, functions, and requirements with an introduction to diet therapy. Lecture: 1 hour per week. **SU**

HLT 135 CHILD HEALTH AND NUTRITION 3 credits

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. **FA, SP**

HLT 141 INTRODUCTION TO MEDICAL TERMINOLOGY 2 credits

Focuses on medical terminology for students preparing for careers in the health professions. Lecture: 2 hours per week. **FA**

HLT 143 MEDICAL TERMINOLOGY I 3 credits

Provides an understanding of medical abbreviations and terms. Includes the study of prefixes, suffixes, word stems, and technical terms with emphasis on proper spelling, pronunciation, and usage. Emphasizes more complex skills and techniques in understanding medical terminology. Lecture: 3 hours per week

HLT 160 PERSONAL HEALTH AND FITNESS 3 credits

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. **SP**

HLT 200 HUMAN SEXUALITY 3 credits

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 credits

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 credits

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. **SU**

HEALTH CARE TECHNICIAN

HCT 101 HEALTH CARE TECHNICIAN I 3 credits

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: 6 hours per week. A minimum of 120 hours of instruction is required to meet Virginia State Board of Nursing nurse aide certification requirements.

HCT 115 MEDICATION ADMINISTRATION TRAINING 3 credits

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. HCT 101 and HCT 190 are prerequisites. The prerequisites are waived if you are a certified nursing assistant. Lecture: 1 hour per week; laboratory: 6 hours; total: 7 hours per week.

HCT 190 COORDINATED INTERNSHIP 2 credits

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 sixty (60) hours is conducted in a healthcare setting under continuous supervision of an instructor. Lecture: 2 hours per week.

HISTORY

SUCCESSFUL COMPLETION OF ENG 111 OR ENG 111 TAKEN AS A CO-REQUISITE IS REQUIRED FOR ALL HIS COURSES.

HIS 111 HISTORY OF WORLD CIVILIZATION I 3 credits

Surveys Asian, African, Latin American, and European civilizations from the ancient period to the Age of Exploration. Successful completion of ENG 111 or ENG 111 taken as a co-requisite is required. Lecture: 3 hours per week. **FA, SP, SU**

HIS 112 HISTORY OF WORLD CIVILIZATION II 3 credits

Surveys Asian, African, Latin American, and European civilizations from the Age of Exploration to the present. Successful completion of ENG 111 or ENG 111 taken as a co-requisite is required. Lecture: 3 hours per week. **FA, SP**

HIS 121 UNITED STATES HISTORY I 3 credits

Surveys United States history from its beginning to the Reconstruction. Successful completion of ENG 111 or ENG 111 taken as a co-requisite is required. Lecture: 3 hours per week. **FA, SP, SU**

HIS 122 UNITED STATES HISTORY II 3 credits

Surveys United States history from Reconstruction to the present. Successful completion of ENG 111 or ENG 111 taken as a co-requisite is required. Lecture: 3 hours per week. **FA, SP**

HIS 125 HISTORY OF THE AMERICAN INDIAN 3 credits

Examines the history and culture of the native peoples of the Americas. Successful completion of ENG 111 or ENG 111 taken as a co-requisite is required. Lecture: 3 hours per week.

HIS 141 AFRICAN-AMERICAN HISTORY I 3 credits

Surveys the history of black Americans from their African origins to the Reconstruction. Successful completion of ENG 111 or ENG 111 taken as a co-requisite is required. Lecture: 3 hours per week. **FA**

HIS 142 AFRICAN-AMERICAN HISTORY II 3 credits

HIS 165	GENEALOGY	3 credits
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HIS 205	LOCAL HISTORY	3 credits
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HIS 269	CIVIL WAR AND RECONSTRUCTION	3 credits
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HIS 277	THE AMERICAN EXPERIENCE IN VIETNAM	3 credits
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HUMANITIES

HUM 298	HONORS SEMINAR	3 credits
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INDUSTRIAL ENGINEERING TECH

IND 103 – INDUSTRIAL METHODS 2 credits

IND 145 INTRODUCTION TO METROLOGY 3 credits

INFORMATION SYSTEMS TECHNOLOGY

WEB DESIGN

ITD 110	WEB PAGE DESIGN I	3 credits
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139

ITD 132 STRUCTURED QUERY LANGUAGE 3 credits
Incorporates a working introduction to commands, functions and operators used in SQL for extracting data from standard databases. Prerequisite is ITE 115 or equivalent or division approval. Lecture: 3 hours per week. **FA**

ITD 210 WEB PAGE DESIGN II 3 credits
Incorporates advanced techniques in web site planning, design, usability, accessibility, advanced site management, and maintenance utilizing web editor software. Prerequisite: ITD 110. Lecture: 3 hours per week. **SP**

APPLICATIONS

ITE 115 INTRODUCTION TO COMPUTER APPLICATIONS AND CONCEPTS 3 credits
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. Students must complete or test out of MTE 1-3 as a prerequisite. Prerequisite/co-requisite: ENG 111. Lecture: 3 hours per week. **FA, SP, SU**

ITE 140 SPREADSHEET SOFTWARE 4 credits
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 date 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: Prerequisite/co-requisite: ENG 111; prerequisite: ITE 115 or equivalent or division approval. Lecture: 4 hours per week. **SP**

ITE 150 DESKTOP DATABASE SOFTWARE 4 credits
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, and filtering creating mailing labels. This course covers MOS Access certification objectives. Prerequisite/co-requisite: ENG 111; prerequisite: ITE 115 or equivalent or division approval. Lecture: 4 hours.

ITE 170 MULTIMEDIA SOFTWARE 3 credits
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: Prerequisite/co-requisite: ENG 111; prerequisite: ITE 115 or equivalent or division approval. Lecture: 3 hours per week. **SP**

NETWORKING

ITN 101 INTRODUCTION TO NETWORK CONCEPTS 4 credits
Provides instruction in networking media, physical and logical topologies, common networking standards, and proper 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: ITE 115 or equivalent or division approval. Lecture: 4 hours.

ITN 102 INTRODUCTION TO NETWORKED CLIENT OPERATING SYSTEMS (LAN) 3 credits
Consists of instruction in the installation, configuration, administration, and troubleshooting of networked client operating systems in a data communications environment. This course can utilize any mixture of available networked client operating systems. Prerequisite: ITE 115 or equivalent or division approval. Lecture: 2 hours; Laboratory: 2 hours; Total: 4 hours per week. **SP**

ITN 106 MICROCOMPUTER OPERATING SYSTEMS 4 credits
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: ITE 115 or equivalent or division approval. Lecture: 4 hours.

ITN 109 INTERNET AND NETWORK FOUNDATION 3 credits

Provides a basic comprehension of Internet and network technologies including IT job roles, connection methods, TCP/IP functionality and DNS. Explores web server technologies with security and project management concepts. Introduces network creation, physical and logical topologies including media properties, server types, IP addressing and network security. Prerequisite: IT 115 or equivalent or division approval. Lecture: 2 hours; Laboratory: 2 hours; Total: 4 hours per week.

PROGRAMMING

ITP 120 JAVA PROGRAMMING I 3 credits

Entails instruction in fundamentals of object-oriented programming using Java. Emphasizes program construction, algorithm development, coding, debugging, and documentation of console and graphical user interface applications. Prerequisite: IT 115 or equivalent or division approval. Lecture: 3 hours per week. **SP**

ITP 132 C++ PROGRAMMING I 3 credits

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: ITE 115 or equivalent or division approval. Lecture: 3 hours. **SP**

ITP 136 C# PROGRAMMING 3 credits

Centers on 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: ITE 115 or equivalent or division approval. Lecture: 3 hours. **SP**

JAPANESE

JPN 101 BEGINNING JAPANESE I 5 credits

Develops the understanding, speaking, reading, and writing of **Japanese**, and emphasizes the structure of the language. Part I of II. Lecture 4-5 hours per week. May include one additional hour of oral practice per week. **FA**

JPN 102 BEGINNING JAPANESE II 5 credits

Develops the understanding, speaking, reading, and writing of **Japanese**, and emphasizes the structure of the language. Part I of II. Lecture 4-5 hours per week. May include one additional hour of oral practice per week. **SP, SU**

MARKETING

MKT 100 PRINCIPLES OF MARKETING 3 credits

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. **SP**

MKT 110 PRINCIPLES OF SELLING 3 credits

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 credits

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 credits

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 credits

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

MTE 1 OPERATIONS WITH POSITIVE FRACTIONS 1 credit

Includes operations and problem solving with proper fractions, improper fractions, and mixed numbers without the use of a calculator. Emphasizes applications and includes U. S. customary units of measure. Credit is not applicable toward graduation. Prerequisite: Qualifying placement score. Lecture: 1 hour per week. **FA, SP, SU**

MTE 2 OPERATIONS WITH POSITIVE DECIMALS AND PERCENTS 1 credit

Includes operations and problem solving with positive decimals and percents. Emphasizes applications and includes U. S. customary and metric units of measure. Credit is not applicable toward graduation. Prerequisite(s): MTE 1 or qualifying placement score. Prerequisite: MTE 1 or qualifying placement score. Lecture: 1 hour per week. **FA, SP, SU**

MTE 3 ALGEBRA BASICS 1 credit

Includes basic operations with algebraic expressions and solving simple algebraic equations using signed numbers with emphasis on applications. Credit is not applicable toward graduation. Prerequisite: MTE 2 or qualifying placement score. Lecture: 1 hour per week. **FA, SP, SU**

MTE 4 FIRST DEGREE EQUATIONS AND INEQUALITIES IN ONE VARIABLE 1 credit

Includes solving first degree equations and inequalities containing one variable, and using them to solve application problems. Emphasizes applications and problem solving. Credit is not applicable toward graduation. Prerequisite(s): MTE 3 or qualifying placement score. Lecture: 1 hour per week. **FA, SP, SU**

MTE 5 LINEAR EQUATIONS, INEQUALITIES AND SYSTEMS OF LINEAR EQUATIONS IN TWO VARIABLES 1 credit

Includes finding the equation of a line, graphing linear equations and inequalities in two variables and solving systems of two linear equations. Emphasizes writing and graphing equations using the slope of the line and points on the line, and applications. Credit is not applicable toward graduation. Prerequisite(s): MTE 4 or qualifying placement score. Lecture: 1 hour per week. **FA, SP, SU**

MTE 6 EXPONENTS, FACTORING AND POLYNOMIAL EQUATIONS 1 credit

The student will learn to perform operations on exponential expressions and polynomials. Students will also learn techniques to factor polynomials and use these techniques to solve polynomial equations. Emphasis should be on learning all the different factoring methods, and solving application problems using polynomial equations. Credit is not applicable toward graduation. Prerequisite(s): MTE 5 or qualifying placement score. Lecture: 1 hour per week. **FA, SP, SU**

MTE 7 RATIONAL EXPRESSIONS AND EQUATIONS 1 credit

Includes simplifying rational algebraic expressions, solving rational algebraic equations and solving applications that use rational algebraic equations. Credit is not applicable toward graduation. Prerequisite(s): MTE 6 or qualifying placement score. Lecture: 1 hour per week. **FA, SP, SU**

MTE 8 RATIONAL EXPONENTS AND RADICALS 1 credit

Includes simplifying radical expressions, using rational exponents, solving radical equations and solving applications using radical equations. Credit is not applicable toward graduation. Prerequisite(s): MTE 7 or qualifying placement score. Lecture: 1 hour per week. **FA, SP, SU**

MTE 9 FUNCTIONS, QUADRATIC EQUATIONS AND PARABOLAS 1 credit

Includes an introduction to functions in ordered pair, graph, and equation form. Also introduces quadratic functions, their properties and their graphs. Credit is not applicable toward graduation. Prerequisite(s): MTE 8 or qualifying placement score. Lecture: 1 hour per week. **FA, SP, SU**

MTH 103 BASIC TECHNICAL MATHEMATICS I 3 credits

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 MTE 3 or equivalent. Lecture: 3 hours per week. **FA**

MTH 121 FUNDAMENTALS OF MATHEMATICS I 3 credits

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, MTE 3, or equivalent. Lecture: 3 hours per week. **FA**

MTH 146 INTRODUCTION TO ELEMENTARY STATISTICS 3 credits

Introduces the methods of statistics including sampling from normally distributed populations, estimation, regression, testing of hypotheses, point and interval estimation methods. Prerequisite MTE 5 or equivalent. Lecture: 3 hours per week.

MTH 163 PRECALCULUS I 3 credits

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 MTE 90 or equivalent. (Credit will not be awarded for both MTH 163 and MTH 166.) Lecture: 3 hours per week. **FA, SP**

MTH 164 PRECALCULUS II 3 credits

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. **FA,SP**

MTH 241 STATISTICS I 3 credits

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. **SP**

MTH 273 CALCULUS I 4 credits

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 mathematical, physical, and engineering science programs. Prerequisites: a placement recommendation 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. **FA**

MTH 274 CALCULUS II 4 credits

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. **SP**

DEVELOPMENTAL MATHEMATICS (TECHNOLOGY-BASED)

MTT I DEVELOPMENTAL MATHEMATICS (TECHNOLOGY-BASED) I 1 credit

Covers mathematics topics in a technology-based setting to prepare students for the study of college-level mathematics courses and curricula. Designed for the study of one developmental math unit prescribed by the student's placement test results. Credits not applicable toward graduation. Placement scores requiring the student to complete one developmental math unit.

MTT II DEVELOPMENTAL MATHEMATICS (TECHNOLOGY-BASED) II 2 credits

Covers mathematics topics in a technology-based setting to prepare students for the study of college-level mathematics courses and curricula. Designed for the study of any combination of two developmental math units prescribed by the student's placement test results. Credits not applicable toward graduation. Placement scores requiring the student to complete two developmental math units.

MTT III DEVELOPMENTAL MATHEMATICS (TECHNOLOGY-BASED) III 3 credits

Covers mathematics topics in a technology-based setting to prepare students for the study of college-level mathematics courses and curricula. Designed for the study of any combination of three developmental math units prescribed by the student's placement test results. Credits not applicable toward graduation. Placement scores requiring the student to complete three developmental math units.

MTT IV DEVELOPMENTAL MATHEMATICS (TECHNOLOGY-BASED) IV 4 credits

Covers mathematics topics in a technology-based setting to prepare students for the study of college-level mathematics courses and curricula. Designed for the study of any combination of four developmental math units prescribed by the student's placement test results. Credits not applicable toward graduation. Placement scores requiring the student to complete 4 developmental math units.

MTT V DEVELOPMENTAL MATHEMATICS (TECHNOLOGY-BASED) V 5 credits

Covers mathematics topics in a technology-based setting to prepare students for the study of college-level mathematics courses and curricula. Designed for the study of any combination of five developmental math units prescribed by the student's placement test results. Credits not applicable toward graduation. Placement scores requiring the student to complete five developmental math units.

MECHANICAL ENGINEERING TECH

MEC 165 APPLIED HYDRAULICS, PNEUMATICS AND HYDROSTATICS 3 credits

Teaches fluid power system design, operation, testing, maintenance and repair. Includes reservoirs, pump connecting valves, cylinders, pressure regulating valves, flow control valves, hydraulic motors, and introduction to basic hydrostatic hydraulic systems. Lecture: 2 hours; Laboratory: 3 hours; Total: 5 hours per week. **SP**

MEC 211 MACHINE DESIGN I 4 credits

Introduces analytical design of bearings, clutches, coupling, brakes, springs, gearing systems, and power shafting. Emphasizes methods of construction, machine parts and specifications of materials, and manufacturing processes. Part I of II. Lecture: 3 hours; Laboratory: 3 hours; Total: 6 hours per week. **FA**

MEDICAL ASSISTING

MDA 95 CERTIFICATION EXAM PREPARATION 1 credit

Provides an opportunity to explore topical areas of interest to or needed by students. May be used also for special honors courses. May be repeated for credit. Variable hours.

MDA 100 INTRODUCTION TO MEDICAL ASSISTING 1 credit
 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. **FA**

MDA 101 MEDICAL ASSISTANT SCIENCE I 5 credits
 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. **FA**

MDA 102 MEDICAL ASSISTANT SCIENCE II 2 credits
 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. **SP**

MDA 103 MEDICAL ASSISTANT SCIENCE III 2 credits
 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. **SU**

MDA 104 MEDICAL ASSISTANT SCIENCE IV 3 credits
 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. **SP**

MDA 190 COORDINATED INTERNSHIP 3 credits
 Designed to incorporate class theory into clinical arena and practical use. Rotation at Riverside Shore Memorial Hospital. Total: 120 hours. **SU**

MDA 195 TOPICS IN COMPUTERS IN THE MEDICAL OFFICE 1 credit
 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; Laboratory: 1 hour; Total: 2 hours per week. **SP**

MDA 203 ADMINISTRATIVE PROCEDURES 3 credits
 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. **SP**

MDA 207 MEDICAL LAW AND ETHICS 2 credits
 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. **SP**

MDA 208 MEDICAL OFFICE CODING 2 credits
 Introduces the students to ICD-9 and CPT-4 classification coding systems used in physician offices, hospitals and ambulatory care settings. Lecture: 1 hour; Laboratory: 3 hours; Total: 4 hours per week. **SP**

MDA 209 MEDICAL OFFICE INSURANCE 2 credits
 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. **SP**

MDA 210 MEDICAL OFFICE SOFTWARE APPLICATIONS 1 credit

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: 4 hours per week. **SU**

MDA 221 DIAGNOSTIC LABORATORY PROCEDURES 4 credits

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. **FA**

MDA 290 COORDINATED INTERNSHIP 5 credits

Designed to incorporate class theory into clinical arena and practical use. Rotations conducted at various physicians' offices. Total: 180 hours. **SU**

MUSIC

MUS 121 MUSIC APPRECIATION I 3 credits

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. **FA**

MUS 122 MUSIC APPRECIATION II 3 credits

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. **SP**

NATURAL SCIENCES

NAS 150 HUMAN BIOLOGY 3 credits

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.

NAS 130 ELEMENTS OF ASTRONOMY 4 credits

Covers history of astronomy and its recent developments. Stresses the use of astronomical instruments and measuring techniques and includes the study and observation of the solar system, stars, and galaxies. Lecture: 3 hours; Recitation and laboratory: 3 hours; Total: 6 hours per week.

NURSING

NUR 108 NURSING PRINCIPLES AND CONCEPTS 6 credits

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 7 credits

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: 9 hours; Total: 13 hours per week.

NUR 130 PHYSICAL ASSESSMENT AND BASIC PHARMACOLOGY 3 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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 299 NURSING PERSPECTIVES – SUPERVISED STUDY 1 credit

Focuses on seminar discussions, selected clinical simulation, and independent study to enhance critical thinking in the nursing process. Promotes synthesis of simple to complex concepts gained throughout the program through the use of the nursing process in care of clients across the lifespan. Prerequisite: NUR 271. Laboratory 3 hours per week.

PHYSICAL EDUCATION

PED 109 YOGA 1-2 credits

Focuses on the forms of yoga training emphasizing flexibility. Lecture: 0-1 hours; Laboratory: 2-4 hours; Total: 2-4 hours per week. **SP**

PHILOSOPHY

PHI 220 ETHICS 3 credits

Provides a systematic study of representative ethical systems. Lecture 3 hours per week. **FA, SP**

PHYSICS

PHY 101 INTRODUCTION TO PHYSICS I 4 credits

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.

PHY 102 INTRODUCTION TO PHYSICS II 4 credits

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.

PHY 201 GENERAL COLLEGE PHYSICS I 4 credits

Teaches fundamental principles of physics. Covers mechanics, thermodynamics, wave phenomena, electricity and magnetism, and selected topics in modern physics. Prerequisite: MTH 163. Part I of II. Lecture: 3 hours; Laboratory: 3 hours; Total: 6 hours per week. **FA**

PHY 202 GENERAL COLLEGE PHYSICS II 4 credits
 Teaches fundamental principles of physics. Covers mechanics, thermodynamics, wave phenomena, electricity and magnetism, and selected topics in modern physics. Prerequisite: MTH 163. Part II of II. Lecture: 3 hours; Laboratory: 3 hours; Total: 6 hours per week. **SP**

POLITICAL SCIENCE

PLS 130 BASICS OF AMERICAN POLITICS 3 credits
 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 credits
 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. **SP**

PLS 211 U.S. GOVERNMENT I 3 credits
 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.

PLS 212 U.S. GOVERNMENT II 3 credits
 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 116 NORMAL NUTRITION 1 credit
 Introduces the basic principles of good nutrition. studies nutrients, their sources and function, basic requirements for individuals. Includes a brief introduction to diet therapy. Lecture: 1 hour per week. **FASP**

PNE 136 CARE OF MATERNAL, NEWBORN, AND PEDIATRIC PATIENTS 4 credits
 Uses a family-centered approach; studies normal and common complications in pregnancy, childbirth, post-partum, the neonate, and children through adolescence. Covers milestones in all aspects of growth and development and common childhood disorders at various ages. Lecture: 4 hours per week. **SP**

PNE 145 TRENDS IN PRACTICAL NURSING 1 credit
 Studies the role of the licensed practical nurse. Covers legal aspects, organizations, and opportunities in practical nursing. Assists students in preparation for employment. Lecture: 1.25 hour per week (12 week special session). **SU**

PNE 155 BODY STRUCTURE AND FUNCTION 4 credits
 Studies the structure and function of the body. Lecture: 4 hours per week. **FASP**

PNE 158 MENTAL HEALTH AND PSYCHIATRIC NURSING 1 credit
 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: 1.25 hour per week (12 week special session). **SU**

PNE 161 NURSING IN HEALTH CHANGES I 6 credits
 Focuses on nursing situation and procedures necessary to assist individuals in meeting special needs related to human functions. Prerequisite: Admission to PNE program. Lecture: 4 hours per week; Laboratory: 8 hours per week. **FA**

PNE 162 NURSING IN HEALTH CHANGES II 10 credits
 Continues to focus on nursing situation and procedures necessary to assist individuals in meeting special needs related to human functions. PNE 161 is a prerequisite for PNE 162. Lecture: 4.75 hours; Laboratory: 16 hours; Total: 20.75 hours per week. **SP**

PNE 163 NURSING IN HEALTH CHANGES III 8 credits
 Continues to focus on nursing situation and procedures necessary to assist individuals in meeting special needs related to human functions. Prerequisites: PNE 162. Lecture: 5 hours; Laboratory: 12 hours; Total: 17 hours per week (12 week special session). **SU**

PNE 173 PHARMACOLOGY FOR PRACTICAL NURSES 2 credits
 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: 2 hours per week. **SP**

PNE 174 APPLIED PHARMACOLOGY FOR PRACTICAL NURSES 2 credits
 Applies problem solving skills in preparing and administering medications. Lecture: 2.5 hour per week; Laboratory: 4 hours per week; Total: 6.5 hours per week (12 week special session). **SU**

PSYCHOLOGY

SUCCESSFUL COMPLETION OF ENG 111 OR ENG 111 TAKEN AS A CO-REQUISITE IS REQUIRED FOR ALL PSY COURSES.

PSY 200 PRINCIPLES OF PSYCHOLOGY 3 credits
 Surveys the basic concepts of psychology. Covers the scientific study of behavior, behavioral research methods and analysis, and theoretical interpretations. Includes topics that cover physiological mechanisms, sensation/perception, motivation, learning, personality, psychopathology, therapy, and social psychology. Prerequisite: successful completion of ENG 111 or ENG 111 taken as a co-requisite. Lecture: 3 hours per week.

PSY 201 INTRODUCTION TO PSYCHOLOGY I 3 credits
 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. Prerequisite: successful completion of ENG 111 or ENG 111 taken as a co-requisite. Lecture: 3 hours per week. **FA**

PSY 202 INTRODUCTION TO PSYCHOLOGY II 3 credits
 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. Prerequisite: successful completion of ENG 111 or ENG 111 taken as a co-requisite. Lecture: 3 hours per week. **SP**

PSY 215 ABNORMAL PSYCHOLOGY 3 credits
 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 200, 201, or 202. Lecture: 3 hours per week.

PSY 230 DEVELOPMENTAL PSYCHOLOGY 3 credits
 Studies the development of the individual from conception to death. Follows a life-span perspective on the development of the person's physical, cognitive, and psychosocial growth. Prerequisite: successful completion of ENG 111 or ENG 111 taken as a co-requisite. Lecture: 3 hours per week.

PSY 235 CHILD PSYCHOLOGY 3 credits

Studies development of the child from conception to adolescence. Investigates physical, intellectual, social, and emotional factors involved in the child's growth. Prerequisite: successful completion of ENG 111 or ENG 111 taken as a co-requisite. Lecture: 3 hours per week. **FA**

RELIGION

REL 215 NEW TESTAMENT AND EARLY CHRISTIANITY 3 credits
Surveys the history, literature, and theology of early Christianity in the light of the New Testament. Lecture 3 hours per week. **SU**

REL 230 RELIGIONS OF THE WORLD 3 credits
Introduces the religions of the world with attention to origin, history, and doctrine. Lecture: 3 hours per week. **Alternating SP**

REL 246 CHRISTIANITY 3 credits
Examines the origins and historical development of Christianity, its basic metaphysical and theological assumptions, its essential doctrines, and the present state of the church in the modern world. Lecture 3 hours per week. **Alternating SP**

RUSSIAN

RUS 101 BEGINNING RUSSIAN I 5 credits
Develops the understanding, speaking, reading, and writing of Russian, and emphasizes the structure of the language. May include oral drill and practice. Part I of II. Lecture 5 hours per week. May include one additional hour of oral practice per week. **SP, SU**

RUS 102 BEGINNING RUSSIAN II 5 credits
Develops the understanding, speaking, reading, and writing of Russian, and emphasizes the structure of the language. May include oral drill and practice. Part II of II. Lecture 5 hours per week. May include one additional hour of oral practice per week. **FA**

SAFETY

SAF 130 - INDUSTRIAL SAFETY - OSHA 10 1 credit
Presents an introduction to occupational health and safety and its application in the workplace. Emphasizes safety standards and the Occupational Safety and Health Act (OSHA), its rules and regulations (OSHA 10). Lecture 1 hour per week.

SOCIOLOGY

SOC 200 PRINCIPLES OF SOCIOLOGY I 3 credits
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. **FA, SP**

SOC 211 PRINCIPLES OF ANTHROPOLOGY 3 credits
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 212 PRINCIPLES OF ANTHROPOLOGY 3 credits

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 credits

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 credits

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 credits

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.

SOCIAL SCIENCE

SSC 101 CONTEMPORARY SOCIAL PROBLEMS II 3 credits

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 102 CONTEMPORARY SOCIAL PROBLEMS II 3 credits

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 credits

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.

SPANISH

SPA 101 BEGINNING SPANISH I 4 credits

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. **FA**

SPA 102 BEGINNING SPANISH II 4 credits

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. **SP**

STUDENT DEVELOPMENT

SDV 100 COLLEGE SUCCESS SKILLS 1 credit

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. **FA, SP, SU**

SDV 101 ORIENTATION TO (SPECIFY THE DISCIPLINE) 1 credit

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 106 PREPARATION FOR EMPLOYMENT 2 credit

Provides experience in resume writing, preparation of applications, letters of application, and successfully preparing for and completing the job interview. Assists students in identifying their marketable skills and aptitudes. Develops strategies for successful employment search. Assists students in understanding effective human relations techniques and communication skills in job search. Lecture: 2 hours per week.

SDV 195 TOPICS IN COLLEGE TRANSFER 2 credit

Provides experience in preparing for the transition to the four-year college or university. Assists students in applying decision-making to choosing a four-year institution, admissions processes and essays, and preparing for the demands of the four-year environment.

TRAVEL AND TOURISM

TRV 100 - Introduction to the Travel Industry 3 credit

Presents an overview of the structure and scope of the travel industry with emphasis on job categories and functions, basic vocabulary, and the interrelationships of the various components. Includes the study of information displays of airline computer reservation system. Lecture 3 hours per week.

WELDING

WEL 21 SHIELDED METAL ARC WELDING I 5 credits

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. **FA**

WEL 22 SHIELDED METAL ARC WELDING II 5 credits

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. **FA, SP**

WEL 31 INTRODUCTORY GAS TUNGSTEN ARC WELDING 4 credits

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. **SP**

WEL 32 INTRODUCTORY GAS METAL ARC WELDING 6 credits

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. **SP**

WEL 150 WELDING DRAWING AND INTERPRETATION 3 credits

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: 3 hours per week. **SP**

ACADEMIC PROGRAM CURRICULUM 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. Members of the individual advisory committees meet together on an annual basis.

Administrative Support Technology - Ann Handy, Assoc. Professor of Admin. Support Tech.

Karen Agar – Hospice of the Eastern Shore
Lisa Bass – NASA Wallops Flight Center
Trish Dorion – ES Chamber of Commerce

Business Management - Irvin Jackson, Assoc. Professor of Business Management

John Mariner – Great Machipongo Clam Shack
Dale Cook – Tyson Foods
Nicole Miller – Riverside Shore Memorial Hospital
James Deimel – Rommel's Ace Home Center
Mickie Spangler – ESCC Workorce Development
Frank Durst – Walmart
Debbie Wagoner – Pocomoke Chamber of Commerce
Carrie Miller – Pebbles Department Store
Jean Hungiville – ES Chamber of Commerce

Drafting - Ray Middleton, Assoc. Professor of Drafting

Curtis Dunn – Arcadia High School
Charles Kababick – Lockheed Martin
Chad Saunders – Bayshore Concrete
John Schneider – Endesign

Early Childhood Development – Stephanie Zodun, Assist. Professor of Early Childhood Education

Romona Fisher – Project Head Start
Fran Jones – Onley Preschool

Electronics - John Floyd, Assist. Professor of Electronics

Patrick Belote – NOAA
Daniel Butler – Arcadia High School
Derek Dunn – UMES
Muhammad Fotouhi – UMES
Charles Lankford – NASA
Tom Larson – A & N Electric
Charles Etheridge

Harold Cherrix – Orbital Sciences Corporation

Electronics (continued)

John Pulling
Jessie Speidel
David Sabatino – Nandua High School

Industrial Maintenance - Brian Lilliston, Assist. Professor of Welding

Sheldon Baptiste – Perdue Farms
Teresa Guy – ESCC WDS Coordinator
Donald Kellam, Jr. – Bayshore Concrete
J.B. Laird – Laird Electric
Roy Lock – ESCC WDS Coordinator
Matthew Mason, Sr. – Tyson Foods
Michael Rush – Perdue Farms
Michelle Spangler – ESCC WDS Coordinator
Jon Kilmon – HVAC Instructor

Allied Health - Linda Pruitt, Assoc. Professor of Practical Nursing

Nick Chuquin – ES Rural Health
Linda Giddens – Riverside Sore Memorial Hospital
Susan Parks – Heritage Hall
Patricia Simpkins – Arcadia Nursing Center
Michelle Surran – ES Rural Health
Regtina Taylor

Transfer Programs - Robin Rich-Coates, Assistant to the VP of Academics

Daphne Bell – ODU
Carray Banks – Norfolk State
Nelson Davis – Virginia Wesleyan
Kim Ferguson – Nandua High School
Barbara Parker – Broadwater Academy
Laura Paulus – Northampton High School
Sanada L. Spellman – UMES
Richard Strautz – Arcadia High School
Debbie Strautz – Chincoteague High School

Faye Wilfong – ESCC Career Coach

Welding - Brian Lilliston, Assist. Professor of
Welding

John Calver
George Colonna – Colonna Industries
Barry Downing – TGI, Inc.
Bill Kaeser – Crystal Steel Fabrication
Mason Karafa – Northrup Gruman
Glen Muhle – Accomack County Public Schools
Bob Poirer – Liebherr Mining Equipment
Paul Miller – Liebherr Mining Equipment

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 Certified Law Enforcement Officer
 Certified Campus Security Instructor
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 Registrar's Assistant
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 B.A., Strayer University

ADJUNCT FACULTY

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

Elizabeth Alexander

Biology
 B.S. University of Ohio
 M.S. University of Miami
 M.S. University of South Florida

Alexander, James

Biology
 B.S. Niagra University
 M.S., Ph.D Miami University

Ames, Diane

Information Systems Technology
 Certificate I.S.T. Eastern Shore Community College
 B.S. Radford College
 M.S. Old Dominion University
 Certification Office Specialist Certification

Armstrong, Greg

Math
 B.S. Hamilton University
 M.A. University of Rochester
 Ph.D. University of Rochester

Bennett, Margaret

Practical Nursing
 B.S. Old Dominion University
 M.Ed. American Intercontinental University

Bonniwell, Ann

Education
 B.S. Longwood College
 M.Ed. Salisbury University
 M.S. Waldon University

Boyd, Kimberly

Sociology

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

Brown, Kimberly

Biology

B.A., The University of Mississippi

M.A., The University of Southern Mississippi

Buscher, Richard

Welding

Chubb, Ivette

Math

B.S. University of the State of New York

M.Ed. Lincoln Memorial University

Chubb, John

Math

B.S. United States Naval Academy

M.S. University of Washington

Chuquin, Nicholas

Health/MDA

B.A., Longwood University

MSHA, Virginia Commonwealth University

Deal, John

Information Systems Technology

B.A. Framington State College

B.A. Radford University

M.Ed. Framington State College

M.S. Virginia Polytechnic Institute & State University

Downing, Cynthia

Student Development

B.S. Oklahoma State University

M.S. Old Dominion University

Duffman, Christina

English

A.A.S. Eastern Shore Community College

B.A., M.A. Old Dominion University

Duffman, Odile

French

Freund, Jerome

Anatomy and Physiology

B.A. Westminster College

M. Div. Union Theological Seminary

M.S., Ph.D. University of Florida

M.D. Washington U. Med School

Heerdt, Sharon

Biology and Health

A.S. Thomas Nelson Community College

B.S., M.S. Pittsburg State University

Hubbard, Catherine

Early Childhood Development

B.A. Westhampton College, University of Richmond

Ibarra, Jaime

Psychology/Student Development

B.S. Kansas State University

M.S. Emporia State University

Specialist in Ed. Emporia State University

Jones, Greg

English

B.A. The Catholic University of America

M.A. Salisbury University

Kelley, Lori Ann

Electronics

A.A.S. Eastern Shore Community College

B.A. American InterContinental University

Keyes, Sandy

Physical Education

Kilmon, Jonathan

HVAC

Certification, The School Board of the City of VA. Beach, Dept of Instructional Services Vocational and Continuing Education

Bryant Certificate of Achievement

Certificate of Recognition, Accomack County Schools

Rheem, Certificate of Completion

Penco Corporation Certification

Kilmon, Linda

Early Childhood Development

B.S. Salisbury University

M.S. Old Dominion University

Commonwealth of VA Postgraduate Professional License

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Math

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M.S. Old Dominion University

Maher, Joyce

English

B.S., M.A. Sacred Heart University

McAvene, Donna

Spanish

B.F.A. Murray State University

M.F.A. Ball State University

McGarrity, Michael

Developmental English

B.S. Edinboro University of PA

Mueller, Ginny

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M.S. Old Dominion University

Rogers, Clint

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B.S. Wentworth Institute

M.S. Lesley College

Rouse, Linda

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Simone, Taffi

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B.S. Southern Illinois University Carbondale

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M.A. Old Dominion University

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Allied Health

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Wright, David

Archeology

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M.S. Morgan State University

Yorko, Amber

Early Childhood Development

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M.S. Old Dominion University

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

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 prohibited.

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 not possible 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, 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 submitting 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 making reasonable effort to discuss 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 making reasonable effort to discuss the matter with the student, the instructor may impose a grade of "F" for the work in question.
3. After making reasonable effort to discuss 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 Chief Academic Officer, 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 must inform the Chief Academic Officer in writing as to the resolution.
2. An appeal must be made in writing to the Chief Academic Officer within ten (10) business days of the student receiving the report from the instructor. The Chief Academic Officer will refer the appeal to the Student Academic Misconduct Committee composed of three faculty members with consideration given to having a committee with diversity of race and gender and excluding the instructor involved. Members of the committee will be appointed by the president of the college. The Chief Academic Officer will be a non-voting observer at committee hearings, will represent the college, and will defend its determination of the outcome at the hearing. After conferring with the committee members, the instructor, the student, the Chief Academic Officer will schedule a hearing at a time convenient to all parties and within ten (10) business days* of the student's appeal unless there are extenuating circumstances which force an extension. For online students, a phone conference will be arranged.

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

- Published rules, regulations, and procedures (College *Catalog* or handout).
 - Written notice to the student of the charge(s) for violating rules and regulations.
 - A hearing or oral proceeding before the Student Academic Misconduct Committee.
 - Information about witnesses who may give evidence to support the charge(s) and the opportunity to call witnesses on the student's behalf.
 - Right for witnesses to be called by either the committee or the student to testify; the committee may cross-examine witnesses.
 - 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.
 - Right for a un-emancipated juvenile to have his or her legal guardian present at the hearing.
 - 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.
 - A written, audio-taped, or video-taped record of the hearing.
 - A prompt written decision.
 - Information about appeal procedures.
3. The Student Academic Misconduct 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 Chief Academic Officer a finding of facts and a recommendation as to any disciplinary action.
 4. Within four business days of the conclusion of the hearing, the Chief Academic Officer 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 legal guardian of any student who is under eighteen years of age. 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.
 5. Students receiving a penalty 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 business days* of the Chief Academic Officer's notification. The president will render a final decision on the appeal within ten business days* of receipt of the appeal.

*Business Days are defined as Monday through Friday, excluding holidays.

REVISED: 2/9/12
EFFECTIVE: 3/1/12

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 Riverside Shore Memorial Hospital, college security officers, 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 Office of Student Services (757.789.1730), Eastern Shore Community Service Board's Emergency Crisis Hotline (757.442.7707), the Coalition Against Domestic Violence (757.787.1329), or the Light House Ministries (757.787.2535). The College will take all 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.

ADMISSIONS OF STUDENTS ON THE SEX OFFENDER REGISTRY POLICY

The Federal Campus Sex Crimes Prevention Act of 2000 requires all colleges to issue a statement advising the campus community where information on registered sex offenders can be obtained. The Virginia State Police Sex Offender and Crimes Against Minors Registry website, <http://sex-offender.vsp.virginia.gov/sor/>, provides information about registered sex offenders.

Section 23-2.2:1 of the Code of Virginia requires that the ESCC send enrollment information to the Virginia State Police concerning applicants to institutions of higher education. This information is transmitted electronically and compared against the Virginia Criminal Information Network Crime Information Center Convicted Sexual Offender Registry. Language on the College's electronic Admissions Application informs applicants that their information is being transmitted to the Virginia State Police.

In the event that the State Police determines that an applicant to Eastern Shore Community College is listed on the Sex Offender Registry, the State Police will notify the local sheriff's department who relay that information to ESCC. When the college determines that an applicant is listed on the registry, the following procedures apply:

1. The applicant will be denied admission to Eastern Shore Community College in accordance with its published admission policy as follows:
"The College reserves the right to evaluate and document special cases and to refuse admission if the College determines that the applicant is a threat or a potential danger to the college community or if such refusal is considered to be in the best interest of the College."
2. If the applicant registers for classes and becomes a student before the College determines that he/she is on the Sex Offender Registry, the student will be immediately informed in writing that he/she is being administratively withdrawn from classes and will receive a refund, if eligible.
3. When a convicted sex offender is denied admission to or is administratively withdrawn from classes at Eastern Shore Community College, he/she will receive a certified letter from the Dean of Student Services stating his/her denial of admission or administrative withdrawal from classes and detailing his/her right to appeal this decision.

If the applicant/withdrawn student wishes to appeal his/her denial of admission or administrative drop, he or she must follow the following process:

1. The applicant/withdrawn student may write a letter of appeal to the Dean of Student Services within seven (7) calendar days of receiving the denial of admission or administrative withdrawal letter.
2. In the letter requesting an appeal, he/she must provide the following information:
 - a. Details of the nature of the offense for which he/she has been convicted;
 - b. Justification for consideration of admission/reinstatement;
 - c. Statement acknowledging his/her understanding that his/her identity and status as a convicted sex offender will be publicized on the college campus in accordance with federal and state law if he/she is admitted or reinstated.
3. An appeal committee of three (3) full-time faculty and/or administrators will review the information submitted and make a decision by a simple majority vote within ten (10) calendar days of receiving the letter of appeal. The President will serve as the convener of the committee.
4. Within five (5) days, the Dean of Student Services will inform the applicant/withdrawn student by certified letter of the decision of the appeal committee. The decision of the appeal committee shall be final.

Approval date 6-25-09

Effective date 7-01-09

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 (guns, knives, etc.) 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:
 - i. 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
- ii. 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.
 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 Chief Academic Officer. The computer ethics violation process is carried out by the chief information officer and the vice-president of finance and administration. The college reserves the right for the president to appoint a designee to carry out the disciplinary procedures in the event of the absence of any administrator who is involved in this process.

Any administrator, faculty, staff member, or student may file a written Incident Report within three class 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 complete an investigation of the alleged violation within four class days after such Incident Report is filed.

Unless the Dean's initial investigation clearly reveals that the charge or charges are unfounded, within those four days 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. In addition the college will 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. 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.

If possible, the Dean will communicate his or her determination at the meeting with the student. The Dean will provide a formal written determination to the student by certified mail 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.

If the Dean determines that a hearing by the Student Conduct Code Committee is necessary because the case may involve disciplinary probation, suspension, or dismissal, he or she 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. The hearing will be scheduled within five class days of the mailing of the Dean's letter. 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. The student may waive 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), with consideration given to having a committee with diversity of race and gender. Members of the committee will be appointed by the President of the College. The Dean of Student Services will be a non-voting observer at committee hearings, will represent the College, and will defend its determination of an admonition or sanction at the hearing.

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 an 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 four (4) 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 Vice-President of Academic and Student Affairs within five class days of the Dean's decision. The Vice-President will render a final decision on the appeal within ten (10) 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.

Revised 11-13-08

ESCC NO WEAPONS ON CAMPUS POLICY

Effective Date: 10/15/2012

Responsible Office: Eastern Shore Community College Campus Security Department

I. PURPOSE

To establish Eastern Shore Community College's policy regarding weapons on campus.

II. AUTHORITY

The President has given the Campus Security Department the responsibility and authority to establish and enforce the college's No Weapons on Campus Policy.

III. APPLICABILITY

This policy applies to all employees, students and visitors/third parties of the college.

IV. DEFINITION

Weapons are defined as any instrument of combat, or any object not designed as an instrument of combat but utilized for the purpose of inflicting or threatening bodily injury to an individual.

Firearms are defined as any gun, rifle, pistol, or handgun designed to fire bullets, B. B.s or shot, regardless of the propellant used.

V. POLICY

Pursuant to the VCCS Policy Manual, Section 3.14.6 (Workplace Violence Prevention and Threat Assessment Policy), to the extent allowed by law, Eastern Shore Community College prohibits carrying weapons/firearms on campus property.

A. Firearms (prohibited action)

1. Possessing, brandishing, or using a weapon while on state premises by students, except where possession is a result of the participation in an organized and scheduled instructional exercise for the course, or where the student is law enforcement professional;
2. Possessing, brandishing, or using a firearm, weapon, or other device by faculty or staff that is not required by the individual's position while on college/system office property or engaged in the college/system office business; or in violation of law or other college/system office policy, except where the employee is a law enforcement professional;
3. Brandishing, using or possessing a weapon without a permit to carry a concealed weapon by the third parties while on campus in the academic or administrative buildings, or while attending a sporting, entertainment or educational event, when specifically asked by the college to agree not to possess a weapon as a condition of attendance. This provision does not apply to law enforcement personnel.
4. Brandishing or using a weapon by third parties with a permit to carry a concealed weapon while on campus in academic or administrative building, or while attending a sporting, entertainment or educational event, when specifically asked by the college to agree not to possess a weapon as a condition of attendance. This provision does not apply to law enforcement personnel.

B. Weapons (prohibited action)

1. Using other materials or items as dangerous weapons is also prohibited. An item is used as a dangerous weapon when it is used with intent to cause harm, threaten, or intimidate.
2. Specifically prohibited items include, but are not limited to the following: explosive or incendiary devices, sheath knives, stilettos, switchblades, dirks, daggers, pocket knives with blades over

three inches in length and carrying of any knife in such a manner that makes it visible to the general public, and any other item or object utilized for the purpose of inflicting or threatening bodily injury to an individual.

C. Violation

1. Any individual who is reported or discovered to possess a firearm or weapon on college property will be asked to remove it immediately. Failure to comply may result in a student disciplinary action and/or arrest.

VI. PROCEDURES

A. Reporting Incidents of Weapons on Campus.

1. Employee Responsibilities

a) Any employee who becomes aware of a weapon on campus shall immediately report it to his/her supervisor or the Campus Security Department. If the supervisor or Security Officer is unavailable, or is the alleged perpetrator, the incident shall be reported to the Accomack County Sheriff's Office. In the event of an emergency, dial 911.

2. Management Responsibilities

a) Any manager/supervisor/faculty who becomes aware of a weapon on campus, must immediately report it to their manager/supervisor and Campus Security Department. If the act represents an immediate threat of harm to any individual or themselves, it must be reported immediately to the Accomack County Sheriff's Office. In the event of an emergency dial 911.

B. Investigation

1. Employee Responsibilities

a) All employees shall cooperate with any investigation of weapons in the workplace. Employees will be asked to provide statements regarding a weapon which they witnessed.

2. Management Responsibilities

a) Investigation of reported weapons on campus shall be conducted initially by the VP of Finance and Administration or the Administrator in Charge (AIC) and Campus Security Department. The investigation shall be conducted on an immediate, priority basis, following emergency medical care if needed, and in a manner consistent with the concepts of confidentiality, impartiality, and due process. Known or suspected physical evidence should not be touched without law enforcement guidance whenever possible.

b) As part of the investigation, the VP of Finance and Administration or the AIC and Campus Security Department will obtain statements from the individuals involved in the incident and any witnesses.

c) The President or VP of Finance and Administration shall take appropriate disciplinary action in accordance with DHRM's Standards of Conduct Policy 1.60 and this policy. The manager/supervisor should consult with Campus Security prior to issuing any formal disciplinary action.

C. ESCC prohibits any form of retaliation against an employee making a report under this policy.

VII. SANCTIONS

Sanctions will be commensurate with the severity and/or frequency of the offense. ESCC is committed to ensuring the safety of all employees, students and visitors to the campus community. Any violation under this no weapons policy is an extremely serious offense and may result in termination, even upon the first offense.

VIII. INTERPRETATION

The authority to interpret this policy rests with the President, and is generally delegated to the Campus

Security Department.

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.
6. 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.
 -
7. 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 3.0 Approved April 21, 2010

As a user of the Virginia Community College System's local and shared computer systems, 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 has granted access to me as a necessary privilege in order to perform authorized functions at the institution where I am currently enrolled. I will not knowingly permit 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, digital certificates or 2-factor authentication mechanisms.

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 college has not expressly assigned to me. I will treat all information maintained on the college computer systems as strictly confidential and will not release information to any unauthorized person.

Computer software, databases, and electronic documents are protected by copyright law. Students and other users of college computers are responsible for understanding how copyright law applies to their electronic transactions. They may not violate the copyright protection of any information, software, or data with which they come into contact through the college computing resources. Downloading or distributing copyrighted materials such as documents, movies, music, etc. without the permission of the rightful owner is considered copyright infringement and is illegal under federal copyright law. Use of the college's network resources to commit acts of copyright infringement may be subject to prosecution and disciplinary action.

I agree to abide by all applicable state, federal, VCCS, and college policies, procedures and standards that relate to the Virginia Department of Human Resource Management Policy 1.75 – Use of Internet and Electronic Communication Systems, VCCS Information Security Standard and the VCCS Information Technology Acceptable Use Standard. These include, but are not limited to:

- Attempting to gain access to information owned by the college or by its authorized users without the permission of the owners of that information;
- Accessing, downloading, printing, or storing information with sexually explicit content as prohibited by law;
- Downloading or transmitting fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or otherwise unlawful messages or images;
- Installing or downloading computer software, programs, or executable files contrary to policy;
- Uploading or downloading copyrighted materials or proprietary agency information contrary to policy;
- Sending e-mail using another's identity, an assumed name, or anonymously;
- Attempting to intercept or read messages not intended for them;
- Intentionally developing or experimenting with malicious programs (viruses, worms, spy-ware, keystroke loggers, phishing software, Trojan horses, etc.) on any college-owned computer;
- Knowingly propagating malicious programs;
- Changing administrator rights on any college-owned computer, or the equivalent on non-Microsoft Windows based systems;
- Using college computing resources to support any commercial venture or for personal financial gain.

Students must follow any special rules that are posted or communicated to them by responsible staff members, whenever they use the college computing laboratories, classrooms, and computers in the Learning Resource Centers. They shall do nothing intentionally that degrades or disrupts the computer systems or interferes with systems and equipment that support the work of others. Problems with college computing resources should be reported to the staff in charge or to the Information Technology Help Desk.

If I observe any incidents of non-compliance with the terms of this agreement, I am responsible for reporting them to the Information Security Officer and management of my college.

I understand that I must use only those computer resources that I have the authority to use. I 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. I must not use VCCS IT resources to gain unauthorized access to computing resources of other institutions, organizations, individuals, etc. The System Office and colleges reserve the right (with or without cause) to monitor, access and disclose all data created, sent, received, processed, or stored on VCCS systems to ensure compliance with VCCS policies and federal, state, or local regulations. College or System Office officials will have the right to review and/or confiscate (as needed) any equipment (COV owned or personal) connected to a COV owned device or network.

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.

INTELLECTUAL PROPERTY POLICY

ESCC policy regarding intellectual property rights of employees and students is consistent with applicable law, SCHEV, and VCCS policies. Detailed descriptions of the VCCS intellectual property policy are in Section 12.0 of the VCCS Policy Manual. The chief academic officer is the college intellectual property policy administrator. The president shall designate a committee to assist with the administration of the intellectual property policy as needed.

The college may claim an interest in intellectual property when it asserts a right to ownership or the right to a license for its use. The college may choose not to claim an interest in intellectual property even though it might legally be able to do so.

Intellectual Property includes but is not limited to any material defined within one or more of the following categories:

- A potentially patentable machine, product, composition of matter, process, or improvement , in any of these;
- An issued patent;
- A legal right which is part of a patent; or
- Anything that is copyrightable.

Some examples of copyrightable intellectual property include:

- Written Materials – literary, dramatic, and musical materials or works, published or unpublished;
- Coursework – lectures, printed materials, images and other items used in the delivery of a course, regardless of the physical medium of expression;
- Visual and/or Recorded Materials – sound, visual, audio-visual, and other television films or tapes, video tapes, motion pictures or other recordings or transcriptions, published or unpublished; and
- Computer-Related Materials – computer programs, procedures and other documents involved in the operation and maintenance of a data processing system, including program listings, compiler tapes, a library of sub-routines, user and programmer manuals, specifications, and databases.

Ownership of Intellectual Property - Employees

Faculty and other ESCC employees shall retain ownership of intellectual property as follows (VCCS Policy Manual Section 12.0.3):

“Nothing in this policy invests ownership or other rights in any person who produces intellectual property as the result of an unauthorized use of college resources. VCCS claims ownership of intellectual property produced by any VCCS employee or student as follows:

- Assigned Duty – VCCS claims exclusive ownership of any intellectual property produced by a VCCS employee when produced as a result of an assigned duty except as otherwise provided by a separate written agreement or waiver which is executed by a duly authorized officer of a college or the VCCS.
- Incidental Use of College Resources – VCCS does not claim an ownership interest or a license to use any intellectual property which was developed with only incidental use of college resources except as otherwise provided by separate written agreement or waiver which is executed by a duly authorized officer of the college or the VCCS. The creator shall own all dissertations, thesis, and classroom instructional materials prepared at the creator's inspiration regardless of the physical medium of expression when such thesis, dissertations, or materials are produced as a result of routine teaching duties. Further, notwithstanding the foregoing, unless there is agreement otherwise with the creator, the creator shall also own all literary works (such as poems, plays, novels, essays, musical scores, etc.) prepared as a result of the creator's inspiration unless the creator was hired, assigned or directed to create the literary work in question. The scope of ownership, however, does not include elements in the work that are created as a result of an assigned duty of a VCCS employee, such as a computer programmer, that participates in the development of the intellectual property.
- Significant Use of College Resources – VCCS claims an exclusive ownership interest in any intellectual property which was developed with the significant use of college resources except as otherwise provided by separate written agreement or waiver which is executed by a duly authorized officer of a college or the VCCS. The creator must advise the college intellectual property policy administrator when the creation of intellectual property involves significant use of college resources.”

Ownership of Intellectual Property – Students

Student ownership of intellectual property shall be governed by the provisions of Section 12.0.3.0 of the VCCS Policy Manual:

“Except as otherwise provided by separate written agreement or waiver that is executed by a duly authorized officer of the VCCS or a college, the VCCS:

- Does not claim an ownership interest in intellectual property produced by a student provided that the production of the intellectual property is not an assigned duty and it involves only incidental use of college resources. VCCS does, however, claim the right to use student intellectual property for its internal educational and administrative purposes.
- Claims a non-exclusive, irrevocable, royalty-free license to use intellectual property developed by a student with the substantial use of college resources.
- Claims an exclusive ownership interest in any intellectual property developed by a student with the significant use of college resources. “

Intellectual Property Decision Appeals - Decisions made by the intellectual property policy administrator regarding, but not limited to, ownership, royalty payments and publication of intellectual property resulting in disputes, may be appealed to the president. The decision resolving such disputes is made by the president and is final.

The college will collect and report college activity regarding intellectual property to SCHEV as requested.

Approved & Effective Date: 2/18/08

Reviewed & Revised Date: 1/12/12

Approved & Effective Date: 1/12/12

PHOTOGRAPHY AND VIDEOTAPING POLICY

The purpose of this policy is to inform the Eastern Shore Community College community of the College's photography and videotaping regulations. This policy will apply to all ESCC faculty, staff, students and visitors.

ESCC is a public institution. Therefore photographs of faculty, staff, students and visitors in common areas of the College or at public ceremonies or events can be used in printed and electronic public relations materials without their permission. The Development Office does not attempt to collect photo release forms from members of ESCC's faculty, staff, or student body. Instead we make the assumption that ESCC faculty, staff and students are our best resources for marketing the College to its constituencies and that they will welcome involvement in these activities.

Although the individual has no privacy rights in this instance and no signed release is required, every effort will be made by the photographer to notify individuals within the shoot area that photographs are being taken for promotional use. Individuals may then choose to exclude themselves from the photograph. Individuals (including faculty, staff and students) may also request that their photograph not be used in any College-related print or electronic media by contacting (in writing) the Director of Development.

A disclaimer will be included on special event invitations programs (Commencement ceremonies, Heritage Celebration, special events, etc.) specifying that a photographer will be present. For example: *Thank you so much for joining us today. Photographs taken at this event may be used in perpetuity for ESCC and ESCC Foundation printed and electronic media. If you do not wish your image to be used, please contact Eve Belote, ESCC's Director of Development, at ebelote@es.vccs.edu or 757.789.1767 within two business days.*

Any photographer or videographer working on behalf of ESCC should notify his or her subjects that their images

may be used in College-related print and electronic media. The individual designated with planning College events at which a photographer will be present will be responsible for ensuring that a disclaimer (see the above example) is included in the event program.

Approved by Eastern Shore Community College Board 1/8/08

GOVERNING BOARDS

STATE BOARD FOR COMMUNITY COLLEGES

Bruce J. Meyer –*Chair*
Dorcas Helfant-Browning – *Vice Chair*
Benita Thompson Byas
Darren Conner
James Cuthbertson
LaVonne P.. Ellis
Idalia P. Fernandez
Robert R. Fountain
Stephen T. Gannon
Sasha Gong
Mirta M. Martin
Dave Nutter
Don “Robin” Sullenburger
Michael E. Thomas
Michael Zajur
Glenn DuBois - *Chancellor, Virginia Community College System*
Secretary to the Board

EASTERN SHORE COMMUNITY COLLEGE BOARD

Lloyd Kellam, Jr. – *Chair*
Marcie W. White – *Vice Chair*
Barbara Coady
Peggy T. Corbin
Richard L. Drury
Terry Ewell
Joyce Falkinburg
Dee N. Fitch
Jeff Holland
Aaron Kane
Lisa W. Lewis
Ted L. Lewis
Bill Payne
Jack Van Dame
Bruce J. Meyer – *Liaison, State Board for Community Colleges*

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.

The mission of the ESCC Foundation is to support the educational aspirations of the citizens of the Eastern Shore by raising funds and managing its financial assets to support the Eastern Shore Community College and its educational programs.

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.

Foundation Board

John John Custis. – President

Sara Baldwin

Barrett Betz

Paul E. Bibbins, Jr.

Robert S. Bloxom

Nancy James

Lloyd Kellam – *College Board Liaison*

Caroline Massey

George McMath

Roberta Newman

Richard Pearsall

Don Trufant

Wayne Woodhams

Tom Young

Linda Thomas-Glover – *Secretary (College President)*

The College President has been delegated ultimate control of all institutional fund-raising activities.

INDEX

ACADEMIC CALENDAR 2014 – 2015	9
<i>ACADEMIC MISCONDUCT.....</i>	148
APPEAL	149
PROCEDURES.....	149
SANCTIONS / PENALTIES.....	149
ACADEMIC PROGRAM CURRICULUM ADVISORY COMMITTEES.....	137
ACADEMY FOR LIFETIME LEARNING (ALL)	54
<i>ACCREDITATION.....</i>	8
<i>ADMINISTRATIVE ASSISTANT.....</i>	85
ADMINISTRATIVE SUPPORT TECHNOLOGY	60
<i>ADMISSIONS OF STUDENTS ON THE SEX OFFENDER REGISTRY POLICY.....</i>	153
<i>ADULT EDUCATION.....</i>	52
<i>ADULT EDUCATION CENTER.....</i>	52
ASSOCIATE OF APPLIED SCIENCE DEGREE	60
ASSOCIATE OF ARTS AND SCIENCES DEGREE.....	74
<i>BANKING</i>	99
<i>BUSINESS ADMINISTRATION.....</i>	74
<u>BUSINESS DEVELOPMENT AND WORKFORCE TRAINING CENTER</u>	47
BUSINESS MANAGEMENT MAJOR	68
<i>BUSINESS TECHNOLOGY.....</i>	68
CAREER AND TECHNICAL EDUCATION SPECIALIST	51
CAREER COACHES	51
<i>CAREER PATHWAYS PROGRAMMING.....</i>	51
CAREER STUDIES CERTIFICATES.....	99
CERTIFICATES	85
CHEATING	148
COLLEGE GOALS	7
COLLEGE MISSION.....	7
COLLEGE REGULATIONS.....	148
COLLEGE TRANSFER GRANT.....	35
COLLEGE VISION.....	7
COMMUNITY ACTIVITIES IN ARTS	55
<i>COMMUNITY EDUCATION.....</i>	54
<i>COMPUTER ETHICS POLICY</i>	160
ENFORCEMENT.....	161

GUIDELINES	160
COMPUTER ETHICS POLICY	
INFORMATION TECHNOLOGY STUDENT/PATRON ACCEPTABLE USE AGREEMENT.....	161
COMPUTER TECHNICIAN SPECIALIZATION	66
<i>COMPUTER-AIDED DRAFTING AND DESIGN.....</i>	86, 99
CONTINUING EDUCATION	49
<u>CONTINUING EDUCATION REGISTRATION AND ENROLLMENT.....</u>	51
COURSE DESCRIPTIONS	106
ACCOUNTING	108
ADMINISTRATIVE SYSTEMS TECHNOLOGY.....	109
AIR CONDITIONING AND REFRIGERATION.....	108
ARCHITECTURE.....	109
ART.....	109
BIOLOGY	110
BUSINESS.....	111
CHEMISTRY	112
CHILD DEVELOPMENT.....	113
CIVIL ENGINEERING.....	114
<i>COMMUNICATION STUDIES AND THEATER.....</i>	114
COMPUTER-AIDED DRAFTING AND DESIGN.....	115
DIETETICS.....	115
ECONOMICS	115
EDUCATION	116
ELECTRONICS TECHNOLOGY.....	118
ENVIRONMENTAL SCIENCE.....	117
FINANCIAL SERVICES.....	118
GEOGRAPHIC INFORMATION SYSTEMS	119, 120
GEOGRAPHY	119
HEALTH.....	120
HEALTH CARE TECHNICIAN.....	121
HISTORY	110, 112, 121, 123, 133
HUMANITIES	122
INFORMATION SYSTEMS TECHNOLOGY	123
MARKETING.....	124
MATHEMATICS.....	125
MEDICAL ASSISTING.....	127

MUSIC	129
NATURAL SCIENCES	129
NURSING	129
PHILOSOPHY	131
PHYSICS	131
POLITICAL SCIENCE	132
PRACTICAL NURSING	132
PSYCHOLOGY	133
RELIGION	133
SOCIAL SCIENCE	135
SOCIOLOGY	134
STUDENT DEVELOPMENT	135
WELDING	136
COURSE NUMBERS.....	106
CUSTOMIZED CONTRACTED TRAINING	47
<u>DISCLAIMER</u>.....	2
EARLY CHILDHOOD DEVELOPMENT	62, 100
EASTERN SHORE COMMUNITY COLLEGE BOARD.....	165
EASTERN SHORE COMMUNITY COLLEGE FOUNDATION	166
ED2GO.COM	49
EDUCATION.....	76
ELECTRONICS	88
ELECTRONICS TECHNOLOGY	64
ENGLISH LANGUAGE LEARNING	52
ESCC FOUNDATION BOARD	166
FACILITIES USAGE.....	55
FACULTY AND STAFF DIRECTORY	139
FREEDOM OF INFORMATION ACT REQUESTS	2
GATLIN EDUCATION SERVICES.....	50
GED PREPARATION	52
GED TESTING CENTER	52
GENERAL EDUCATION	87
GENERAL EDUCATION COMPETENCIES.....	59
GENERAL EDUCATION REQUIREMENTS.....	107
GENERAL INFORMATION	8
GENERAL STUDIES	78

GENERAL STUDIES RADIOLOGIC TECHNOLOGY/SURGICAL TECHNOLOGY	80
GOVERNING BOARDS	165
HONORS SEMINAR	106
INDUSTRIAL MAINTENANCE TECHNOLOGY	89
INFORMATION SYSTEMS TECHNOLOGY	91
LAWS	148
LIBERAL ARTS	81
LIBRARY OF VIRGINIA	38
LIBRARY/LEARNING RESOURCES CENTER	
DISTANCE LEARNING SERVICES AND RESOURCES	39
FACILITIES AND SERVICES	38
FEES	39
HOURS AND ADDITIONAL INFORMATION	40
LIBRARY/LEARNING RESOURCES CENTER	38
GENERAL INFORMATION	38
RESEARCH TOOLS AND RESOURCES	38
LONG-TERM CARE ASSISTANT	101
MANAGEMENT - SPECIALIZATION INFORMATION SYSTEMS TECHNOLOGY	70
MEDICAL ADMINISTRATIVE OFFICE SPECIALIST	102
MEDICAL ASSISTING	92
MEDICAL CODING AND BILLING SPECIALIST	102
NOTICE OF NON-DISCRIMINATION	8
NURSING	72
OFFICIAL VERSION OF CATALOG	2
ONLINE COURSES FOR EMPLOYERS	48
ONLINE NON-CREDIT COURSES	49
PHOTOGRAPHY AND VIDEOTAPING POLICY	164
PLAGIARISM	148
PLAGIARISM	149
PLANS OF STUDY	59
PRACTICAL NURSING	95
Students with Disabilities	96
PROFESSIONAL AND TECHNICAL TRAINING	49
PROTRAIN	50
SCIENCE	83
SCIENCE & PHILOSOPHY SEMINAR	54

SEXUAL HARASSMENT POLICY	152
HOSTILE ENVIRONMENT	152
PROCEDURES.....	152
QUID PRO QUO	152
SEXUAL MISCONDUCT POLICY	150
CIVIL SUIT FOR DAMAGES	151
COUNSELING	151
CRIMINAL PROSECUTION	151
EMERGENCY ROOM EXAMINATION	151
ESCC DISCIPLINARY PROCEDURES	151
OPTIONS AND PROCEDURES	150
SMALL BUSINESS MANAGEMENT.....	103
STATE BOARD FOR COMMUNITY COLLEGES	165
STUDENT CONDUCT CODE	154
DISCIPLINARY PROCEDURES	155
ENFORCEMENT.....	156
SANCTIONS / PENALTIES.....	154
VIOLATIONS.....	154
STUDENT CONDUCT COMMITTEE	155
STUDENT GRIEVANCE POLICY.....	159
STUDENT RIGHTS AND RESPONSIBILITIES	148
SYSTEMS DEVELOPMENT	104
TRANSCRIPTS.....	53, 92
TRANSFER TO OTHER COLLEGES.....	34
UNAUTHORIZED OR DISORDERLY ASSEMBLY POLICY.....	159
VETERANS.....	8
VIRTUAL LIBRARY OF VIRGINIA	38
WEB DEVELOPMENT.....	104
WELDING	98, 105
WIA ACADEMIC AND CAREER ASSESSMENT, COUNSELING, AND PLANNING	53
WIA ELIGIBILITY COUNSELING AND REVIEW	53
WIA JOB PLACEMENT ASSISTANCE.....	54
WIA JOB READINESS CLASSES	54
WIA NEW HIRE RECRUITMENT AND SCREENING FOR EMPLOYERS	53
WIA ONE-STOP CENTER MANAGEMENT	53
WIA ON-THE-JOB TRAINING.....	54

WIA TRANSPORTATION.....	54
WIA YOUTH PROGRAMMING.....	53
WORKFORCE DEVELOPMENT	47
<i>WORKFORCE DEVELOPMENT ADVISORY COMMITTEES.....</i>	56
<i>WORKFORCE INVESTMENT ACT (WIA) SERVICES.....</i>	53
