

STUDENT

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ROBESON
TECHNICAL
INSTITUTE

1976 - 1977



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SCHOOL CALENDAR

1976 - 1977

DAY SCHEDULE

Fall Quarter

| | |
|------------------------------------|---------------------------------------|
| Sept. 7 (Tues.) | Freshman Orientation and Registration |
| Sept. 8 (Wed.) | Senior Orientation and Registration |
| Sept. 9 (Thurs.) | Classes Begin |
| Sept. 27 - Oct. 1 (Mon. - Fri.) | SGA Campaign Week |
| Sept. 28 (Tues.) | SGA Campaign Speeches |
| Oct. 1 (Fri.) | SGA Elections |
| Oct. 7 (Thurs.) | Installation of SGA Officers |
| Oct. 20 (Wed.) | Rehearsal for Miss RTI Contest |
| Oct. 21 (Thurs.) | Miss RTI Finals |
| Nov. 24 (Wed.) | End of Fall Quarter |
| Nov. 25 & 26 (Thurs. & Fri.) | Thanksgiving Holidays |

Winter Quarter

| | |
|-----------------|-----------------------|
| Nov. 30 (Tues.) | Registration |
| Dec. 1 (Wed.) | Classes Begin |
| Dec. 20 - 31 | Christmas Holidays |
| Jan. 3 (Mon.) | Classes Resume |
| Mar. 1 (Tues.) | End of Winter Quarter |

Spring Quarter

| | |
|------------------------------|------------------------------------|
| Mar. 3 (Thurs.) | Registration |
| Mar. 4 (Fri.) | Classes Begin |
| Mar. 16 (Wed.) | Cap, Gown, Invitation, Ring Orders |
| Apr. 8 - 11 (Fri. - Mon.) | Easter Holidays |
| Apr. 24 (Sun.) | Arts and Crafts Festival |
| May 10 (Tues.) | Cosmetology Show |
| May 23 (Mon.) | End of Spring Quarter |

Summer Quarter

| | |
|------------------|------------------------------------|
| May 25 (Wed.) | Registration |
| May 26 (Thurs.) | Classes Begin |
| July 4 (Mon.) | Holiday |
| Aug. 11 (Thurs.) | Practical Nursing Pinning Ceremony |
| Aug. 11 (Thurs.) | End of Summer Quarter |
| Aug. 11 (Thurs.) | Commencement Rehearsal |
| Aug. 12 (Fri.) | Commencement |
| Aug. 15 - 26 | Instructors' Vacation |

SCHOOL CALENDAR

1976 - 1977

EVENING SCHEDULE

Fall Quarter

| | |
|------------------------------------|--------------------------------|
| Sept. 7 (Tues.) | Closes Begin |
| Sept. 27 - Oct. 1 (Mon. - Fri.) | SGA Campaign Week |
| Sept. 28 (Tues.) | SGA Campaign Speeches |
| Oct. 1 (Fri.) | SGA Elections |
| Oct. 7 (Thurs.) | Instollotion of SGA Officers |
| Oct. 20 (Wed.) | Rehearsal for Miss RTI Contest |
| Oct. 21 (Thurs.) | Miss RTI Finals |
| Nov. 22 (Mon.) | End of Fall Quarter |
| Nov. 25 & 26 (Thurs. & Fri.) | Thanksgiving Holidays |

Winter Quarter

| | |
|------------------|-----------------------|
| Nov. 29 (Mon.) | Closes Begin |
| Dec. 20 - 31 | Christmas Holidays |
| Jan. 3 (Mon.) | Closes Resume |
| Feb. 24 (Thurs.) | End of Winter Quarter |

Spring Quarter

| | |
|------------------------------|------------------------------------|
| Feb. 28 (Mon.) | Closes Begin |
| Mor. 16 (Wed.) | Cop, Gown, Invitotion, Ring Orders |
| Apr. 8 - 11 (Fri. - Mon.) | Easter Holidays |
| Apr. 24 (Sun.) | Arts and Crafts Festival |
| May 10 (Tues.) | Cosmetology Show |
| May 17 (Tues.) | End of Spring Quarter |

Summer Quarter

| | |
|------------------|------------------------------------|
| Moy 23 (Mon.) | Classes Begin |
| July 4 (Mon.) | Holiday |
| Aug. 8 (Mon.) | End of Summer Quarter |
| Aug. 11 (Thurs.) | Practical Nursing Pinning Ceremony |
| Aug. 11 (Thurs.) | Commencement Rehearsol |
| Aug. 12 (Fri.) | Commencement |
| Aug. 15 - 26 | Instructors' Vacation |

SCHOOL CALENDAR

1976 - 1977

Veterans Farmer Training Program

| | |
|-----------------|--|
| October 4 | Seventh Quarter Registration |
| October 13 | Seventh Quarter Begins |
| November 24, 25 | Thanksgiving Holidays |
| December 20 | Christmas Holidays Begin |
| January 3 | Classes Resume |
| January 13 | Seventh Quarter Ends |
| January 13 | Eighth Quarter Registration |
| January 17 | Eighth Quarter Begins |
| March 31 | Eighth Quarter Ends |
| March 28 | Ninth Quarter Registration |
| April 4 | Ninth Quarter Begins |
| April 7 - 11 | Easter Holidays |
| June 21 | Ninth Quarter Ends |
| June 14 | Tenth Quarter Registration |
| June 22 | Tenth Quarter Begins |
| July 4 | Holiday |
| July 13 | Summer Break Begins (8-week period classes will be suspended for summer break) |
| September 7 | Classes Resume |
| November 3 | Tenth Quarter Ends |

PROGRAMS OF STUDY

Associate Degree in General Education

General Education Program

Associate in Applied Science Degree Programs

Accounting

Agricultural Science and Mechanization

Business Administration

General Office Technology

Police Science Technology

Secretarial Science

Vocational Diploma Programs

Air Conditioning and Refrigeration

Automotive Mechanics

Carpentry and Cabinetmaking

Cosmetology

Electrical Installation and Maintenance

Industrial Maintenance

Machinist

Masonry

Practical Nursing

Radio, Television, and Electronic Servicing

Small Gasoline Engine and Equipment Repair

Welding

Certificate Programs

Developmental Studies

Continuing Education Programs

Adult Basic Education

Adult High School Diploma

High School Equivalency (GED)

Learning Laboratory

Adult Enrichment Education

Occupational Extension Education

Training for New and Expanding Industries

PHILOSOPHY, PURPOSE, AND OBJECTIVES

Robeson Technical Institute subscribes to the philosophy that every individual has the right to pursue further education compatible with his interests and abilities. Therefore, as an open-door institution, it provides a wide range of educational programs of general, occupational, and cultural education to meet the needs of adults within the region it serves. The Institute helps promote continued industrial, business, and economic growth; and further, it assists in the development of cultural activities which are of interest throughout the service area.

The purpose of Robeson Technical Institute is to make available for adults a broad range of educational opportunities providing for individual backgrounds, interests, abilities, financial resources, career choices, and other needs. To achieve this purpose, the Institute provides educational opportunities to enable each individual to develop to the maximum extent of his abilities, needs, and goals compatible with the needs of a democratic society. Programs will continue to be developed which will afford the individual the opportunity to understand his needs for continued growth and development in the areas of mental and physical health, cultural, social, civic, and moral responsibilities, creative expression, aesthetic appreciation, economic insight, worthwhile leisure activities, and career aspirations.

To achieve these purposes, Robeson Technical Institute has the following specific objectives:

1. To provide general educational opportunities for adults regardless of their previous educational experiences.
2. To provide certificate, diploma, and Associate Degree programs to prepare students for employment in various occupations.
3. To provide leadership and to serve as a center to foster cultural, economic, and social development in the community.
4. To provide cooperative co-educational programs with various governmental agencies for the disadvantaged and handicapped citizens of this area.
5. To provide short-term occupational courses for adults who need retraining or additional skills.
6. To provide counseling and other guidance services to meet individual needs of the citizens of the area.

GUIDANCE SERVICES

COUNSELING

Counseling is the process of helping people help themselves. Counselors are available to help students with problems in three broad areas: (1) educational problems, (2) vocational or occupational problems, and (3) personal-social problems. Counselors want to assist students in every way possible. Unless help is asked for, counselors will not know who needs help. If a counselor cannot help a student with a particular problem, the student will be referred to someone who can.

Counseling services are available in the Student Services office, and students are encouraged to make use of this service at any time.

PLACEMENT

Placement service is available to students seeking part-time or full-time employment. The Director of Student Placement maintains contact with employers who are looking for qualified applicants and schedules interviews on and off campus throughout the year. Students and alumni are encouraged to use this service as often as they wish.

TESTING

Tests which measure interest areas, personality, intelligence, achievement, and aptitude are available. Individual tests will be administered upon request. Faculty members may request that these tests be administered whenever they feel that the results will be helpful in working with a student. Mr. Locklear, in Student Services, is in charge of testing.

FACULTY ADVISORS

You will be assigned an advisor upon entering Robeson Tech. Your advisor is available to help you with your academic progress, to help you with any problems, and generally be your Number 1 contact at Robeson Technical Institute.

Your advisor usually will be able to take care of any problem. If he cannot help you, he will be able to refer you to someone who can.

Your advisor cannot help you if you do not contact him. He has a very special interest in you and your welfare while at Robeson Tech, so get acquainted with him.

If you wish to make any change in your program, **FIRST SEE YOUR ADVISOR.**

Faculty members have regular office hours, but meetings do not necessarily have to be by appointment.

Don't wait until you have problems. Give your advisor a chance to know you. He is interested in YOU at all times.

VETERAN SERVICES

The VA student should direct any problems or requests to the Veteran Service Officer in Student Services. The veteran student must maintain satisfactory academic progress, attendance, and conduct for continued eligibility payments.

TUTORIAL SERVICES

Tutorial services are available for those who need extra help with particular subject areas. See your advisor or a counselor in Student Services for further information.

PROCEDURE ON INFORMATION RELEASE

Robeson Tech has adopted the following procedures for compliance with the Family Education Rights and Privacy Act of 1974 (The Buckley Amendment). The Institute will assume responsibility to protect students' rights, and appropriate action will be taken whenever changes are necessary.

No answer within 30 days of registration will be the student's permission to publicize his or her name on the President's List, Dean's List, in the yearbook or other school publications, or in releases to the news media.

PROCEDURES

1. A student is defined as:

- a. One currently enrolled whether attending or not
- b. One previously enrolled but no longer attending

NOTE: Those excluded are: Those whose admission procedures are incomplete, thus not enrolled; and those who had completed their basic admission but never enrolled.

2. A student's record includes:

a. Registrar's Office:

The student's permanent file containing:

- All transcripts of grades and other information on those transcripts
- Application
- Health record
- Mental, aptitude, or achievement test results
- Drop-add/withdrawal records
- General information; e.g. correspondence, notifications, etc.

b. Financial Aid Office:

Formal or informal records used to determine eligibility for student financial aid and other documents pertaining to the financial status of the individual

c. Job Placement:

- 1) Records under the jurisdiction of Robeson Technical Institute with regard to the placement of students or graduates in jobs
- 2) Those records under the keeping of the North Carolina Employment Security Commission are **not** subject to student viewing except as permitted by the ESC.

3. Release of information to other than students:

A written Consent Waiver must be signed and inserted into the student's permanent record before information on that student can be released to any outside source.

4. Procedures for a student wishing to review his record:

- a. The student will file a Student Records Review Request obtained from one of the administrators in Student Services.
- b. The administrator will set up an agreeable appointment time. Usually this appointment will be within a few days, but in no case longer than forty-five days.
- c. The student will review his record in the confines of the administrator's office.
- d. The request form will be marked in a manner that shows that the record has been reviewed. This form will become a part of the student's file.

5. Availability of research and experimental materials:

When students are utilized in a research study or experimental project, a copy of the materials to be used in that study or project will be available for open inspection. These materials will be kept in the Library at a place designated for them by the Director of the Library or the Vice-President of Student Services.

WRITTEN CONSENT WAIVER

I hereby waive to Rabeson Technical Institute my right of written consent for the release of information contained in my student records to _____ (person) or _____ (organization).

I fully understand that this waiver governs all information defined as student records by the Institution and the Family Education Rights and Privacy Act of 1974.

Signature of Student (First) (Middle) (Last) (Maiden) / Date

Birth Date

Year Attended

Witness

The information released will be stamped as indicated below:

IN ACCORDANCE WITH PUBLIC LAW 93-380,
THE INFORMATION ON THIS RECORD MAY
NOT BE RELEASED TO A THIRD PARTY
WITHOUT PERMISSION OF SAID STUDENT.

STUDENT RECORDS REVIEW REQUEST

I request permission to review my student records. I understand that these records will be reviewed in the presence of an Administrator in Student Services or a designated substitute. I will not remove from or add to my records any information contained within while I am reviewing them. I, furthermore, understand that this request will be honored with all due speed (within 45 days) in accordance with the Family Education Rights and Privacy Act of 1974.

Signature of Student

Date request submitted

The request to review my student records has been granted.

Signature of Student

Date request granted

The records of the above-named student were reviewed by him/her in my presence.

Signature

Title

Date

ACADEMIC INFORMATION

ATTENDANCE POLICY

Regular class attendance is expected of all students. Instructors will keep an accurate class attendance, and these records will become part of the students' official records. Absences are a serious deterrent to good scholarship, and it is impossible to receive instruction, obtain knowledge, or gain skills when absent from class. Being late for class is also a serious interruption of instruction; therefore, three tardies will constitute one unexcused absence.

It is recognized that students do have obligations which from time to time require attention during normal class schedules. For this reason, students are allowed excused absences based upon the following chart:

| Length of Course Per Quarter | Total Hours of Absence Allowed Per Quarter |
|---------------------------------|---|
| 22 hours | 2 hours |
| 33 hours | 3 hours |
| 44 hours | 4 hours |
| 55 hours | 5 hours |
| 66 hours | 6 hours |
| 165 hours | 16 hours |
| 198 hours | 20 hours |
| 220 hours | 22 hours |

Absences for courses with other scheduled hours per quarter may be computed by the following formula:

$$\begin{array}{l} \text{Number of Hours} \\ \text{Class Meets} \\ \text{Per Week} \end{array} \times \text{One Hour} = \begin{array}{l} \text{Allowed Excused} \\ \text{Absences} \\ \text{Per Quarter} \end{array}$$

These excused absences should be used for flat tire, alarm clock did not go off on time, etc., excuses.

If a class meets for two and one-half hours for one session two times per week, an absence of one class meeting equals two and one-half hours of absence of the total of five hours allowed for the quarter.

TARDIES

Three tardies will be recorded as one hour absent. A tardy is defined as "a student entering class after the roll call or instruction begins."

DROPS

After a student uses his allowed absences as defined by the policy stated heretofore, at the next (and first) unexcused absence, the student is to be dropped from the class and the instructor should notify the Student Services office in writing.

Through the excused appeal process, a student may be readmitted to class by the Vice-President of Educational Services.

A student will be automatically dropped after five consecutive absences. He may or may not be reinstated to class. This is a requirement by the State Board of Education and the Veterans Administration.

MAKE-UP WORK

It is the student's responsibility to contact each instructor for class, lab, and shop assignments missed. Make-up work may be given at the discretion of the instructor.

EXTREME EMERGENCIES

Additional excused absences are allowed for emergency situations. The definition of an excused absence for the purpose of this policy is defined as:

1. Death in the immediate family (mother, father, brother, sister, husband, wife, child).
2. A doctor's written excuse for personal illness.
3. A change in a work shift when verified by the student's employer or supervisor.

If a student feels that he has a bona fide reason for being absent after he has used the allowed excused absences and the reason does not fall within the additional excused absences, he may appeal in writing to the Vice-President of Educational Services. The appeal should contain any supportive data which the student has to strengthen his appeal. The Vice-President of Educational Services will notify, in writing, the student, his instructors, and Student Services of his decision on the appeal.

QUARTER SYSTEM

Robeson Technical Institute is on a quarter schedule. The fall, winter, spring, and summer quarters are each approximately eleven weeks in length. The Institute is in session five days and four nights a week.

CLASS SCHEDULE

Basically, all classes, credit and non-credit, are scheduled between the hours of 8:30 a.m. and 11:05 p.m. Monday through Thursday, and 8:30 a.m. to 5:00 p.m. on Friday. Normally, classes for full-time day students are scheduled between 8:30 a.m. and 4:00 p.m.

CONTACT HOURS

The contact hours shown in the catalog are minimal. The policy of the Institute permits students to enroll in additional subjects and laboratory work beyond those shown in the catalog.

When in any quarter the total weekly contact hours listed are fewer than twenty-five hours in a degree program and fewer than thirty hours in a diploma program, a student may request additional instructional hours.

CREDIT HOURS

Quarter hours of credit are awarded as follows: one quarter hour of credit for each hour per week of class work, one quarter hour of credit for each two hours per week of lab work, and one quarter hour of credit for every three hours of shop work.

DROP/ADD PROCEDURES

A student may drop or add a course at any time within the first ten calendar days of the quarter under the following provisions:

1. No penalty will be incurred for dropping a course within the first ten calendar days of the quarter.
2. A student adding a course will be responsible for all make-up work required.
3. The student must contact the Registrar and his advisor and complete a drop/add form.

Any student dropping a course after the drop/add period must have his instructor's consent to withdraw passing; otherwise, he will receive a failing grade. The student is responsible for reporting to Student Services to complete the proper forms.

A student who drops a course after the first six weeks of the quarter is subject to receive a WF for that course.

However, students having a bona fide reason for withdrawal after the first six weeks of the quarter may receive a WP if approved by the Vice President of Educational Services.

WITHDRAWAL

A student withdrawing from school during the academic year should complete the withdrawal form in the Director of Admissions' office. Official withdrawal by the student will protect the student's scholastic record, his rights to re-enroll and to transfer credit.

No student's record will be released until his financial obligations are cleared.

RE-ENROLLMENT

In order to re-enroll after a student has withdrawn, the student must have satisfied the Business Office and Library of all financial obligations. No student will be permitted to enroll for future quarters when his name appears on the financial delinquent list published by the Business Office.

ACADEMIC DEFICIENCY

A student whose grade point average at the end of each quarter is less than 2.0 will be placed on academic restriction. Notation will be made on the student's grade report at the end of each quarter if his grade point average for the quarter is less than 2.0.

Should a student fail to meet the required 2.0 quality point average in subsequent quarters, he may be requested to withdraw from school, drop certain courses, or take remedial work.

CREDIT BY EXAMINATION

Advanced placement is offered to students who, because of their demonstrated abilities, are qualified to accelerate their studies. To earn advanced placement, a student may take a proficiency examination in any subject which he can demonstrate a mastery of theory and practical application. Total credits earned by examination shall not exceed 25 credit hours.

The following procedures will serve as guidelines in making application for all proficiency examinations.

1. The following persons will not be permitted to take proficiency examinations:
 - a. Persons who have taken that proficiency examination previously.
 - b. Persons who have enrolled in and dropped from the course.
 - c. Persons who were enrolled in and failed the course.
2. Make application to the Vice-President of Student Services for the proficiency examination.
3. The Vice-President of Student Services will review the student's background and recommend or not recommend that the application be forwarded to the Dean of Degree and Diploma Programs.
4. The Dean of Degree and Diploma Programs will evaluate the application and consult with personnel in the appropriate subject area. Upon approval of the application, an examination in theory and practical (where applicable) will be given.
5. After evaluation of the examination by the instructor and the Dean of Degree and Diploma Programs,

it is forwarded to the Vice-President of Educational Services with appropriate recommendations.

6. The Vice-President of Educational Services will certify to the Vice-President of Student Services appropriate credit earned.
7. Credit earned by proficiency examination will be entered on the student's transcript as credit hours passed. No grade or quality point value will be assigned. Credit earned by proficiency examination will not be used in determining QPA.

CREDIT BY TRANSFER

Robeson Technical Institute may accept credits earned from technical institutes and colleges. Only course grades of "C" or better will be accepted, and such courses must parallel the content of R.T.I. courses. Students who wish to transfer from other colleges and technical institutes must be eligible to return to the institution last attended.

The Director of Admissions will evaluate transcripts of previous education to determine the transfer credit allowable. This evaluation will be made at the time of acceptance and the student and his advisor notified in writing accordingly. Transfer credits will be posted to the student's permanent record as soon as the student enrolls.

A personal reference letter from the former post-secondary school will be required for transfer acceptance.

GRADING SYSTEM

The 4.00 quality point system is used to calculate student grade averages.

| Grade | Meaning | Quality Points Per Credit Hour | |
|-------|----------|--|---|
| A+ | 99-100 | Excellent | 4 |
| A | 95-98 | | 4 |
| A- | 93-94 | | 4 |
| B+ | 91-92 | Good | 3 |
| B | 87-90 | | 3 |
| B- | 85-86 | | 3 |
| C+ | 83-84 | Average | 2 |
| C | 79-82 | | 2 |
| C- | 77-78 | | 2 |
| D+ | 75-76 | Poor, but passing | 1 |
| D | 71-74 | | 1 |
| D- | 70 | | 1 |
| F | below 70 | Foiture | 0 |
| WP | | Withdrew passing | 0 |
| WF | | Withdrew foiling | 0 |
| I | | Incomplete, work must be completed within 6 weeks of next quarter; otherwise F will be recorded. | 0 |
| AU | | Audit; enrollment as a special or non-credit student | 0 |

EXAMPLE OF COMPUTING QUALITY POINTS EARNED

| Course | Hours Credit | Grade | Quality Points Per Credit Hour | Grade Points Earned |
|----------|-----------------|-------|-----------------------------------|------------------------|
| ENG 1101 | 3 | C | 2 | 6 |
| PME 1101 | 7 | B | 3 | 21 |
| MAT 1101 | 5 | A | 4 | 20 |
| PHY 1101 | 4 | F | 0 | 0 |
| DFT 1101 | 1 | D | 1 | 1 |
| | <hr/> | | | <hr/> |
| | 20 | | | 48 |

The quality point average is computed by dividing grade points earned by the total credit hours. In the case above, it would be 48 divided by 20 equals 2.40 quality point average. All grades A through F are counted in computing the quality point standing. Credit by transfer and credit by examination are not included in computing the quality point standing.

Students may remove academic deficiencies by successfully repeating necessary courses. When a course is repeated, only the grade on the last course attempt is used in computing the student's quality point standing.

GRADE REPORTS

Grade slips will be mailed to students at the close of each quarter.

PRESIDENT'S LIST

The President's List is published at the end of each quarter to honor full-time students who have made straight A's on each course taken during that quarter.

DEAN'S LIST

The Dean's List is published at the end of each quarter to honor full-time students whose grades were all B's or better for each course taken during that quarter.

CHANGE OF NAME AND/OR ADDRESS

In order that official records may be kept up to date, change of name and/or address must be reported immediately to the Student Services office.

GRADUATION

The Director of Admissions reviews records for each graduate to determine that all qualifications have been met. Among items checked are (1) required courses, (2) credit hours, (3) financial obligations to the institute, and (4) library obligations. A minimum quality point average of 2.0 is required for diplomas and degrees.

Commencement exercises are held in August at the end of the fourth quarter. Caps and gowns and invitations are ordered in the spring and in the fall. Class rings may be ordered in the spring and in the fall.

Taking an appropriate part in graduation exercises is an expected requirement for receiving a diploma or degree from Robeson Technical Institute. All students are expected to wear the complete appropriate attire specified by the Institute unless otherwise approved by the Vice-President of Student Services. The \$15 graduation fee covers cost of the diploma, cap, and gown. Those students approved to graduate in absentia are not exempt from this fee.

HONORS

Graduates who have a cumulative average of 3.5 and above are recognized at Commencement as graduating with honors.

Marshals for Commencement are the seven first-year full-time students in the two-year programs with the highest quality point averages at the end of their first year of studies. Of these seven, the one student with the highest average is chief marshal.

AWARDS

Appropriately inscribed plaques are presented at Commencement to the graduate with the highest average in the Associate Degree programs and to the graduate with the highest average in the one-year Diploma programs.

Each year the faculty and staff nominate students for Who's Who Among Students in American Junior Colleges based on the student's academic achievement and service to the school. This honor is limited to students in the two-year programs. Certificates of membership are awarded at Commencement.

The faculty and staff select the nominees for Who's Who Among Students in American Vocational and Technical Schools from a one-year vocational or technical curriculum based on academic achievements and service to the school. Students cited for this honor receive certificates of membership at Commencement.

Framed certificates, appropriately inscribed, are presented at Commencement to those students who have shown exceptional service to Robeson Tech. Nominations are made by students, faculty, and staff with a Service Awards Committee reviewing recommendations and making the final selections.

The Wall Street Journal Achievement Award is presented at Commencement to the most outstanding business student, who is chosen by the faculty members in the Business Department.

A silver cup, sponsored by Robeson Office Supplies, is awarded at Commencement to the best all-round graduate from the business area. Nominations are made by students from the business programs and submitted to instructors or related business instructors, who make the final selection for the award. The cup is retained in the school, and the winner is given an appropriately inscribed plaque.

Each year at Commencement, Acme Electric Corporation presents an award to the most outstanding graduate in the Electrical Installation & Maintenance program, the Air Conditioning & Refrigeration program, and the Radio, TV, Electronics Servicing program. The selection for each award is determined by the instructors of the individual programs.

A plaque is presented to the most outstanding Practical Nursing student. Three nominees for the award are made by Practical Nursing students — the final selection resting with the Practical Nursing instructors.

EXPENSES

TUITION FEES

Tuition fees are governed according to in-state or out-of-state residency, and according to full-time or part-time status.

| | Full-time (12 or more credit hours) | Part-time (Less than 12 credit hours) |
|--------------|--|--|
| In-state — | \$ 33.00 | \$ 2.75 per credit hour |
| Out-of-state | \$162.50 | \$13.50 per credit hour |

To qualify for in-state tuition rates, a student must have lived in North Carolina for at least twelve months immediately prior to his enrollment at Rabeson Tech. Residing outside the state while in service does not necessarily change residency status. Proof of residency rests with the student.

"Regulations concerning the classification of students by residence for purposes of applicable tuition differentials, are set forth in detail in **A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes**. Each enrolled student is responsible for knowing the contents of that **Manual**, which is the controlling administrative statement of policy on this subject. Copies of the **Manual** are available on request in the offices of Student Services, Business Office, and in the Library."

Tuition fees are set by the State Board of Education and are subject to change without notice. The payment of fees for each quarter is required at registration.

STUDENT ACTIVITY FEE

Fall, Winter, and Spring Quarter

Each student enrolled in twelve quarter credit hours or more (full-time) will pay a \$5 student activity fee per quarter. Part-time students will pay activity fees according to the following schedule:

| | |
|-----------------------------|--------|
| 1-4 Quarter Credit Hours — | \$1.50 |
| 5-7 Quarter Credit Hours — | \$2.00 |
| 8-11 Quarter Credit Hours — | \$3.00 |

Summer Quarter

Each student (full-time or part-time) will pay a \$1 student activity fee.

The activity fee is due and payable at the above-stated amount at the registration for each quarter. The fee is non-refundable.

For all full-time students, \$3 of this fee will go toward accident insurance. The accident insurance will cover hours in school and transportation to and from school. Part-time students desiring this insurance may also receive this insurance by making payment to the business office at the time of registration. This cost is non-refundable. Part-time students are urged to take advantage of this insurance, since neither the technical institute nor the State of North Carolina carries insurance to cover any student for accidents or otherwise.

The remainder of the student activity fee is to be used by the Student Government Association for such items as

student publications, entertainment, athletic equipment, and other activities.

GRADUATION FEE

A graduation fee of \$15 is charged each graduate in full-time curriculums. This fee is paid at the student's last registration prior to graduation, and covers the cost of diploma, cap and gown.

BREAKAGE FEE

Breakage, damage, or loss due to negligence, carelessness, or other mishandling of school supplies, materials, or equipment by students is the responsibility of such students. They will be required to pay for damage to such items and may be subject to disciplinary action.

REFUND POLICY

Tuition refund shall not be made unless the student, in the judgment of the Institution, is compelled to withdraw from school for unavoidable reasons. In such cases, two-thirds of the tuition may be refunded if a student withdraws within the first ten calendar days of the quarter. In cases where courses of curricula fail to materialize, all of the student's tuition shall be refunded.

TEXTBOOKS

Textbooks may be purchased in the bookstore. Cost of books vary according to the course of study. Normally, the average cost per quarter is \$25 for diploma programs and \$40 for degree programs.

BUSINESS OFFICE

The payment of fees, sale of books, supplies, and materials, receipt of loans, and the payment of refunds are major responsibilities of the Business Office. Office hours are 8:30 a.m. to 5 p.m., Monday through Friday.

Unpaid obligations to this office become a part of the student's school record until they are cleared.

LATE REGISTRATION FEE

A late registration fee of \$5 may be charged all students who register after the announced registration time.

STUDENT INSURANCE

A group policy providing insurance protection is maintained in effect by the Institute. The cost is covered from the Activity Fee for all full-time students, the payment of which has been approved by the Student Government Association.

It is in the best interest of all students to provide some measure of insurance protection. Those who do not pay the \$5 activity fee may purchase this accident insurance for \$3.50 per year.

SCHOOL RING

Students may purchase school rings after completing half the credit hours required for graduation.

COMMENCEMENT INVITATIONS

Students may order invitations and personal cards when measured for caps and gowns. The charge for invitations and cards is paid by the student.

FINANCIAL ASSISTANCE

Robeson Technical Institute's financial aid program exists to ensure that no qualified student will be denied the opportunity to continue his education because of economic disadvantages. Through a program of loans, grants, scholarships, work-study positions, and part-time employment, the student enrolled at Robeson Tech is able to supplement his own resources and the resources of his family in order to complete a course of study. The Student Financial Aid Office firmly believes that the primary responsibility for financing the student's education rests with the family.

The family is expected to contribute according to its income and assets, just as the student is expected to share in this responsibility through savings, summer work, and part-time employment if necessary.

All federal aid programs require the assessment of financial need based on parental ability to contribute toward the educational expenses.

The student is the focus of the program in the Student Financial Aid Office. Every effort is made to be of genuine assistance in helping the student to resolve his financial difficulties.

Application forms and additional information may be received by writing or visiting the Financial Aid Office at Robeson Technical Institute.

INSTITUTIONAL SCHOLARSHIPS

A number of scholarships are offered to students attending Robeson Technical Institute by civic organizations, service clubs, and individual donors. These awards are made on the basis of need on a first-come basis subject to the availability of funds. No award is made until a student has completed all of the admission requirements and has been accepted for enrollment.

The Financial Aid Committee is composed of two representatives from the staff and faculty, and one representative from the Business Office. The committee meets periodically, beginning in the early spring, to consider requests and to make awards.

Students who encounter financial difficulty at any time during the year should confer with the Financial Aid Officer in Student Services.

THE BRUCE BONEY STEPHENS MEMORIAL FUND

The family of Bruce Boney Stephens has established a revolving memorial fund for students who need short loans for financial emergencies. Further information may be obtained from the Director of Financial Aid in Student Services.

SOCIAL SECURITY

Benefits may be paid to students under 22 years of age who have one or more deceased or disabled parents that were covered by Social Security. Contact the nearest Social Security Office for further information.

VOCATIONAL REHABILITATION

Any physically handicapped person may be eligible for financial assistance covering fees, books, and supplies. If a prospective student has any physical limitation, the student may contact the nearest office of the N. C. Vocational Rehabilitation, or make his request through the office of Student Services.

NORTH CAROLINA STUDENT INCENTIVE GRANT (NCSIG)

Legal residents of N. C. accepted for enrollment or enrolled full time, in good standing, in an undergraduate program of study may apply. The amount of each grant will be based on the individual student's demonstrated financial need in relation to resources and cost of education, but may not exceed \$1,500 per academic year. Applications must be received not later than March 15. Applications received after March 15 will be processed if funds are available.

This program is administered for N. C. State Education Assistance Authority by College Foundation, Inc.

VETERANS AND WAR ORPHANS

Veterans' widows, and children of deceased veterans who wish to enroll under Chapters 31, 34 and 35 of U. S. Code 38 may be admitted to Robeson Technical Institute and approved to receive educational benefits if requirements established by the Veterans Administration are met. Public Law 634 (applying to disabled veterans) is also part of these chapters. Any person wishing to attend RTI under any of the laws relative to veterans and their dependents should contact the Veterans Service Office in Lumberton or the Office of Veterans Affairs at RTI for complete information.

COMPREHENSIVE EMPLOYMENT AND TRAINING ACT

Funds may be available to students from low-income families through the Employment Security Commission. The student may be paid a subsistence allowance, travel, dependent allowance, and training allowance. Contact the nearest Employment Security Commission office.

PLAN ASSURING COLLEGE EDUCATION (PACE)

This special state-wide summer program provides jobs near the homes of North Carolina students. It assures the eligible work/study student of summer employment, with the understanding that a substantial portion of the earnings must be saved for college expenses the following academic year. Students who are interested in this program should contact their high school guidance counselor or the Director of Financial Aid at Robeson Technical Institute.

COLLEGE WORK/STUDY PROGRAM

Under this federally - funded program, students from low-income families may be employed on a part-time basis by the Institute to help pay for their college expenses.

An effort is made to assign students to jobs related to their fields of major study or to utilize their special interests and skills. At RTI, students may work up to 15 hours weekly while attending class full time. Eligibility is determined by enrollment and financial need. For further information, contact the Student Financial Aid Office at Robeson Technical Institute.

VOCATIONAL WORK/STUDY PROGRAM

Similar to the College Work/Study Program, this program provides part-time employment to full-time students in an occupational education program.

Application forms and additional information may be received by writing or visiting the Financial Aid Office at Robeson Technical Institute.

BASIC EDUCATIONAL OPPORTUNITY GRANT PROGRAM (BEOG)

The Basic Educational Opportunity Grant Program is a Federal aid program designed to provide assistance to those who need it to attend post-high school educational institutions.

The maximum amount a student could receive under this program is \$1,400 minus the amount the student and his family are expected to contribute toward the cost of his education (family contribution).

Your actual grant, however, may be less than this maximum amount. The family contribution is determined by filling out a BEOG application form and mailing it in the provided envelope. A BEOG application form can be obtained from high school counselors, at post offices, libraries, or by contacting the Student Financial Aid Office.

COLLEGE FOUNDATION, INC. (GUARANTEED OR FEDERALLY INSURED LOANS)

Legal residents of N. C. enrolled full time may borrow through College Foundation up to \$7,500 for undergraduate study or vocational/technical training. The maximum loan for an academic year cannot exceed the total cost of education less other financial aid received. The annual percentage rate is 7% simple interest. Applications should be received by College Foundation at least 45 days prior to the beginning of a school term to assure notification before registration.

STUDENT ACTIVITIES

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association is composed of all curriculum students who are enrolled at Robeson Technical Institute and who pay an activity fee. All SGA members are encouraged to be active participants in student affairs and to voice opinions and thoughts through their organization.

Officers and representatives of the SGA are elected in October and provide leadership for the student body. The SGA sponsors athletic and social activities that enhance student campus life. Students are involved in school affairs, with active participation on various advisory and ad hoc committees. Representatives of the SGA usually attend state conferences of the student government organization in the Community College System.

The following student-related programs, with approximate costs, have been recommended as expenditures from the activity fee for the 1976-77 school year:

| | |
|-----------------------------------|--------------------|
| NCCCSGA Dues, Travel, Subsistence | ..\$ 600.00 |
| Newspaper | 700.00 |
| Annual | 3,000.00 |
| Insurance | 3,500.00 |
| Dances, Socials | 1,200.00 |
| School Pictures | 1,000.00 |
| Field Day | 1,000.00 |
| Miss R.T.I. Pageant | 400.00 |
| Telephone, Supplies | 350.00 |
| Student Handbook | 1,200.00 |
| Athletic Activities | 800.00 |
| TOTAL | \$13,750.00 |

Sponsors for the SGA are members of the R.T.I. faculty and/or staff.

DANCES

Several dances under the sponsorship of the SGA are held each year, depending on the wishes of the students. A portion of the activity fee is budgeted to cover costs.

FIELD DAY

Student Services sponsor a Field Day in the early fall. Competitive outdoor activities and sports and a cook-out are arranged. Upon approval of the Administration, the SGA may elect to have another Field Day during the spring quarter.

STUDENT PUBLICATIONS

The R.T.I. yearbook, **The Directions**, is published by a student staff and is available to all students. A portion of its cost is included in the activity fee budget.

The school newspaper is published by a student staff every quarter except the summer quarter. The cost of the **Echo** is included in the activity fee budget.

Robeson Technical Institute assumes responsibility for all approved student publications. Faculty advisors are chosen each year to assist students with the printing of these publications. Student Services assists in the composing of these publications and encourages student participation.

ATHLETICS

In the past, R.T.I. has had a basketball and a soft-ball team playing in the local leagues. These, and other sports, may be organized upon request of a sufficient number of students. Facilities for additional activities may be added if sufficient interest is shown and if the budget and school policy permit.

MISS R.T.I. PAGEANT

The Miss R.T.I. Pageant is held each fall. The winner is the school representative at functions and parades during her reign. Contestants are judged on beauty, poise, and a personal interview with the judges.

SPECIAL EVENTS

The Student Government Association may sponsor other activities such as socials, films, speakers, and related activities that are of interest to students. When such occasions arise, students are notified in advance and are encouraged to participate.

CLUBS

The Student Government sponsors formation of clubs according to student interest. Information may be secured from Student Services.

The Cosmetology Club is open to all students in the Cosmetology curriculum; this club attends conventions throughout the year and also plans trips and seminars throughout the state.

CAMPUS REGULATIONS

SMOKING, EATING, DRINKING

Smoking, eating, and drinking is allowed in the Student Lounge and on outside areas of the campus, but not in classrooms, shops or laboratories. There are ash trays, receptacles, and trash containers throughout the campus. If you smoke, eat, or drink, be considerate of others and use the containers available to dispose of trash.

VISITORS

We welcome all visitors. Direct all visitors to the office of the President or to the office of Student Services. Visitors must be accompanied by a "tour guide" and are subject to the regulations of the school while on campus.

DRESS CODE

Robeson Technical Institute stresses a standard of neatness, cleanliness, and appropriateness of attire.

Students should keep in mind that prospective employers visit the Institute and the employability of our graduates may be affected by the visitor's impressions.

With this in mind, the following regulations are given for proper dress:

1. Dress should be neat and appropriate at all times. (Appropriateness of dress will be dictated by the specific occasion.)
2. Shoes must be worn at all times on campus.
3. Coats and hats are not to be worn inside the classroom (unless required in your area of study.)

PARKING

Adequate student parking exists on both campuses. Upon entering the drive of either campus, students may park on the right or on the left side of the building on both sites. Students are not permitted to park in the designated visitors' parking area located in front of the building on either campus. Students' cars found improperly parked along curbs, driveways, and in the visitors' parking area will be subject to a fine of \$2 and may be towed away at the owner's expense.

The speed limit when entering and leaving the institute is ten miles per hour.

INCLEMENT WEATHER

In the event of inclement weather, Robeson Tech will close when driving is hazardous. School officials will contact local radio stations and have them announce our plans. Students are urged not to call the news media or members of the school staff.

CHEATING AND PLAGIARISM

Cheating and plagiarism are dishonest, deceiving, and both are considered serious offenses. Extreme care should be taken to see that your work measures up to a standard of honesty. Cheating and plagiarism are not the marks of competent students. Those who commit these offenses are subject to discipline of the instructor.

EVACUATION INSTRUCTIONS

Numerous natural and man-made conditions could make it necessary to evacuate the buildings from time to time. The following plans have been formulated to provide for the orderly and rapid evacuation of our buildings.

1. The alarm is a rhythmic bell signal, repeated many times.
2. All persons are to promptly leave the building at the sound of the alarm.
3. Books, materials, heavy coats should be taken only if they will not delay your exit.
4. A diagram of the evacuation route for each building is posted in the hallways.
5. Please walk quietly to the appropriate area.
6. Move at least 100 feet from the buildings, but do not block driveways.
7. Class groups should try to remain together to facilitate checking the evacuation of all members.
8. A signal to return to the building will be given when the way is clear.

POLICY GOVERNING STUDENT MISCONDUCT

Students are expected to display the qualities of courtesy and integrity that characterize the behavior of ladies and gentlemen. In order to protect the rights and privileges of all students, a policy governing student misconduct has been adopted by the Board of Trustees. A copy of the complete policy is on file in the library. Upon request, students may obtain a complete copy from the Student Services office. The policy describes procedures followed in producing a reliable determination of the issues, while assuring students fairness and due process of law in any case that may terminate in expulsion. Types of student conduct considered major offenses are as follows:

Rule 1. Disruption of School

A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school.

Neither shall he engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school if a substantial and material disruption or obstruction is reasonably certain to result from his urging.

The following illustrate the kinds of offenses encompassed here: (1) occupying any school building, school grounds, or part thereof with intent to deprive others of its use; (2) blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, the building, or corridor or room; (3) setting fire to or substantially damaging any school building or property; (4) firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose; (5) prevention of or attempting to prevent by physical act the convening or continued functioning of any school, class, or activity, or of any lawful meeting or assembly on the school campus; (6) preventing students from attending a

class or school activity; (7) except under the direct instruction of an administrator, blocking normal pedestrian or vehicular traffic on a school campus; and (8) continuously and intentionally making noise, or acting in any manner so as to interfere seriously with the instructor's ability to conduct his class.

Rule 2. Damage or Destruction of School Property

A student shall not intentionally cause or attempt to cause substantial damage to valuable school property, or steal or attempt to steal school property of substantial value. Repeated damage or theft involving school property of small value also shall be a basis for long-term suspension or expulsion from school.

Rule 3. Damage or Destruction of Private Property

A student shall not intentionally cause or attempt to cause substantial damage to valuable private property, or steal or attempt to steal valuable private property either on the school grounds or during a school activity, function, or event off school grounds. Repeated damage, theft, or fraud involving private property of small value also shall be a basis for long-term suspension or expulsion from school.

Rule 4. Physical Abuse of a School Employee or a Student or Other Person Not Employed by the School

A student shall not intentionally do serious bodily injury to any person:

- (1) on the school grounds during and immediately before or immediately after school hours;
- (2) on the school grounds at any other time when school is being used by a school group, or,
- (3) off the school grounds at a school activity, function, event, or a school-owned vehicle.

Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered an intentional act under this rule.

Rule 5. Weapons and Dangerous Instruments

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon:

- (1) on the school grounds during and immediately before or immediately after school hours;
- (2) on the school grounds at any other time when the school is being used by a school group; or,
- (3) off the school grounds at any school activity, function, or on a school-owned vehicle.

This rule does not apply to normal school supplies like pencils or compasses, but does apply to any firearm, any explosive including firecrackers, any knife other than small penknife, and other dangerous objects of no reasonable use to the student at school.

Rule 6. Narcotics, Alcoholic Beverages, and Stimulant Drugs

A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind:

- (1) on the school grounds during and immediately before or immediately after school hours;
- (2) on the school grounds at any other time when the school is being used by any school group; or,
- (3) off the school grounds at a school activity, function, event, or on a school-owned vehicle.

Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.

Rule 7. Conduct on School-Owned Vehicles

- (1) Students are allowed transportation on school-owned vehicles for the sole purpose of commuting to Robeson Tech, unless authorized otherwise by the Business Office.
- (2) The use of profane language, scuffling, or other actions not conducive to orderly conduct and safety of passengers is prohibited.

Rule 8. Sales, Solicitations, or Distributions

No sales, solicitations, or distributions of any kind shall be made at the school or at any school-sponsored activities except those which are made by school officials in the normal operation of school business or by the officials, meaning primary officers of school-sponsored activities in the normal operation of the activity. All purchases by the school or school-sponsored activities shall be conducted through the Business Manager. Those sales, solicitations or distributions which are made by school-sponsored activities must relate directly to the business of the activity. All sales or solicitations must be approved by a committee appointed by the President of the institution. This rule is meant to include all personnel which are in any way connected with the school. Any violation of this rule may result in permanent dismissal on the part of the violator.

Rule 9. Personnel Relations

No person, whether he be a member of the student body, faculty, administration, general staff, or visitor to the school at any school function, shall be allowed to promote that which in the opinion of the Board of Trustees constitutes hatred, racial prejudice or hostility, or other forms of disharmony among the members of the personnel of the school. Any person who is found to be guilty of such conduct shall be permanently dismissed from the school.

Rule 10. Repeated School Violations

A student shall not repeatedly fail to comply with directions of teachers or other authorized school personnel during any period of time when he is properly under the authority of personnel.

HELPFUL AIDS AVAILABLE TO STUDENTS

RECORDS

Transcripts of students' courses and grades are maintained in the office of the Director of Admissions. Transcripts are sent to agencies or institutions upon written request of the student.

HEALTH SERVICE

Robeson Tech maintains no health facilities other than first aid equipment. Emergency facilities are available at Southeastern General Hospital, Lumberton, and a registered nurse is on campus or on call during the day. In case of emergency, notify the instructor or Student Services immediately.

TELEPHONE

Telephone calls and messages for students are handled through the office of Student Services only in cases of extreme emergencies. A pay telephone is located in the entryway to the Practical Nursing lab for the convenience of students in making local or long distance calls. Business telephones are not for student use in making outgoing calls.

LOST AND FOUND

Lost and found articles are handled in Student Services. Items found should be turned in promptly. Lost items should be reported to Student Services.

ALUMNI

Follow-up and communications with graduates will be done through the office of the Vice President of Student Services.

SCHOOL COLORS

The school colors are royal blue and white.

OFF AND ON BULLETIN

The news bulletin is published each week for students, faculty and staff, and the Board of Trustees. Anything of interest to the readers may be submitted. This is another way of keeping the RTI family informed of what is going on in all areas. Send information to Mrs. Marie Malloy, Director of Community Affairs. Copies for students are placed in the student lounge on both campuses every Monday.

SPECIAL SERVICES

LIBRARY

The Robeson Technical Institute Library is located near the student commons where it is convenient to all students. The Library has a growing collection of books and materials, most of which are related to the degree and diploma programs offered by the Institute. These are selected by a media specialist in consultation with faculty, students, and administrative personnel. In addition to the book collection, the Library subscribes to approximately 120 periodicals and 12 newspapers.

Audio-visual materials and equipment are housed in the Library. The Library is open to persons in business, industry, and the community for reference materials not found in other area libraries. All students and faculty members are encouraged to use the Library. The Library is open from 8 a.m. to 10 p.m., Monday through Thursday, and 8 a.m. to 5 p.m. on Friday.

Unpaid obligations to the Library become a part of the student's school record until they are cleared.

LEARNING LABORATORY

The Learning Laboratory is an approach to education with the use of commercially and locally designed programmed instructional materials, self-instructional units, and teaching machines. It is essentially an individual study situation, whereby a person's progress is limited primarily by his own ambition, motivation, and ability.

Any person eighteen years of age or older and out of the public schools for at least six months can enroll in the Learning Lab for any of several purposes: (1) to prepare for the high school equivalence examinations (GED), (2) to pursue the Adult High School Diploma, (3) to reduce specific educational weaknesses, (4) to upgrade for job promotion, (5) for personal satisfaction, or (6) to make up admission deficiencies for a technical institute or college. The Lab can also be used by regular RTI curriculum students to supplement their regular course work when they feel help beyond the classroom is needed.

The Learning Lab is approved by the Veterans Administration. Studies toward high school completion do not count against training eligibility beyond high school.

The Learning Lab is open from 8 a.m. until 10 p.m., Monday through Thursday, and 8 a.m. until 5 p.m. on Friday. There are no charges for the services of the Learning Laboratory.

STUDENT LOUNGE

A snack bar is located in the student lounge on the Robeson Tech campus. Vending machines are provided on both campuses. In order for students to enjoy a clean place to spend leisure time, it is necessary that each person place his own cup, wrappers, and other items of refuse in trash receptacles. Everyone is expected to do his part in keeping the area neat and clean at all times.

Gambling is not permitted by State Law.

BOOKSTORE

A bookstore, next to the snack bar on the Robeson Technical Institute campus, is operated by the Business Office. It is maintained for the convenience of students in purchasing necessary textbooks and supplies at minimum cost.

VETERANS AFFAIRS

In order for the Veteran Affairs Office to operate effectively, it is essential that each Veteran become knowledgeable of certain operating procedures.

This section of the handbook is designed to explain to you some of those procedures. **STUDY IT.** Become completely knowledgeable of its contents. Report any change in your status to the Veteran Affairs Office. This year can be a most beneficial year if you make it so.

GENERAL

It is important for each Veteran to know how he is certified to the VA in order that he may carry the proper credit or contact hour load to receive the benefits he expects. Each type of certification will be explained below. If you do not know your certification, please ask the Veterans' Counselor.

ATTENDANCE SHEETS

All Veterans receiving VA Educational Benefits **must** have an attendance sheet for each month on file in the Veterans' Counselor's Office. The sheets are available in the Veterans' Counselor's Office in Student Services. Attendance sheets for Learning Lab and High School Equivalency students will be picked up from Student Services also. Veterans enrolled in the Degree, Diploma or Developmental Studies programs must pick up their forms from the Veterans' Counselor's Office. They must complete the forms and have their individual instructors initial the forms showing absences; then, the Veteran should return the form to the Veterans' Counselor's Office, to Mrs. Linda Leach, no later than ten days after the month ends.

STUDENT STATUS

In case you increase or decrease your credit hour load, you should come to the VA office and request that VA form 22-1999b be completed. It is very important that we know if you add or drop a course.

SUPPORT OF CLAIM

To claim dependants where birth certificates cannot be located, VA form 21-4138 may be used; however, a birth certificate may be required later. This form may also be used if your spouse has dependents from a previous marriage and you are now providing their support.

MARITAL STATUS

If you get married, the VA should be notified immediately. This may be done in one of two different ways. You may send to the Veterans Administration form 21-686c or a copy of the marriage license.

VA CORRESPONDENCE

In most cases, the Veterans' Counselor **does not** receive copies of correspondence received by veterans from Winston-Salem. Please bring any copies of correspondence you receive by the Veterans' Counselor's Office for your permanent VA file. This correspondence may be returned to you upon graduation or termination if you desire.

BULLETIN BOARD

The Veterans Information Bulletin Board is located near the Book Store in the Student Lounge. Please check the Bulletin Board at least once weekly. General information as well as individual notices to veterans are posted there. Veterans attending classes on the old campus should check the Bulletin Board in the main building outside the snack area for VA information.

CERTIFICATION CARDS

Veterans enrolled in vocational curricula and veterans in the High School Equivalency program will receive a white IBM Certification card with their check each quarter. This card **must be dated, signed, and turned in to the Veterans' Counselor's Office along with your attendance sheet.** Associate of Applied Science Degree students and Developmental Studies students will receive a Certification Card only once per year. This IBM Card will have a blue border at the top, and usually is issued sometime during the Spring Quarter. This card must also be signed, dated and returned immediately. **The return of Certification Cards releases your next check!**

TUTORIAL SERVICES

Tutorial Services are available to Veterans enrolled in Associate of Applied Science Degree programs. The VA will pay \$6.00 per hour up to \$60.00 per month to qualified persons to tutor students who are having trouble in curricula subjects. Approval forms and tutorial reimbursement forms are available in the Veterans' Counselor's office.

TERMINATIONS

Remember, you are paid in advance. Should you terminate on the last day of any month, the check you receive on the 4th of the following month is **not due you.** This check **must** be returned. Should you keep this check, an overpayment will occur and the VA will collect from you. Notify the Veterans' Counselor of your termination date.

CHANGE OF PROGRAM

There are occasions when a Veteran may complete a curriculum and enroll into another curriculum during the school year. When this happens, the Veteran should report to the VA office and complete VA form 21E-1995; also, if he transfers to another school, the school where he is transferring will assist him in the completion of this form.

***SPECIAL NOTE**

VA attendance forms must be completed no later than ten days after the end of each month for the previous month. Unless this form is completed and turned in to the Veterans Office, further VA payments will not be authorized.

CERTIFICATION CATEGORIES FOR VETERANS

Associate Degree and Developmental Studies to an Associate of Applied Science Degree

Veterans in this category are certified to the Veterans Administration on a credit hour basis. The VA requires a minimum of 12 credit hours for full-time benefits. Three-quarter time would be a minimum of 9 credit hours, and half-time would be a minimum of 6 credit hours. Less than 5 credit hours qualifies the veteran for only tuition and fees. Developmental Studies veterans are authorized for 9 months in Developmental Studies. Please see your Academic Counselor in order to register for your curriculum courses.

Vocational Curricula

Veterans in this category are certified to the VA on a contact or class hour basis. 30 contact hours are re-

quired for a vocational student to be full-time; 29 or less is considered three-quarter time, and 15 contact hours is considered half-time.

High School Equivalency

Veterans in this category are certified to the VA on a contact hour basis; 25 contact hours are required for full-time benefits, 18 for three-quarter time, and 12 for half-time. You are authorized 9 months on a full-time basis in the program to complete your High School G.E.D. without charge to your eligibility. Upon completion of the G.E.D., students should see an academic counselor to transfer into another program.

***SPECIAL NOTE**

In some cases, veterans may take electives to meet the necessary credit or contact hour load required to be full-time. **Please see the Veterans' Counselor before the quarter begins or during registration to insure that you have the correct number of credit hours or contact hours.**

You may check in the Student Services office or with the Veterans' Counselor for any explanation of credit hours and contact hours.

STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

Preamble

We, the students of Robeson Technical Institute, in order to foster a spirit of cooperation among students and faculty, coordinate and regulate student activities, maintain a high standard for the school by upholding high standards of personal conduct, promote and encourage activities for the best interest of the school, and develop good citizens through experience in government, do hereby establish this constitution for the Student Government of the Robeson Technical Institute.

Article I

Names and Objectives of Organization

Section A

The organization shall be known as the Student Government Association. There shall be a smaller body, consisting of student representatives and officers, which shall be known as the Student Council.

Section B

The purpose of the organization shall be to foster a spirit of cooperation among students and faculty; to coordinate and regulate student activities; to maintain a high standard for the school by upholding high standards of personal conduct; to promote and encourage activities for the best interest of the school; to develop good citizenship through experiences in government.

Article II

Qualifications of Members

Section A

The members of the Student Government Association shall consist of all students enrolled in curriculum credit courses who pay an activity fee.

Section B

The members of the Student Council shall consist of one representative from each curriculum and the five elected officers.

Section C

The term of office for all members of the Student Council shall be one year.

Section D

There shall be two faculty advisors selected by the administration of the school and approved by the Student Council.

Article III

Officers, Their Election and Duties

Section A

The officers of the Student Government Association shall be elected by Australian ballot during the month of October.

Section B

The representatives shall be elected by SGA members of their specific curriculums.

Section C

The duties of the President of the SGA shall be:

- (1) to acquire a working knowledge of parliamentary law and procedure and a thorough understanding of the constitution, bylaws, and standing rules of the organization;
- (2) to serve as chief executive officer of the organization;
- (3) to preside over all the meetings of the Executive Committee and the SGA;
- (4) to appoint, with the consent of two-thirds of the Executive Committee, all persons to fill the unexpired terms of elected officers, should vacancies occur;
- (5) to appoint, with the consent of the Executive Committee, the chairmen of all standing committees;
- (6) to serve as an ex-officio member of such committees if he so chooses;
- (7) to have knowledge of the records and monies of the organization;
- (8) to perform all other functions pertaining to the office;
- (9) to call periodic meetings of the Executive Committee and the Student Council at his discretion.

Section D

The duties of the Vice President of the SGA shall be:

- (1) to assume the duties of the President should the President, for any reason, be unable to meet his duties;
- (2) to fulfill any duties as delegated by the President;
- (3) to chair an important committee.

Section E

The duties of the Secretary of the SGA shall be:

- (1) to maintain the records of the SGA;
- (2) to serve as recorder for the Executive Committee;
- (3) to distribute a copy of the minutes of the Executive Committee and the SGA meetings to all members;
- (4) to assist in all other areas that the Executive Committee may deem desirable;
- (5) to inform all members of the time and place of scheduled meetings;
- (6) to file copies of records and minutes in the office of Student Services.

Section F

The duties of the Treasurer of the SGA shall be:

- (1) to receive monies from student-sponsored activities and to deliver these monies to the Business Office for deposit;
- (2) to keep a record of expenditures and receipts, and make a report of the finances at each meeting of the SGA.

Section G

The duties of the Parliamentarian of the SGA shall be:

- (1) to maintain parliamentary order at the meetings of the SGA;
- (2) to serve as an advisor for any procedural problems;
- (3) to assist in all other areas that the Executive Committee may deem desirable;
- (4) to maintain adherence to the rules contained in the **Robert's Rules of Order** in all cases to which these are applicable, and in which they are not inconsistent with the bylaws of the SGA.

Section H

- The duties of the Representatives of the SGA shall be:
- (1) to attend all meetings and to report to the students of their respective curriculums the proceedings of the SGA meetings;
 - (2) to report to the Student Council any suggestions made by the students of his or her curriculum.

Article IV

Meetings of the Organization

Section A

The Student Council shall meet whenever it is necessary in order to carry on the business of the SGA. The President of the SGA shall call the meetings and shall be responsible for giving proper notice to all members of the Student Council.

Article V

Amendments

Section A

An amendment to this constitution may be adopted by a two-thirds vote of the members of the Student Council and a three-fourths vote of the student body present and voting.

BY - LAWS

Article I

Qualifications and Election of Officers

Section A

The President of the SGA shall be any member of the Student Government Association.

Section B

The Vice-President of the SGA shall be any first-year student of a two-year curriculum. The Vice-President shall act as President pro tempore the following year until elections are held.

Section C

The Secretary of the SGA shall be any member of the Student Government Association.

Section D

The Treasurer of the SGA shall be any member of the Student Government Association.

Section E

The Parliamentarian of the SGA shall be any member of the Student Government Association.

Section F

The election of officers of the SGA shall be held in October. The elections shall be decided by a majority of the votes cast.

Section G

To run for an office, a candidate must have signatures of at least 10% of the voting membership.

Section H

Installation of officers and representatives will take place at an assembly one week after their election to office.

Article II

The rules contained in **Robert's Rules of Order** shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

Article III

Amendments

These bylaws may be amended at any regular or special meeting by a vote of two-thirds of the members present and voting, provided previous notice has been given in calling the meeting.

Article IV

Committees and Their Duties

Section A

There shall be an Executive Committee consisting of the five officers of the SGA. The duties of the Executive Committee shall be as follows:

- (1) to plan the agenda, time, and place of meetings;
- (2) to call special meetings upon petition of a majority of members;
- (3) to interpret the constitution;
- (4) to maintain close liaison with the school administration and with the Student Council Advisors.

Section B

There shall be a Constitution Committee, the duty of which shall be to review the constitution periodically and to propose any changes deemed necessary.

Section C

There shall be a Publicity Committee, the duty of which shall be to inform all students of Student Government Activities.

Section D

There shall be an Activities Committee, the duty of which shall be to plan activities to help promote school spirit.

SUPPORTING STAFF

| | |
|--------------------------|--|
| Nancy Blue | Secretary, Student Services |
| Lola B. Bracey | Secretary, President |
| Carolyn Britt | Secretary, Program Resources |
| Sarah C. Brown | Secretary, Faculty and Staff |
| Ann R. Carter | Secretary, Administrative Assistant |
| Judy B. Conner | Secretary, Vice-President of Student Services |
| Cathy Fields | Secretary, Director of Admissions |
| Mary P. Hughes | Secretary, Enrichment Education |
| Marilyn Hunt | Secretary, CETA Program |
| Georgia Langley | Secretary, Dean of Degree and Diploma Programs |
| Linda Leach | Veteran Services Officer |
| Jackie Lovette | Receptionist |
| Jennifer Martin | Secretary, CETA Program |
| Anna Maynar | Secretary, Student Services |
| Nancy Oakes | Secretary, Occupational Extension |
| Carol Powers | Secretary, Vice President for Business Services |
| Nell Reising | Secretary, Educational Services |
| Catherine Reynolds | Secretary, Basic Education |
| Sharan Rice | Secretary, Student Services |
| Bannie Smith | Receptionist |
| Vennie Sweat | Secretary, Faculty & Staff |
| Gayle Wilkes | Records Clerk |

MAINTENANCE AND CUSTODIAL STAFF

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|-----------------------------|-----------------------|
| Stacy Bullock | Custodian |
| Ronald Burke | Custodian |
| George Freeman Currie | Custodian |
| Joseph Cousar | Custodian |
| Virgie Currie | Custodian |
| Boyd A. Humphrey | Supervisor, Custodian |
| Howard Humphrey | Custodian |
| Richard N. Humphrey | Custodian |
| Roy Humphrey | Custodian |
| Thomas R. Jacobs | Groundskeeper |
| Marlie Locklear | Security Guard |
| David R. Lowery | Groundskeeper |
| Prentis Lowery | Security Guard |
| Willie McDougald | Custodian |
| Houston McMillan | Custodian |
| Tany Mitchell | Custodian |
| Houston Murphy | Custodian |
| Nettie Page | Custodian |
| Alma S. Robinson | Custodian |

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ROBESON OFFICE SUPPLIES - LUMBERTON, N.C.