

Secondary Education Student Handbook



COLLEGE ^{OF} THE
ALBEMARLE

2018-2019

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**2018-2019 Academic Year
CONTACT INFORMATION**

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Elizabeth City, NC 27906-2327
www.albemarle.edu
252-335-0821
252-335-2011 - FAX**

College of The Albemarle Contacts

Director, Secondary Education	Derek Meredith	A244	252-335-0821, ext. 2394
Advisor, Secondary Education	Craig Laughton	A253a	252-335-0821, ext. 2207
Vice President, Learning	Dr. Evonne Carter	A120	252-335-0821, ext. 2241
Dean, Arts & Sciences and Secondary Education	Dean Roughton	A252a	252-335-0821, ext. 2306
Dean, Business, Industry and Applied Technologies	Michelle Waters	FC215	252-335-0821, ext. 2407
		RATTC 117	252-453-3035, ext. 3104
Dean, Health Sciences/Wellness Programs and Learning Innovation	Robin Harris	OC205	252-335-0821, ext. 2395
Dean, Workforce Development, Public Services and Career Readiness	Robin Zinsmeister	FC107	252-335-0821, ext. 2362

Public High School Contacts

Camden County Schools			
Camden County High School	Diane Overton	CCHS	252-338-0114, ext. 229
Camden Early College High School	Amber Davis	CECHS	252-335-7219
	Brittany Mishler	CECHS	252-335-7219
Currituck County Schools			
Currituck County High School	Joyce Ellis	CCHS	252-453-0014, ext. 3045
	Christina Redlin	CCHS	252-453-0014, ext. 3012
	Janie Puryear	CCHS	252-453-0014, ext. 3018
	Jordan Casper	CCHS	252-453-0014, ext. 3019
	Lindsay Daniles	CCHS	252-453-0014
J.P. Knapp Early College High School	Steve Basnight	JPKECHS	252-232-3107
	Denise Fallon	JPKECHS	252-232-3107
	Sue Walker	JPKECHS	252-232-3107
Dare County Schools			
Cape Hatteras High School	Karla Jarvis	CHHS	252-995-5730, ext. 3025
Dare County Alternative School	L'Tanya Murray	DCAS	252-473-2264
First Flight High School	Kyle Eaker	FFHS	252-449-7000, ext. 2448
Manteo High School	Marie White	MHS	252-473-5841, ext. 1010
	Pam Yelle	MHS	252-473-5841, ext. 1011
Edenton-Chowan Schools			
John A. Holmes High School	Jennifer Cobb	JAHHS	252-482-8426
	Karen Parrish	JAHHS	252-482-8426
Gates County High School	Ann Harrell	GCHS	252-357-0720

Elizabeth City-Pasquotank County Schools				
Northeastern High School	Shante London	NHS	252-335-2932, ext. 104	
	Nicole Hosler	NHS	252-335-2932, ext. 103	
Pasquotank County High School	Mary Luton	PCHS	252-337-6880, ext. 279	
Perquimans County High School	John Manning	PCHS	252-426-5778, ext. 231	

College of The Albemarle is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: 404-679-4501) to award Associate Degrees.

2018-2019 COA ACADEMIC CALENDAR

FALL SEMESTER 2018

Faculty Work Days (No Classes)	Tuesday-Friday, August 14-17, 2018
Convocation	Wednesday, August 15, 2018
First Day of 16-Week & 1st 8-Week Sessions	Monday, August 20, 2018
Labor Day Holiday (College is Closed)	Monday, September 3, 2018
First Day of 14-Week Session	Tuesday, September 4, 2018
First Day of 12-Week Session	Tuesday, September 18, 2018
Last Day to Withdraw Without Grade Penalty (1st 8-Week Session)	Tuesday, October 2, 2018
Faculty/Staff Professional Development (No Classes)	Monday-Tuesday, October 8-9, 2018
Last Day of 1st 8-Week Session	Wednesday, October 17, 2018
First Day of 2nd 8-Week Session	Thursday, October 18, 2018
Last Day to Withdraw Without Grade Penalty (16-Week Session)	Thursday, November 15, 2018
Last Day to Withdraw Without Grade Penalty (14-Week Session)	Monday, November 19, 2018
No Classes for Students (College is Open)	Wednesday, November 21, 2018
Thanksgiving Holiday (College is Closed)	Thursday-Friday, November 22-23, 2018
Last Day to Withdraw Without Grade Penalty (12-Week Session)	Tuesday, November 27, 2018
Last Day to Withdraw Without Grade Penalty (2nd 8-Week Session)	Tuesday, December 4, 2018
Exam Week	Tuesday-Monday, December 11-17, 2018
Semester Ends	Monday, December 17, 2018

SPRING SEMESTER 2019

Faculty Work Days (No Classes)	Wed. & Thursday, January 2-3, 2019
First Day of 16-Week & 1st 8-Week Sessions	Friday, January 4, 2019
Classes Begin (14-week Session)	Friday, January 18, 2019
Martin Luther King, Jr. Holiday (College is Closed)	Monday, January 21, 2019
Classes Begin (12-Week Session)	Monday, February 4, 2019
Last Day to Withdraw Without Grade Penalty (1st 8-Week Session)	Monday, February 18, 2019
Spring Holiday (No Classes-College is Open)	Friday, March 1, 2019
Last Day of First 8-Week Session	Monday, March 4, 2019
First Day of Second 8-Week Session	Tuesday, March 5, 2019
Last Day to Withdraw Without Grade Penalty (16-Week Session)	Tuesday, April 2, 2019
Last Day to Withdraw Without Grade Penalty (14-week Session)	Thursday, April 4, 2019
Last Day to Withdraw Without Grade Penalty (12-Week Session)	Tuesday, April 9, 2019
Last Day to Withdraw Without Grade Penalty (2nd 8-Week Session)	Tuesday, April 16, 2019
Easter Holiday (College is Closed)	Monday, April 22, 2019

Spring Break (No Classes-College is Open)	Tuesday-Friday, April 23-26, 2019
Exam Week	Tuesday-Monday, April 30-May 6, 2019
Semester Ends	Monday, May 6, 2019
Faculty Work Days (No Classes)	Tuesday-Wednesday, May 7-8, 2019
Spring Commencement Ceremony	Wednesday, May 8, 2019

SUMMER SEMESTER 2019

Classes Begin (10-Week & 1st 5-Week Session)	Thursday, May 16, 2019
Memorial Day Holiday (College is Closed)	Monday, May 27, 2019
Last Day to Withdraw Without Grade Penalty (1st 5-Week Session)	Thursday, June 13, 2019
Last Day of First 5-Week Session	Thursday, June 20, 2019
First Day of Second 5-Week Session	Monday, June 24, 2019
July 4th Holiday (College is Closed).....	Thursday, July 4, 2019
Last Day to Withdraw Without Grade Penalty (10-Week Session).....	Thursday, July 11, 2019
Last Day to Withdraw Without Grade Penalty (2nd 5-Week Session)	Monday, July 22, 2019
Semester Ends	Monday, July 29, 2019

SECONDARY EDUCATION PROGRAMS

CAREER AND COLLEGE PROMISE

College of The Albemarle offers several programs that provide the opportunity for qualified high school students to enroll in college level courses and earn college credit. Students have the opportunity to pursue these options, tuition free, allowing them to get a jumpstart on their workplace and college preparation.

The State Board of Education and the State Board of Community Colleges established the Career and College Promise program effective January 1, 2012. Career and College Promise provides seamless dual enrollment educational opportunities for eligible North Carolina high school students in order to accelerate completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills. Career and College Promise provides three pathways to help advance eligible students' post-high school success: 1) College Transfer Pathway leading to a minimum of 30 hours of college transfer credit; 2) Career Technical Education Pathway leading to an entry-level job credential, certificate or diploma; and 3) Cooperative Innovative High School Programs Pathway wherein students begin earning college credits as high school freshmen.

COLLEGE TRANSFER PATHWAY (CT)

The Career and College Promise College Transfer Pathway requires the completion of at least 30 semester hours of transfer courses, including English and mathematics and ACA 122 College Transfer Success toward the Associate in Arts, Associate in Science, Associate in Engineering or Associate in Fine Arts-Visuals. College of The Albemarle also offers a pathway leading to an Associate Degree in Pre-Nursing. Students who complete a College Transfer Pathway will be able to transfer all of their credits to any UNC institution and many of North Carolina's independent colleges and universities. The student must be a high school junior or senior with a

weighted GPA of 3.0 or higher and demonstrate college readiness on an assessment or placement test in English, reading, and mathematics to be eligible.

CAREER TECHNICAL EDUCATION PATHWAY (CTE)

The Career and College Promise Career Technical Education Pathway leads to an entry-level job credential, certificate or diploma aligned with a high school Career and Technical Education cluster. College Career Technical Education courses may be used to provide partial or full fulfillment of a four-unit career cluster. Where possible, students should be granted articulated credit based on the local or state North Carolina High School to Community College articulation agreement. Currently COA offers the following CTE pathways: Aviation; Air Conditioning, Heating & Refrigeration; Business; Computer-Aided Drafting; Computer Programming; Criminal Justice; Culinary Arts; Early Childhood Education; Electrical Systems Technology; Emergency Medical Science; Healthcare IT Foundations; Health and Fitness Science; Human Services; IT Professional; Medical Assisting; Medical Office Administration; Nurse Aide; Phlebotomy and Welding Technology. Upon successful completion of courses, CTE students earn college credit as well as high school credit. CTE classes are for elective credit only and do not meet high school graduation requirements.

COOPERATIVE INNOVATIVE HIGH SCHOOL PROGRAMS PATHWAY (CIHSP)

Cooperative Innovative High School Programs enroll 100 or fewer students per grade level and provide opportunities for students to complete an associate degree program or earn up to two years of college credit within five years. Students begin earning tuition free college credits as high school freshmen.

Early College High School is a bold approach, based on the principle that academic rigor, combined with the opportunity to save time and money, is a powerful motivator for students to work hard and meet serious intellectual challenges. Early College High Schools blend high school and college beginning in 9th grade in a rigorous yet supportive program, compressing the time it takes to complete a high school diploma and the first two years of college. The schools are designed so that low-income youth, first-generation college students, English language learners, students of color, and other young people underrepresented in higher education can simultaneously earn a high school diploma and an associate's degree or up to two years of college credit toward a Bachelor's degree –TUITION FREE.

COA is partnering with J.P. Knapp Early College High School in Currituck County, Camden Early College High School in Camden County and Elizabeth City-Pasquotank Early College High School in Pasquotank County. The Early College school is a public high school offering students who attend the opportunity to complete a high school education and an associate degree concurrently in four or five years. Tuition is free of charge and class sizes are small.

BENEFITS OF HIGH SCHOOL STUDENTS TAKING COLLEGE COURSES

- By attending college credit classes, students begin to build credits toward a college certificate, diploma, or associate's degree at the same time that they are earning high school credits for high school graduation.

- Typically, students may earn up to two years of college credit while working on high school graduation requirements.
- Courses that are identified as college transfer courses are fully transferable to any of the 16 universities within the UNC System as well as selected independent colleges and universities.
- The instructors are highly credentialed in their subject area, meeting the North Carolina Community College System's academic and technical requirements.
- Saves \$\$\$\$ -There is no tuition for students who are accepted into the Career and College Promise programs, making participation a wise economic decision. College transfer students do not pay tuition but must purchase their textbooks. Local boards of education may pay for the cost of textbooks for high school students enrolled in a community college course.
- Students save up to \$500 per college course taken at COA in which they receive credit and/or placement. Depending on which college they choose to attend at the end of their high school career this savings is significantly higher.
- The program helps introduce students to a college campus and to academic rigor with familiar friends, taking the hesitation out of pursuing life-long educational and training goals in an unfamiliar environment.
- Enhances the motivation and achievement of high school students.
- Creates a smooth transition from high school to college.

ELIGIBILITY AND ADMISSION REQUIREMENTS

COLLEGE TRANSFER PATHWAY

- Student must be a junior or senior
- Student must have a weighted GPA of 3.0 or higher on high school courses
- Student must be making progress toward high school graduation
- Student must meet course prerequisites and admission requirements
- Student must be recommended by the high school principal or his/her designee
- Student must demonstrate college readiness on an approved assessment or placement test in English, reading and mathematics
- To maintain eligibility student must:
 - Continue to make progress toward high school graduation, and
 - Maintain a 2.0 GPA on college course work after completing two courses.
 - A student who falls below a 2.0 GPA after completing two college courses will be subject to the college's policy for satisfactory academic progress.
- A student must enroll in one College Transfer Pathway program of study and may not substitute courses in one program for courses in another.
- A student may change his or her program of study major with approval of the high school principal or his/her designee and the college's chief academic officer or chief student development administrator. The college's chief academic officer or chief student development administrator shall approve a change in pathway based on verification provided by the student that the program change allows the student to meet their newly chosen career path. Verification could include (but is not limited to) a bachelor degree plan published by the university, a career pathway plan, career information published in the

Occupational Outlook Handbook and/or information published in the North Carolina Career Cluster Guide, etc.

- With approval of the high school principal or his/her designee and the college's chief academic officer or chief student development administrator, a student who completes a College Transfer Pathway, while still enrolled in high school, may continue to earn college transfer credits leading to the completion of the Associate in Arts, Science, Engineering, AGE-Nursing, or AFA-Visual Arts. The AA/AS/AE/AGE-Nursing/AFA-Visual Arts may not be awarded prior to high school graduation verification.
- With approval of the high school principal or his/her designee and the college's chief academic officer or chief student development administrator, a student may concurrently enroll in: Career and College Promise 14-11 Revised 08/18/17
 - a. One College Transfer Pathway and one Career Technical Education Pathway or
 - b. One College Transfer Pathway and one Workforce Continuing Education Pathway
- CCP students may not enroll in developmental courses.
- CCP students may not audit courses.

CAREER TECHNICAL EDUCATION PATHWAY*

- Student must be a junior or senior
- Student must have a weighted GPA of 3.0 OR the recommendation of the high school principal or his/her designee
- Student must be making progress toward high school graduation
- Student must demonstrate college readiness through career pathway prerequisites and by meeting course prerequisites and admission requirements
- Have received career pathway information outlining program requirements for completion of the certificate or diploma.
- To maintain eligibility student must:
 - Continue to make progress toward high school graduation, and
 - Maintain a 2.0 GPA on college course work after completing two courses.
 - A student who falls below a 2.0 GPA after completing two college courses will be subject to the college's policy for satisfactory academic progress.
- High school counselors should consider students' assessment scores in making pathway recommendations.
- College Career Technical Education courses may be used to provide partial or full fulfillment of a four unit career cluster. Where possible, students should be granted articulated credit based on the local or state North Carolina High School to Community College articulation agreement.
- A student may only enroll in one pathway and may not substitute courses in one program for courses in another.
- The student may change his or her pathway major with approval of the high school principal or his/her designee and the college's chief academic officer or chief student development administrator. The college's chief academic officer or chief student development administrator shall approve a change in pathway based on verification provided by the student that the program change allows the student to meet their newly chosen career path. Verification could include (but is not limited to) a bachelor degree plan published by the university, a career pathway plan, career information published in the

Occupational Outlook Handbook and/or information published in the North Carolina Career Cluster Guide, etc.

- With approval of the high school principal or his/her designee and the college's chief academic officer or chief student development administrator, a student may concurrently enroll in:
 - a. One College Transfer Pathway and one Career Technical Education Pathway
 - b. Two Career Technical Education Pathways or
 - c. One Career Technical Education Pathway and one Workforce Continuing Education Pathway
- A CTE student is not required to demonstrate college readiness on an assessment or placement test to be eligible for the program. However, some required courses within the program may have developmental course pre-requisite requirements which must be met. When this is the case, the student should demonstrate college readiness via an approved assessment or placement test (See Attachment A) prior to enrolling in the course. Students are encouraged to complete college readiness assessments prior to entry to the program.
- CCP students may not enroll in developmental courses.
- CCP students may not audit courses.

* The Appropriations Act of 2013, S.B. 402, amended NC General Statutes 115D-20(4)a.2 to allow "academic transition pathways for qualified freshmen and sophomore high school students that Career and College Promise 14-13 Revised 08/18/17 lead to a career technical education certificate or diploma in industrial and engineering technologies."

- The Career and College Promise Career Technical Education Pathway for freshmen and sophomores leads to an industrial or engineering certificate or diploma aligned with a high school Career Cluster.
- The college may enroll high school freshmen and sophomores only in industrial technologies (program code 50xxx), engineering technologies (program code 40xxx), agriculture and natural resources (program code 15xxx), and transportation (program code 60xxx) certificate and diploma programs.
- To be eligible for enrollment, a high school student must meet the following criteria:
 - Be a high school freshman or sophomore;
 - A qualified freshmen must:
 - have passed Math I with a grade of "C" or better
 - scored a 3, 4 or 5 on the End of Course assessment (EOC) for Math I;
 - Scored a 3, 4, or 5 on the 8th grade End of Grade ELA assessment. (See page 14-13 for students without ELA and/or Math I scores)
 - have received career pathway information outlining program requirements for completion of the certificate or diploma.; and
 - have the recommendation of the high school principal or his/her designee (based on assessment of student maturity and ability to effectively participate in a class that may include adult students).
 - A qualified sophomore must:
 - have passed Math I with a grade of "C" or better
 - scored a 3, 4 or 5 on the EOC for Math I
 - Scored a 3, 4, or 5 on the 8th grade End of Grade ELA assessment. (See page 14-13 for students without ELA and/or Math I scores);

- have a weighted GPA of 3.0 on high school courses
- and have received career pathway information outlining program requirements for completion of the certificate or diploma.
- have the recommendation of the high school principal or his/her designee (based on assessment of student maturity and ability to effectively participate in a class that may include adult students).
- College Career Technical Education courses may be used to provide partial or full fulfillment of a four unit career cluster. Where possible, students should be granted articulated credit based on the local or state North Carolina High School to Community College articulation agreement.
- To maintain eligibility for continued enrollment, a student must
 - Continue to make progress toward high school graduation, and
 - Maintain a 2.0 in college coursework after completing two courses.
 - A student who falls below a 2.0 GPA after completing two college courses will be subject to the college's policy for satisfactory academic progress.

COOPERATIVE INNOVATIVE HIGH SCHOOL PROGRAMS PATHWAY

- Student must be in grades 9-12
- Special emphasis and preference given to first-generation college students
- Student must meet eligibility requirements established by the Currituck County Board of Education and College of The Albemarle

APPLICATION PROCEDURES AND ENROLLMENT PROCESS

- Complete online COA application; COA will email student ID# and login information to student
- Notify COA Director, Secondary Education at 252-335-0821, ext. 2394 when application is submitted
- Set or reactivate account (<http://support.albemarle.edu/password>) and complete myCourses Online Student Orientation with a 90% or higher for the course total
- Complete COA Secondary Education Approval Form
- Submit Secondary Education Approval Form, high school transcript (3.0 or higher GPA), and assessment/placement documentation to Director, Secondary Education
- If needed, take placement assessment

PLACEMENT AND ASSESSMENT REQUIREMENTS

- College Transfer students must demonstrate college readiness on an assessment or placement test in English, reading and mathematics.**
- Career Technical Education students must demonstrate college readiness through career pathway prerequisites and by meeting course prerequisites and admission requirements
- High school students may use their Pre-ACT, ACT, PSAT or SAT assessment scores for course placement. Students also may take the NCDAP assessment for Writing and Reading and Math placement. The NCDAP may be given at their high school or nearest COA campus location. The placement test at the Dare County Campus is by appointment. Please visit the website (<http://www.albemarle.edu/students/admissions/placement-testing>)

to schedule an appointment. If special accommodations are required, those requests will be referred to the Coordinator of Special Populations.

- Students who score in the basic skills range on either the NCDAP test are reported to the high school counselors who are urged to direct the students to remediation.

** A high school junior or senior who does not demonstrate college readiness on an approved assessment or placement test may be provisionally enrolled in a College Transfer Pathway. To qualify for Provisional Status, a student must meet the following criteria:

- Have a cumulative weighted GPA of 3.5;
- Have completed two years of high school English with a grade of 'C' or higher;
- Have completed high school Algebra II or MAT III (or a higher level math class) with a grade of 'C' or higher;
- Obtain the written approval of the high school principal or his/her designee; and
- Obtain the written approval of the chief academic officer or chief student development administrator.

Students who meet all the requirements listed above may:

- Enroll in English and/or mathematics courses in a college transfer pathway as provisional students without placement or other testing.
- Provisional students who successfully complete ENG 111 with a 'C' or higher can enroll in ENG 112.
- Provisional students in the Associate in Science pathway who successfully complete MAT 171 with a "C" or higher can enroll in MAT 172.
- Register only for college mathematics (MAT) and college English (ENG) courses within the chosen pathway.
- Provisional students cannot enroll in any additional courses in the pathway until they are no longer considered provisional.
- In order to no longer be considered provisional, the student must successfully complete the first mathematics and English course in the pathway with a grade of 'C' or higher or demonstrate college-readiness on an approved assessment or placement test as listed in Attachment A.
- Provisional students in the ADN pathway must complete the first math in the AGE - Nursing degree with a "C" or higher and ENG 111 in the pathway with a "C" or higher before being fully admitted to the ADN pathway or demonstrate college-readiness on an approved assessment or placement test as listed in Attachment A.
- Once a student completes the requirements to no longer be considered provisional and with approval of the high school principal or his/her designee and the college's chief academic officer or chief student development administrator, the student may enroll in both a College Transfer Pathway and a Career Technical Education Pathway

TUITION, FEES, & TEXTBOOKS

Career and College Promise students are exempt from tuition and fees. Students must purchase their textbooks. Local boards of education may pay for the cost of textbooks for high school students enrolled in a community college course.

Textbooks may be purchased from the Campus Bookstore or by going to www.albemarleshop.com. The Campus Bookstore hours are as follows:

Elizabeth City Campus

Monday and Thursday 9:00 a.m. until 5:00 p.m.

Tuesday and Wednesday 9:00 a.m. until 2:00 p.m.

Friday 9:00 a.m. until Noon

Special hours exist at the beginning of each semester. Business hours are posted on the Campus Bookstore door and on the Bookstore website. Contact the Campus Bookstore at 252-331-5964 for special hours. Students may also order books by going to www.albemarleshop.com

Dare County Campus and Edenton-Chowan Campus

Students may purchase their books online at www.albemarleshop.com. If you live outside of the Elizabeth City area (27909 zip code), books will be delivered directly to your home **via FedEX ground shipping - FREE OF CHARGE.**

You are also welcome to come to the Elizabeth City Campus (please note hours of operation above) to purchase books from the on-site bookstore.

DO NOT delay in ordering your books as you will need time for them to be shipped to you.

CAREER AND COLLEGE PROMISE PATHWAYS

COLLEGE TRANSFER

- Associate in Arts (P1012C)
- Associate Degree Nursing (P1032C)
- Associate in Science (P1042C)
- Associate in Engineering (P1052C)
- Associate in Fine Arts-Visual Arts (P1062C)

CAREER AND TECHNICAL EDUCATION

- Air Conditioning, Heating & Refrigeration (D35100H)

- Aviation (C60200H)
- Business Administration (C25120HB)
- Global Business (C25120HG)
- Computer Aided Drafting (D50150H)
- IT: Workplace IT Professional (C25590HP)
- IT: Computer Programming (C25590HC)
- Criminal Justice Technology (C55180H)
- Culinary Arts (D55150H)
- Early Childhood Education (C55220H)
- Electrical Systems Technology (D35130H)
- Emergency Medical Science (C45340H)
- Healthcare IT Foundations (C25510H)
- Health and Fitness Science (C45630H)
- Human Services Technology (D45380H)
- Medical Assisting (C45400H)
- MOA: Medical Office Receptionist (C25310H)
- Nurse Aide (D45970H)
- Phlebotomy (D45950H)
- Welding Technology (D50420H)

COLLEGE TRANSFER PATHWAYS

ASSOCIATE IN ARTS (P1012C)

English Composition (6 SHC)		Cr. Hrs.
<i>The following two English composition courses are required.</i>		
ENG 111	Writing & Inquiry	3
ENG 112	Writing/Research in the Disciplines	3
Communication (3 SHC)		
COM 231	Public Speaking	3
Humanities and Fine Arts (6 SHC)		
<i>Select two courses from the following:</i>		
ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
ENG 231	American Literature I	3

ENG 232	American Literature II	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3

Social/Behavioral Science (9 SHC)

Select three courses from the following from at least two different disciplines:

ECO 251	Principles of Microeconomics	3
ECO 252	Principles of Macroeconomics	3
HIS 111	World Civilizations I	3
HIS 112	World Civilizations II	3
HIS 131	American History I	3
HIS 132	American History II	3
POL 120	American Government	3
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3

Math (3-4 SHC)

Select one course from the following:

MAT 143	Quantitative Literacy	3
MAT 152	Statistical Methods I	4
MAT 171	Precalculus Algebra	4

Natural Sciences (4 SHC)

Select 4 SHC from the following courses:

AST 111 &	Descriptive Astronomy &	3
AST 111A	Descriptive Astronomy Lab	1
BIO 111	General Biology I	4
CHM 151	General Chemistry I	4
PHY 110 &	Conceptual Physics &	3
PHY 110A	Conceptual Physics Lab	1

Total General Education Hours Required: 31-32 SHC

Other Required Hours (1 SHC)

ACA 122	College Transfer Success	1
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Total Semesters Hours Credit (SHC) in Program: 32-33

High school students in the Associate in Arts CCP College Transfer Pathway must complete the entire pathway before taking additional courses in the Associate in Arts degree.

ASSOCIATE IN SCIENCE (P1042C)

English Composition (6 SHC)

Cr. Hrs.

The following two English composition courses are required.

ENG 111 Writing & Inquiry 3

ENG 112 Writing/Research in the Disciplines 3

Communication (3 SHC)

COM 231 Public Speaking 3

Humanities and Fine Arts (3 SHC)

Select one course from the following:

ART 111 Art Appreciation 3

ART 114 Art History Survey I 3

ART 115 Art History Survey II 3

ENG 231 American Literature I 3

ENG 232 American Literature II 3

ENG 241 British Literature I 3

ENG 242 British Literature II 3

MUS 110 Music Appreciation 3

MUS 112 Introduction to Jazz 3

PHI 215 Philosophical Issues 3

PHI 240 Introduction to Ethics 3

Social/Behavioral Science (6 SHC)

Select two courses from the following from at least two different disciplines:

ECO 251 Principles of Microeconomics 3

ECO 252 Principles of Macroeconomics 3

HIS 111 World Civilizations I 3

HIS 112 World Civilizations II 3

HIS 131 American History I 3

HIS 132 American History II 3

POL 120 American Government 3

PSY 150 General Psychology 3

SOC 210 Introduction to Sociology 3

Math (8 SHC)

Select two courses from the following:

MAT 171 Precalculus Algebra 4

MAT 172 Pre-Calculus Trigonometry 4

MAT 271 Calculus I 4

MAT 272 Calculus II 4

Natural Sciences (8 SHC)

Select 8 SHC from the following courses:

BIO 111 &	General Biology I &	4
BIO 112	General Biology II	4
CHM 151 &	General Chemistry I &	4
CHM 152	General Chemistry II	4
PHY 110 &	Conceptual Physics &	3
PHY 110A	Conceptual Physics Lab	1
PHY 151 &	College Physics I &	4
PHY 152	College Physics II	4
PHY 251 &	General Physics I	4
PHY 252	General Physics II	4

Total General Education Hours Required: 34 SHC

Other Required Hours (1 SHC)

ACA 122	College Transfer Success	1
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Total Semesters Hours Credit (SHC) in Program: 35

High school students in the Associate in Science CCP College Transfer Pathway must complete the entire pathway before taking additional courses in the Associate in Science degree.

ASSOCIATE IN ENGINEERING (P1052C)

English Composition (6 SHC)

Cr. Hrs.

The following two English composition courses are required.

ENG 111	Writing and Inquiry	3
ENG 112	Writing/Research in the Disciplines	3

Humanities and Fine Arts (3 SHC)

Select one course from the following:

ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
COM 231	Public Speaking	3
ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
PHI 215	Philosophical Issues	3

PHI 240 Introduction to Ethics 3

Social/Behavioral Science (3 SHC)

Take the following:

ECO 251 Principles of Microeconomics 3

Math (8 SHC)

Select two courses from the following:

MAT 271 Calculus I 4

MAT 272 Calculus II 4

Natural Sciences (8 SHC)

Select 8 SHC from the following courses:

CHM 151 General Chemistry I 4

PHY 251 & General Physics I 4

PHY 252 General Physics II 4

Engineering (5 SHC)

Take the following:

EGR 150 Introduction Engineering 2

DFT 170 Engineering Graphics 3

Total General Education Hours Required: 33 SHC

Other Required Hours (1 SHC)

ACA 122 College Transfer Success 1

Total Semesters Hours Credit (SHC) in Program: 34

High school students in the Associate in Science CCP College Transfer Pathway must complete the entire pathway before taking additional courses in the Associate in Science degree.

ASSOCIATE IN FINE ARTS IN VISUAL ARTS (P1062C)

English Composition (6 SHC) Cr. Hrs.

The following two English composition courses are required.

ENG 111 Writing & Inquiry 3

ENG 112 Writing/Research in the Disciplines 3

Communication (3 SHC)

COM 231 Public Speaking 3

Humanities and Fine Arts (3 SHC)

Select two courses from the following:

ART 111 Art Appreciation 3

ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3

Social/Behavioral Science (6 SHC)

Select two courses from the following from at least two different disciplines:

ECO 251	Principles of Microeconomics	3
ECO 252	Principles of Macroeconomics	3
HIS 111	World Civilizations I	3
HIS 112	World Civilizations II	3
HIS 131	American History I	3
HIS 132	American History II	3
POL 120	American Government	3
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3

Math (3-4 SHC)

Select one course from the following:

MAT 143	Quantitative Literacy	3
MAT 152	Statistical Methods I	4
MAT 171	Precalculus Algebra	4
MAT 271	Calculus I	4
MAT 272	Calculus II	4

Natural Sciences (4 SHC)

Select 4 SHC from the following courses:

AST 111 &	Descriptive Astronomy &	3
AST 111A	Descriptive Astronomy Lab	1
BIO 111	General Biology I	4
CHM 151	General Chemistry I	4
PHY 110 &	Conceptual Physics &	3
PHY 110A	Conceptual Physics Lab	1

Total General Education Hours Required: 31-32 SHC

Other Required Hours (1 SHC)

ART 121	Two-Dimensional Design	3
ART 131	Drawing I	3

ACA 122 College Transfer Success 1

Total Semesters Hours Credit (SHC) in Program: 32-33

High school students in the Associate in Fine Arts-Visual Arts CCP College Transfer Pathway must complete the entire pathway before taking additional courses in the Associate in Fine Arts-Visual Arts degree.

ASSOCIATE DEGREE NURSING (P1032C)

English Composition (6 SHC) **Cr. Hrs.**
The following two English composition courses are required.
ENG 111 Writing & Inquiry 3
ENG 112 Writing/Research in the Disciplines 3

Humanities and Fine Arts (6 SHC)
Select one course from the following:
ART 111 Art Appreciation 3
ART 114 Art History Survey I 3
ART 115 Art History Survey II 3
HUM 115 Critical Thinking 3
MUS 110 Music Appreciation 3
MUS 112 Introduction to Jazz 3
PHI 215 Philosophical Issues 3
PHI 240 Introduction to Ethics 3

Social/Behavioral Science (6 SHC)
The following classes are required:
PSY 150 General Psychology 3
PSY 241 Developmental Psychology 3

Natural Sciences (8 SHC)
Select 8 SHC from the following courses:
BIO 168 Anatomy & Physiology I 4
BIO-169 Anatomy & Physiology II 4

Total General Education Hours Required: 31-32 SHC

Other Required Hours (1 SHC)
ACA 122 College Transfer Success 1

Total Semesters Hours Credit (SHC) in Program: 24

High school students in the Associate Degree Nursing CCP College Transfer Pathway must complete the entire pathway before taking additional courses in the Associate Degree Nursing program.

CAREER TECHNICAL EDUCATION CERTIFICATES

Aviation (C60200H)

Fall Courses

AVI-110	Aviation Maintenance - General	15
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Total Semester Hours Required for Certificate		15
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Criminal Justice Technology (C55180H)

Fall Courses

CJC 111	Introduction to Criminal Justice	3
CJC 112	Criminology	3

Spring Courses

CJC 113	Juvenile Justice	3
CJC 212	Ethics & Community Relations	3

Total Semester Hours Required for Certificate		12
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Early Childhood Education (C55220H)

Fall Courses

EDU 119	Intro to Early Childhood Education	4
EDU 146	Child Guidance	3
EDU 153	Health, Safety, and Nutrition	3

Spring Courses

EDU 131	Child, Family, and Community	3
EDU 145	Child Development II	3

Total Semester Hours Required for Certificate		16
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Emergency Medical Science (C45340H)

Fall Courses

EMS 110	EMT	8
MED 121	Medical Terminology I	3

Spring Courses

MED 122	Medical Terminology II	3
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Total Semester Hours Required for Certificate		14
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General Business Administration (C25120HB)**Fall Courses** **Cr. Hrs.**

ACC 120	Principles of Financial Accounting	4
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BUS 110	Introduction to Business	3
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CIS 110	Introduction to Computers	3
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Spring Courses

ACC 121	Principles of Managerial Accounting	4
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BUS 115	Business Law	3
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Total Semester Hours Required for Certificate		17
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Global Business (C25120HG)**Fall Courses** **Cr. Hrs.**

BUS 115	Business Law I	3
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MKT 120	Principles of Marketing	3
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INT 110	International Business	3
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Spring Courses

BUS 110	Introduction to Business	3
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INT 210	International Trade	3
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INT 230	International Law	3
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Total Semester Hours Required for Certificate		18
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Health & Fitness Science (C45630H)**Fall Courses**

HFS 110	Exercise Science	4
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HFS 111	Fitness & Exercise Testing I	4
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HEA 112	First Aid & CPR	2
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Spring Courses

HFS 120	Group Exercise Instruction	3
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HFS 210	Personal Training	3
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PED 110	Fit & Well for Life	2
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Total Semester Hours Required for Certificate		18
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Healthcare IT Foundations (C25510H)

Fall Courses

CTS 115	Information Systems Business Concepts	3
MED 121	Medical Terminology I	3
HBI 110	Issues & Trends in HBI	3

Spring Courses

CTI 120	Network & Sec Foundation	3
MED 122	Medical Terminology II	3
HBI 113	Survey of Medical Insurance	3

Total Semester Hours Required for Certificate **18**

IT: Computer Programming (C25590HC)

Fall Courses

		Cr. Hrs.
CIS 110	Introduction to Computers	3
CIS 115	Introduction to Programming & Logic	3
CSC 139	Visual Basic Programming	3
CTI 110	Web, Program, & Database Foundation	3

Spring Courses

CTI 120	Network & Sec Foundation	3
CSC 239	Advanced Visual Basic Programming	3

Total Semester Hours Required for Certificate **18**

IT: Workplace IT Professional (C25590HP)

Fall Courses

		Cr. Hrs.
CIS 110	Introduction to Computers	3
CTS 115	Information Systems Business Concepts	3
CTI 110	Web, Program, & Database Foundation	3

Spring Courses

CTI 120	Network & Sec Foundation	3
CTS 240	Project Management	3
NOS 110	Operating Systems Concepts	3

Total Semester Hours Required for Certificate **18**

Medical Assisting (C45400H)

Fall Courses

		Cr. Hrs.
MED 110	Orientation to Medical Assisting	1
MED 121	Medical Terminology I	3

Computer Aided Drafting (D50150H)

General Education Requirements:

ENG-111	Writing and Inquiry	3
PHI-240	Introduction to Ethics	3

Major Requirements:

DFT-151	CAD I	3
DFT-152	CAD II	3
DFT-153	CAD III	3
DFT-154	Introduction to Solid Modeling	3
DFT-254	Intermed Solid Model/Render	3
DFT-189	Emerging Tech in CAD	2
DFT-259	CAD Project	3

Other Major Requirements:

ARC-111	Introduction to Arch Technology	3
ISC-110	Workplace Safety	1
ISC-130	Introduction to Quality Control	3
SST-110	Introduction to Sustainability	3

Total Semester Hours Required for Diploma **36**

Culinary Arts (D55150H)

General Education Requirements:

COM-101	Workplace Communication	3
ENG-102	Applied Communications II	3

Major Requirements:

CUL-110	Sanitation & Safety	2
CUL-112	Nutrition for Foodservice	3
CUL-120	Purchasing	2
CUL-140	Culinary Skills I	5
CUL-135	Food & Beverage Service	2
CUL-160	Baking I	3
CUL-170	Garde Manger I	3
CUL-240	Culinary Skills II	5
HRM-245	Human Resource Mgmt-Hosp	3

Other Major Requirements:

CUL-230	Global Cuisines	3
CUL-273	Career Development	1
WBL-111	Work-Based Learning I	1
WBL-121	Work-Based Learning II	1

Total Semester Hours Required for Diploma **42**

Electrical Systems Tech. (D35130H)

General Education Requirements:

COM-101	Workplace Communication	3
ENG-102	Applied Communications II	3

Major Requirements:

ELC-112	DC/AC Electricity	5
ELC-113	Residential Wiring	4
ELC-117	Motors & Controls	4
ELC-128	Intro to PLC	3

Other Major Requirements:

ELC-114	Commercial Wiring	4
ELC-220	Photovoltaic Sys Tech	3
ELC-125	Diagrams & Schematics	2
ELC-118	National Electrical Code	2
ELC-230	Wind & Hydro Power Sys	3
CIS-111	Basic PC Literacy	2
WBL-110	World of Work	1

Total Semester Hours Required for Diploma **39**

Human Services Technology (D45380H)

General Education Requirements:

ENG-111	Writing and Inquiry	3
ENG-112	Writing/Research in the Disciplines	3
PHI-240	Introduction to Ethics	3

Major Requirements:

HSE-110	Introduction to Human Services	3
HSE-112	Group Process I	2
HSE-210	Human Services Issues	2
PSY-150	General Psychology	3
PSY-241	Developmental Psychology	3
SOC-210	Introduction to Sociology	3

Other Major Requirements:

BIO-163	Basic Anatomy & Physiology	5
CIS-111	Basic PC Literacy	2
HEA-110	Personal Health/Wellness	3
MED-121	Medical Terminology I	3
MED-122	Medical Terminology II	3

Other Requirements:

ACA-111	College Student Success	1
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Total Semester Hours Required for Diploma **42**

Nurse Aide (D45970H)

General Education Requirements:

ENG-111	Writing and Inquiry	3
ENG-112	Writing/Research in the Disciplines	3
PHI-240	Introduction to Ethics	

Major Requirements:

MED-121	Medical Terminology I	3
MED-122	Medical Terminology II	3
NAS-101	Nurse Aide I	6
NAS-102	Nurse Aide II	6

Other Major Requirements:

MED-118	Medical Law & Ethics	2
BIO-168	Anatomy & Physiology I	4
BIO-169	Anatomy & Physiology II	4
CIS-110	Introduction to Computers	3
PSY-150	Introduction to Psychology	3
HEA-112	First Aid & CPR	2

Other Requirements:

ACA-122	College Transfer Success	1
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Total Semester Hours Required for Diploma **46**

Phlebotomy (D45950H)

General Education Requirements:

ENG-111	Writing and Inquiry	3
COM-231	Public Speaking	3
PHI-240	Introduction to Ethics	3

Major Requirements:

MED-121	Medical Terminology I	3
MED-122	Medical Terminology II	3
HEA-112	First Aid & CPR	2
PBT-100	Phlebotomy Technology	6
PBT-101	Phlebotomy Practicum	3
PSY-150	Introduction to Psychology	3

Other Major Requirements:

BIO-163	Basic Anatomy & Physiology	5
MED-118	Medical Law & Ethics	2
CIS-110	Introduction to Computers	3

Other Requirements:

ACA-111	College Student Success	1
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Total Semester Hours Required for Diploma		40
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Welding Technology (D50420H)**General Education Requirements:**

COM-101	Workplace Communication	3
ENG-102	Applied Communications II	3

Major Requirements:

WLD-110	Cutting Processes	2
WLD-115	SMAW (Stick) Plate	5
WLD-121	GMAW (MIG) FCAW/Plate	4
WLD-131	GTAW (TIG) Plate	4
WLD-141	Symbols & Specifications	3

Other Major Requirements:

BPR-111	Commercial Wiring	2
WLD-112	Basic Welding Processes	2
WLD-116	SMAW (Stick) Plate/Pipe	4
WLD-122	GMAW (MIG) Plate/Pipe	3
WLD-132	GTAW (TIG) Plate/Pipe	3
WBL-110	World of Work	1

Total Semester Hours Required for Diploma		39
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SERVICES**CAREER AND COLLEGE PROMISE DISABILITY SUPPORT SERVICES**

The purpose of Disability Support Services (DSS) is to adapt the College's general services to the specialized individual needs of otherwise qualified students with disabilities, for the purpose of providing equal access to all programs and facilities. Consistent with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, College of the Albemarle is committed to equality of educational opportunity and ensures that no qualified person shall by reason of a disability be denied access to, participation in, or the benefits of any program or activity operated by the College. Each qualified person shall receive reasonable accommodations to ensure equal access to educational opportunities, programs, and activities.

Students who request reasonable accommodations must self-identify and register with the Office of Special Populations. Please see the campus Student Success and Enrollment Management staff for more information.

The student and the Coordinator of Special Populations will develop an accommodation plan based on sufficient documentation and individual needs.

Educational Accommodation Notices will be provided to instructors on behalf of the student. Self-identification and providing documentation can be initiated at any time; however, the student must allow reasonable time (4 weeks) for some accommodations to be implemented. Students with disabilities are expected to maintain the same responsibility for their education as other students.

Students with disabilities are expected to exhibit appropriate behavior as listed in the Student Rights, Regulations and Responsibilities section of the catalog.

For more information regarding Disability Services, please visit <https://www.albemarle.edu/student-resources/disability-support-services/>

WRITING CENTER

The Writing Center is an open lab setting available on all campuses and provides free one-on-one support in the area of writing for any course in which a student is enrolled. Open and in-class writing workshops based on student needs and instructor requests are also provided throughout each semester. The Writing Center is open during designated hours throughout the semester. Additional information can be found through the Academic Support Center link under Student Resources.

MATH CENTER

The Math Center is available on all campuses and is open during designated hours throughout the semester. Students can come by any time during open hours and receive assistance with the math concepts and skills associated with their math class. Additional information can be found through the Academic Support Center link under Student Resources.

UPSWING

Upswing provides COA students with online tutoring services for many subject areas, including Writing/English, Math, Economics, Accounting, Spanish, Biology, Chemistry, and Anatomy & Physiology. Students can connect with a coach, interact with a live tutor, or submit writing for any class. Links to Upswing can be found through any course utilizing myCourses or through the Academic Support Center's myCourses page.

TUTORING SERVICES

Individual and group tutoring services are offered through the Academic Support Center at College of The Albemarle. Services are free and offered on all campuses for currently-enrolled students. The tutorial program is designed to help those students who are having difficulty making satisfactory grades or need additional support in any particular subject. Students interested in receiving tutorial services should contact the program's Academic Support Center Coordinator.

IDENTIFICATION CARDS

The college issues new student identification cards (ID) each semester. All students must have a valid COA ID card while on campus.

The card has several purposes:

- It serves as an identification card. Students are required to have their ID cards in their possession while on campus but are not required to display their cards. If students are exhibiting suspicious behavior or violating any of the student responsibilities in the Student Handbook or “Student Rights and Responsibilities” they may be required to show their ID card to staff, faculty, security, or the police. These responsibilities include, but are not limited to being appropriately attired, not using profanity, not blocking an entrance or exit to a college building, displaying loud or unruly behavior, smoking, using banned drugs, unlawful harassment, using skateboards, or using alcohol. If a student does not have an ID card they will be asked to leave the campus. If a student refuses to leave, the police will be notified and the student may be charged with trespassing.
- It serves as the library card. The back of the card is bar-coded so that it will work as an individual’s library card.
- It serves to notify places of business that the individual is a student at COA. Organizations often offer discounts to COA students and this can serve as identification.

Students will be responsible for replacing cards that are lost, stolen, damaged, or broken. There is a \$5.00 replacement fee charged to the student. ID cards contain stickers indicating fall, spring or summer depending on the current semester student is enrolled.

On the Elizabeth City Campus, student ID cards are made at the Switchboard Operator’s Desk in AE Building. On the Edenton-Chowan Campus, student ID cards may be obtained from the front desk. On the Dare County Campus, student ID cards are made in the Main Office. At the Regional Aviation and Technical Training Center ID cards are made at the front desk. ID cards will contain expiration dates that coincide with the end of the semester or education period length.

LIBRARY

The Library is for student use for both class-related assignments and academic enrichment. It provides print and audiovisual resources as well as access to electronic databases that include full-text articles from newspapers, magazines, and journals and full-text ebooks. Library staff are available to help you find the information you need to complete your assignments. Please feel free to ask for their assistance.

- Current periodicals, including newspapers, magazines, and journals as well as reference books, do not circulate.
- Other library materials circulate for varied periods of time. Be sure to check the due date when checking out books, DVDs, and CDs.

- Students have access to a computer lab with 27 workstations and a color laser printer. The printing charge is 10 cents a page.
- A student may also check out a laptop for the day and use the laptop anywhere on campus to access COA wifi. Remote printing to the computer lab is also available from the laptops.
- Two group-study rooms are available and may be reserved by students.
- Instructors place reserve materials, for their students to use in the library, on restricted shelves. Each instructor designates how reserve material will circulate.

Hours are as follows:

Elizabeth City Campus

Monday – Friday 8:00 a.m. – 4:30 p.m.

Dare County Campus

Monday – Thursday 8:00 a.m. – 7:00 p.m.

Friday 8:00 a.m. – 4:30 p.m.

Regional Aviation and Technical Training Center

Monday – Thursday 8:00 a.m. – 12:00 p.m.

Holiday and semester-break hours may vary.

Please be considerate of others by returning books on time and in good condition. A fine of 10 cents per day will be charged for each overdue book. Anyone having unpaid fines or overdue books will not be able to receive a transcript, register for another semester, or be allowed to graduate until all fines or fees are paid and all these matters settled.

TRANSPORTATION AND PARKING

The college provides no transportation service for students. There are no buses or other forms of public transportation; therefore, students must have their own forms of transportation and/or participate in carpools.

Parking for students on the COA campus is on a first-come, first-serve basis except for certain designated areas. On the Elizabeth City Campus parking permits are available from the Switchboard Operator’s Desk in AE Building. On the Edenton-Chowan Campus parking permits are available from the front desk. On the Dare County Campus parking permits are available from the Cashier. At the Regional Aviation and Technical Training Center (RATTC) parking permits are available at the front desk.

EXPECTATIONS

- College level classes require college level work and college level attitude. There may be times when a student must choose between a pep rally or school event and attending a COA class. It is expected that the student will choose the COA class.
- In order to earn college credit, the student must complete all work and attend class.

- Maturity is very important. COA is not an extension of the high school. When a student is enrolled in a COA course, he/she is a college student.
- Every student who takes an Internet course or a course which utilizes the Internet as part of the curriculum, will be expected to have a COA e-mail account; daily access to a computer; and skills in uploading and downloading files, appending attachments to an e-mail, and conducting online research.
- Every student should read their course syllabi carefully.

ACADEMIC INFORMATION

GRADING SYSTEM

Students receive official COA grades in each course at the end of each semester. A student who is not passing at mid-semester should schedule a conference with the instructor. Instructors normally post grades electronically within 24 hours of the final exam and students may access them using myCourses.

Students enrolled in curriculum program courses will be graded according to the system shown below and will be assigned a grade point equivalent in quality points (QP) for each course in which they are enrolled. Courses with two or more components will have one grade for high school credit.

Grade	Interpretation	Grade Point Equivalent
A	Superior	4 QP each semester hour
B	Good	3 QP each semester hour
C	Average	2 QP each semester hour
D	Poor, but passing	1 QP each semester hour
F	Failure	0 QP each semester hour
NA	Never Attended. Withdrawal for Never Attending a Class.	
W	Voluntary withdrawal by the student or administrative disenrollment by the instructor. Student Success and Enrollment Management staff may assign grades of "W" until the end of the fifth week following the first day of classes for any semester. Thereafter, instructors assign all grades.	

TRANSCRIPTS

Any grade that a Secondary Education student earns while enrolled at COA will be on the student's permanent COA academic transcript. The course, credit hours, and grade will be recorded on the transcript. Any grades received (whether passing, failing or withdrawal) will become a part of the student's academic record. Student transcripts may impact future financial aid eligibility at College of The Albemarle or affect admission to another college or university. Refer to the college catalog for details on repeating a course.

Remember to do your best and if you are having problems, do not hesitate to talk with your instructor; or the Director, Secondary Education.

College of The Albemarle has a \$5.00 fee for each official transcript. To request a transcript you may:

Order online

Mail a request to:

College of The Albemarle

PO Box 2327

Elizabeth City, NC 27906-2327

Attn: Transcripts

Please include a check or money order payable to "COA" for the fee. If you prefer to pay by credit card, please provide your daytime phone number so our Business Office can call you for your credit card information. Any financial hold will prevent this office from fulfilling your college transcript request.

Fax a request to: (252) 331-2442

Please include your daytime phone number so our Business Office can call you for your credit card information to pay the transcript fee.

Order in person: Visit the Student Success and Enrollment Management area at any COA Campus to make the request and pay the fee. We accept cash, check, or credit card (Visa/MasterCard).

Every effort will be made to process official transcript requests two to three business days after the request has been received.

Unofficial Transcripts

Students may access an unofficial copy of their transcript through myWebAdvisor for up to one year after their last semester at COA ends.

COURSE CREDIT

Students who successfully complete a course will receive college semester-hour credit as well as high school credit. Students will receive one unit of high school credit per college course. Some courses may consist of two or more college courses which have been combined to meet contact hour requirements. Courses with two or more components will have one grade for high school credit and will receive one unit of high school credit.

EXAMS

The college requires final exams in courses regardless of any exam policies that the high school may have. Instructors will inform students about exam schedules.

DROPPING A COURSE

The college and the public schools reserve the right to cancel a class due to insufficient enrollment or administrative reasons.

- The high school or the college may drop a student from a course for excessive absenteeism or behavioral problems.
- When the college drops a student from a course for behavioral problems, action will be taken according to the Secondary Education Disciplinary Policy and in consultation with the appropriate high school and administration staff.
- Students, who are either withdrawn or dropped from a course for behavioral problems, may receive a “W” until 75% of the class contact hours have elapsed. After the 75% point, all drops will be initiated by the instructor who assigns a grade of “W” or “F” at the end of the semester.
- Courses taken become part of the official college academic record.

ATTENDANCE

Students are expected to attend all regularly scheduled classes. If students’ absences reach 10% of the total class hours, students may be dropped from the course. At the first class meeting, the instructor explains the attendance policy. The college does not recognize excused absences. A student is responsible for work missed and is expected to be prepared for the next class. Make-up work, although required, does not negate the absence. Other guidelines/policies based on the nature of a course may be added by the instructor subject to approval by the Vice President of Learning. PLEASE READ YOUR COURSE SYLLABUS.

High school students attending the college are required to provide written documentation to the college instructor before leaving class early. College instructors will only honor requests to leave a Career and Technical Education class early that are submitted through the Public School Liaison or the high school administrator.

- Classes that meet on the college campus follow the college calendar and begin on the first day of the semester of the college calendar. Classes follow the college calendar for holidays, inclement weather delays/closings, and semester ending dates.

INCLEMENT WEATHER POLICY

Classes that meet on the College of The Albemarle campus follow the same schedule as the college, not the public schools, for inclement weather closings or delays. Announcements pertaining to school closings or delays will be made on the college’s web page (www.albemarle.edu) and all surrounding radio and TV stations beginning at 6:00 a.m. for day classes and 3:00 p.m. for evening classes.

Students may also call the College of The Albemarle at 252-335-0821 for a recording pertaining to delays or closings. Dare County Campus students may call 252-473-2264, ext. 100. No announcement means the college is on a regular schedule.

COA also has an Emergency Phone Notification system in place. By electing to receive Emergency SMS notifications (text messages) sent on behalf of your institution via the REGROUP Emergency SMS service, you agree to abide by the terms and conditions of your cellular service provider. You further acknowledge that you

are 100% responsible for any charges incurred by you from your cellular provider for receiving any Emergency SMS messages sent by your institution. Please take in mind that you will only receive a message in the event of an emergency. This system will allow you to receive a voice/text message to your cellular phone and a voice message to your home phone. You may go to the Emergency sign up page at <https://albemarle.regroup.com/signup> to receive notifications.

Two types of announcements will occur:

College Closed: Either day and evening, day only, or evening only. If the announcement is for day only, stay tuned to see if evening classes might also be canceled.

Classes Delayed: Either day and evening, day only, or evening only. Class delays are based on the first class hour of 8:00 a.m. for day classes and 5:00 p.m. for evening classes. Therefore, a one-hour delay means 8:00 a.m. classes are canceled, but the 9:00 a.m. classes will be held as usual.

The decision to drive in inclement weather is a personal one. The college does not accept responsibility for that decision. Faculty will work with students who are unable to attend because of hazardous road conditions. In the event the high school schedule is compressed and shortened, students must request permission from their high school teacher for early release to meet their college class schedule.

Students are responsible for classroom work missed because of cancellations, delays, or closing. When class time is missed due to a closing, the college reserves the right to determine how the required time will be made up, which may include any of the following:

- Make-up days (including, but not limited to weekends and scheduled breaks)
- Additional time for the remaining class periods
- Alternative assignments (to be documented and maintained by faculty)
- Extension of the term

CONFIDENTIALITY

The following statement is printed on the COA Secondary Education Approval Form: " By signing below the student and parent/guardian consent to allow the student to enroll in classes at COA for the 2018-19 academic year and the college to forward interim or final grades to necessary high school personnel. Students enrolled in college classes should not have an expectation of privacy in classrooms or public spaces/labs. By signing below, permission is granted to COA to record classes for educational purposes, knowing students may be part of a recording. Additionally, this gives permission for the Director, Secondary Education and Secondary Education Advisor to provide student information to the parent/guardian listed below. This authorization is valid while the student is enrolled in the Career and College Promise Program and until the student notifies College of The Albemarle in writing that the authorization has been withdrawn. A student has the right to opt out of releasing information to the parent/guardian by providing a written statement to the Director, Secondary Education. **Please be aware, if you do NOT successfully complete your college classes with a C or higher at College of The Albemarle, it could potentially disqualify you from receiving future**

financial aid.” The college’s Student Information and Family Rights and Privacy Acts of 1974 (FERPA) will govern information concerning students.

STUDENT RIGHTS AND RESPONSIBILITIES

College students are considered to be mature individuals. Their conduct, both on and off campus, is expected to be that of responsible adults in public places. Common courtesy and cooperation are the basic rules for conduct at the college. Students are required to know and follow the college regulations listed below.

Academic Integrity

1. Each student is held responsible for information published in the College of The Albemarle Academic Catalog, Student Handbook, and announcements placed on student bulletin boards.
2. Cheating and plagiarism are those processes of utilizing as one’s own, another’s work, words, or ideas. Those processes are not the mark of a competent college student; students who cheat or plagiarize are subject to disciplinary action by the college.
3. College of The Albemarle honors the right of free discussion and expression. That these rights are a part of the fabric of this institution is not questioned. It is equally clear, however, that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the rights of others cannot be tolerated. Accordingly, it shall be the policy of the college to deal with such disruption, destruction, or interference promptly and effectively but also fairly and impartially without regard to race, religion, gender, and political beliefs. Students interested in information concerning campus demonstrations are required to consult with the Vice President, Student Success and Enrollment Management; the Dean, Dare County Campus; or the Dean, Edenton-Chowan Campus.

Courtesy/Social Behavior

4. Dress Code (see below)
5. Without the prior approval of an instructor, the use of cell phones, pagers, portable audio/video players, or other similar equipment by students in classrooms and labs is prohibited. Students may not use such equipment in common areas in a manner that disturbs others.
6. Admittance to all social events will be by student identification cards.
7. No outside guests, other than a student’s date, are allowed at college social events.
8. General misconduct by students and/or their guests at college functions will subject students to disciplinary action by the Student Disciplinary Committee.
9. Students will be expected to make use of the disposal containers in the halls, Student Center, shops, classrooms, and on student grounds.
10. College of The Albemarle is a smoke/tobacco free campus. This applies to all campus and center locations

- including the Owens Center/YMCA, all boardwalks, inside or outside buildings, on campus grounds including parked cars and parking lots. On college locations where the facility is in a public area (shopping center), the area immediately in front of the doors is considered smoke free.

Safety/Legal Concepts

11. Any and all actions or materials prohibited by federal, state, and city/county laws are also prohibited on the college campus. Students who do not abide by these laws are subject to disciplinary and/or legal action. The college is not bound by the outcomes of any other judicial process and will proceed according to its own disciplinary procedures.

12. The use of skateboards, rollerblades, or other similar devices on the campus is prohibited.

13. Students who negligently lose, damage, destroy, sell, or otherwise dispose of college property placed in their possession or entrusted to them will be charged for the full extent of the damage or loss and be subject to disciplinary action.

14. Students who engage in such acts as stealing, cheating, gambling, using profane language, engaging in personal combat, and possessing firearms or dangerous weapons on college property are subject to disciplinary action.

15. No student or visitor shall possess or carry, whether openly or concealed, any gun, rifle, pistol, dynamite cartridge, bomb, grenade, mine, powerful explosive as defined in G.S. 14284.1, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, or any other weapon of like kind, not used solely for instructional or school sanctioned ceremonial purposes, in any college building, or vehicle or other property owned, used, or operated by the college. Currently employed law enforcement officers are not subject to this rule.

Respect for Normal Operation

16. Any student who, with the intent to obstruct or disrupt any normal operation or function of the college or any of its components, engages or invites others to engage in individual or collective conduct which destroys or significantly damages any college property; which impairs or threatens impairment of the physical well-being of any member of the college community; or which because of its violent, forceful, threatening, or intimidating nature or because it restrains freedom of lawful movement or otherwise prevents members of the college community from conducting their normal activities within the college, shall be subject to prompt and appropriate disciplinary action which may include suspension, dismissal, and/or legal actions from the college.

The following, while not intended to be inclusive, illustrate offenses which are regarded as obstructive and disruptive:

- Behavior that disrupts any normal operation of the college
- Use of profanity or other offensive language verbally or in writing
- Occupation of any college building or part thereof with intent to deprive others of its normal use

- Blocking the entrance or exit of any college building or room therein with intent to deprive others of lawful access to or from, or use of, said building or corridor or room
- Setting fire to or by any other means destroying or substantially damaging premises
- Any possession or display of or attempt to threaten to use, for any unlawful purpose, any weapon, dangerous instrument, explosive, or inflammable material in any college building or on any college campus
- Prevention of, or attempt to prevent by physical act, the attending, convening, continuation, or orderly conduct of any college class or activity or of any lawful meeting or assembly in any college building
- Blocking normal pedestrian or vehicular traffic on or into any college campus.

Plagiarism and Cheating

Students attending College of The Albemarle are expected to adhere to the highest ethical standards of college students. Students who are found to have engaged in plagiarism and/or cheating will be subject to disciplinary action up to and including expulsion from College of The Albemarle, and in appropriate cases, criminal prosecution. There is no “statute of limitations” on violations of the cheating portion of this policy meaning that students may be subject to disciplinary action at anytime that the cheating is discovered, even after graduation in appropriate cases.

Plagiarism includes, but is not limited to, use of a work or a source, published or unpublished, of another without giving proper credit to the original author in a work submitted by a student in any college sponsored class, lab, or examination, either orally or in writing.

The term “work” includes research, strategies, or ideas. It applies to the spoken word whether recorded or live as well as written works, music, computer codes, art, and any other creative ideas or expression.

“Source” includes, but is not limited to, published works such as newspapers, textbooks, or web sites and unpublished sources such as lectures or interviews.

- Unintentional plagiarism normally occurs when a student is unfamiliar with proper documentation of sources or works or inadequately does so. While unintentional plagiarism does constitute a violation of this policy, it will normally be dealt with by the instructor through remedial instruction or other corrective action deemed appropriate by the instructor.
- Intentional plagiarism includes the deliberate taking of another’s ideas or works and presenting them as your own. This is the more serious form of plagiarism and will normally be dealt with through more severe sanctions.

Cheating includes, but is not limited to, the following:

- Intentional plagiarism;
- Submission of work that is not the student’s own for any paper, assignment, or examination;
- Submission of falsified data or sources;
- Theft, or the attempted theft, of any test or examination;
- Unauthorized access to any exam or test by any means or device;
- Use, or the attempted use, of a stand in or proxy for any assignment, test, or examination;

- Use of notes, textbooks, or other materials to include computer programs in preparation of any assignment, or during any test or examination without the instructor's explicit approval;
- Supplying or receiving unauthorized information or assistance in preparation for an assignment, test or examination; or during a test or examination, whether written, verbal, through gestures or signals, or by the use of electronic communication devices;
- Copying any assignment, test, or examination without authorization from the instructor whether electronically or mechanically; this would include photographing with a digital camera or appropriately equipped cell phone or other electronic devices;
- Copying answers from another student's assignment, test, or examination and submitting as your own;
- Collaboration in the preparation of an assignment unless specifically permitted by the instructor of the course for the particular assignment;
- Submitting the same work for credit in two or more classes without the permission of the instructors for any class subsequent to the first class the work was prepared for;
- Reproducing, either alone or with others, any test or examination after sitting for the test or examination without the express permission of the instructor;
- Any student who is aware of any cheating being committed by others in violation of this policy and does not report it to the instructor, program coordinator, department chair, dean, or other administrative officer of the college may be subject to disciplinary action.

Disciplinary Action

Disciplinary Action for any student found by an instructor to have engaged in any form of cheating will include, as a minimum, that the student receive a grade of "F" (0) for the assignment, test, or examination. The instructor may, after consulting with his/her supervisor, withdraw the student from the class in accordance with the procedures contained in this Academic Catalog under Student Disciplinary Procedure governing withdrawal from class. An incident report must be completed in all cases as described under Reporting Incidents.

This assignment of an "F" requirement above is the minimum punishment permitted for a student found to have been cheating in violation of this policy and must be enforced by all instructors. This in no way prohibits the instructor or College of The Albemarle from imposing more severe sanctions in accordance with its policies and procedures for disciplining students.

The unauthorized use, or attempted use, of a communication device during an assignment, test, or examination shall create a presumption that the student was at the time engaged in sending or receiving information in violation of this policy. The burden of showing that the use of the device was not in violation of this policy would then be the responsibility of the student.

The provisions of this policy shall apply to all courses/classes offered by the college regardless of the delivery method.

Substance Abuse Policy

College of The Albemarle provides a safe and healthy environment for students to pursue academic excellence, technical and vocational training, career opportunities, and personal growth and development. Protecting this environment includes keeping it drug-free. College of The Albemarle may permit or request law

enforcement personnel to conduct drug searches on College of The Albemarle property. Such searches may be performed on a random or periodic basis and may also be performed when administration or law enforcement officers have a reasonable suspicion that illegal drugs may be present on campus. All searches will be executed in compliance with and to the fullest extent allowed by state and federal laws. Some programs, such as nursing, have a more detailed substance abuse policy. If there is any suspicion of substance abuse, the student is required to have and pay for a drug screen.

Under no condition will intoxicating liquor (defined as any beverage containing as much as one-half of one percent of alcohol), narcotics, illicit drugs, hallucinogens, barbiturates, or amphetamines be permitted in or on college property. Off-campus college-sponsored events are subject to the requirements of state and federal laws (Chapter 18B of General Statutes of North Carolina, 21 CFR Part 1308 and other Federal Regulations). Students representing the college at off-campus events are required to know and follow the student rights and responsibilities printed in the current college catalog. No student organization or club shall purchase, give away, or sell any aforementioned intoxicating beverage or substance. Anyone known to be under the influence of any aforementioned substance is prohibited from the college property. In addition, the introduction, possession, sale, exchange, and/or use thereof is considered grounds for dismissal and possible legal action. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.

“Controlled substances” include any drug listed in 21 CFR Part 1308 and other federal regulations. Generally, these include, but are not limited to, heroin, marijuana, cocaine, PCP, and “crack.” They also include “legal drugs” which are not prescribed by a licensed physician.

Alcoholic beverages include beer, wine, whiskey, and any other beverage listed in Chapter 18B of the General Statute of North Carolina.

Any student convicted of violating any criminal drug statute while in the workplace (work-study), on the college premises, or while part of a college-sponsored activity will be subject to disciplinary action up to and including termination and dismissal. An alternative may include completion of an approved drug abuse or alcohol rehabilitation program as a precondition for continued employment or enrollment at the college.

Students must inform the college in writing within ten (10) working days of being convicted of a violation of any criminal drug statute or alcoholic beverage statute that occurred while on the college campus or while participating in college-sponsored activities.

If work-study students working under federal grant monies are convicted of violating drug laws in the workplace, on college premises or as part of a college-sponsored activity, they will be reported to the appropriate federal agency. As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy.

Students receiving a Federal Pell Grant must abide by the Anti-Drug Abuse Act Certification printed on the Student Aid Report.

Dress Code

The college expects all students to dress in a manner in keeping with the serious academic intent of the college and in a manner acceptable to the community. COA invites prospective employers and business leaders on campus throughout the academic year. Students should keep in mind that they may have an opportunity to meet their prospective employers, and first impressions are lasting impressions.

In light of these considerations, students are expected to use their own judgment in appropriate dress within the generally accepted bounds of good taste. Although the College does not intend to impose upon individual style or creativity, students are prohibited from wearing clothing that is sexually suggestive or revealing. Students will not be permitted to dress in a manner which disrupts the educational environment.

While students may dress casually, they should present a clean and appropriate appearance at all times. Shirts and shoes are required at all times while the student is on campus or while attending a COA activity, function, or event off the COA campus. Caps and hats should not be worn in any classroom except in certain circumstances which may be approved by the faculty member in charge.

Students are expected to dress in a manner appropriate to their major area of study. Certain technical or vocational curricula, such as the allied health programs, may require special attire for clinical or laboratory areas. BLET students are required to wear uniforms at all times while in class. A student may not attend classes or laboratory work conducted in the clinical or laboratory areas if such student is in violation of the dress codes for such areas.

Students who fail to adhere to the above guidelines are not allowed in any campus facility and are subject to disciplinary action which may include suspension and/or expulsion.

SECONDARY EDUCATION DISCIPLINARY POLICY

All community college students are expected to conduct themselves as mature adults in classrooms and elsewhere on campus. Students must attend class on time, be well prepared for class, show respect for classmates and instructors, and exhibit appropriate conduct.

All students, faculty, staff and visitors at the college are expected at all times to maintain an environment that is conducive to the educational process. The Student Code of Conduct provides guidance to students, faculty and staff in regards to acceptable behavior on campus and at college-sponsored events. COA expects its students to conduct themselves in a manner that is not disruptive to the student learning process or environment.

Faculty and staff members are reminded it is their first responsibility to take such actions as are necessary to educate students in a proactive manner and facilitate “teachable moments” when appropriate. However, when situations occur, faculty and staff must use responsible approaches to avoid or eliminate disruptive, aggravating, difficult, or dangerous situations. Argumentative and threatening statements shall not be made. No action should be taken which is prejudicial to the rights of the student or which may restrict the course of action that may later be taken by the college.

In the event of inappropriate behavior, students will be subject to disciplinary action by both the college and the high school. When a disciplinary sanction occurs, academic consequences will be at the discretion of the Vice President, Student Success and Enrollment Management (VPSSEM). While enrolled in college courses, students must comply with the college's regulations outlined under "Student Rights and Responsibilities" in the Academic Catalog and in this handbook.

As a Secondary Education student, you take upon yourself the responsibility and obligation to understand and abide by the College of The Albemarle Student Rights and Responsibilities. When these college regulations are violated, offenders are subject to disciplinary action by the college.

When violations of the Student Code of Conduct occur, the college will act appropriately. Faculty should promptly report to the VPSSEM whenever they have removed a student from their classroom, even on a temporary basis.

All faculty and staff have the authority to give verbal warning or directions to any students whose conduct violates the Student Code of Conduct. Faculty have the authority to ask a student to leave class on a temporary basis, up to two class days, due to behavior that violates the Student Code of Conduct. In addition, faculty may permanently remove a student from a course with the approval of the VPSSEM in consultation with the Program Director or Dean. When a student violates provisions in a Program handbook, Program Directors or Deans have the authority to dismiss a student from the program.

Sanctions for violating the Student Code of Conduct or other college policies will be imposed against students under the discretion of the VPSSEM or Designee. The VPSSEM or designee is responsible for all institutional sanctions. The VPSSEM or designee may add additional sanctions in addition to faculty/classroom sanctions.

In cases in which a behavior violates any federal, state, or local law, the Director of Campus Safety and Security may notify local law enforcement and/or seek criminal charges.

The instructor will inform the student of inappropriate behavior, and will communicate the consequences of such behavior. Any behavior that interferes with the educational process of the college will not be tolerated. The following guidelines are used for disruptive students.

Major Offenses

Any behavior that is determined to be major in nature or intent will result in immediate dismissal and further disciplinary sanctions from the college. Some examples of major offenses include: 1) any unlawful act, 2) any act that threatens the safety of self or others, or 3) any act that flagrantly violates the Student Rights and Responsibilities.

Minor Offenses

1. First Offense: Student is warned of his/her inappropriate behavior and the possible consequences of this behavior. The public high school administrators will be notified.
2. Second Offense: Student will be removed from class. The public high school administrators and parents will be notified. Student will be allowed to return to class for the next class session, as long as the inappropriate behavior does not reoccur.

3. Third Offense: Student will be immediately dismissed and will receive further disciplinary sanctions from college officials.

Note: Three minor offenses will constitute a major offense, which results in dismissal. Disciplinary action by the college does not remove the possibility of further public school consequences.

Elizabeth City Campus Map

1208 N. Road Street, Elizabeth City, NC 27906 P (252) 335-0821 F (252) 335-2011



Campus Key

- AE** - Admissions/Scholarships & Student Aid/Student Development/Science Labs/Lecture Hall
- A** - President's Office/Board Room/Cashier/Dolphins Den/Classes
- B** - Library/CNA Lab/GED & Admissions Testing
- C** - Cosmetology/Academic Support Center/Basic Skills/COA Bookstore/Fine Arts Studio
- D** - Performing Arts Center
- FC** - Basic Law Enforcement Training Office
- FC** - Foreman Technology Center/Workforce Development & Continuing Education
- O** - Owens Health Science Center
- P** - Parking Lot
- H** - Sentara Albemarle Medical Center
- Y** - Albemarle Family YMCA

Edenton-Chowan Campus Map

800 North Oakum Street, Edenton, NC 27932 P (252) 482-7900 F (252) 482-7999



Campus Key

- ① - Future Expansion
- ② - Culinary Arts
- ③ - Workforce Development & Continuing Education
- ④ - Industrial Technology Building
- ⑤ - Administration and Student Success and Enrollment Management
- ⑥ - Renewable Energy Training Center
- ⑦ - Greenhouse/Solar Power Field
- ⑧ - Edenton-Chowan Schools Technology Dept./ Early College/Tech Prep
- ⑨ - Edenton-Chowan Recreation Gymnasium
- P - Parking Lot
- JAH - John A. Holmes High School



Dare County & Roanoke Island Campus Maps

P 252-473-2264 F 252-473-5497



Roanoke Island Campus



Dare County Campus

Campus Key

- 1** Diane Baum St. Clair Technology Education Center / Lecture Hall / Information Hwy Room / Labs
- 2** Dare County Campus / Administration / Student Services / Library / StudentCenter / Classes
- 3** Auditorium
- 4** Workforce Development and Career Readiness / Small Business Center
- 5** Basic Skills Building / GED Building
- 6** Gym
- 7** Professional Arts Building
- 8** Boat Garage
- P** Parking Lot

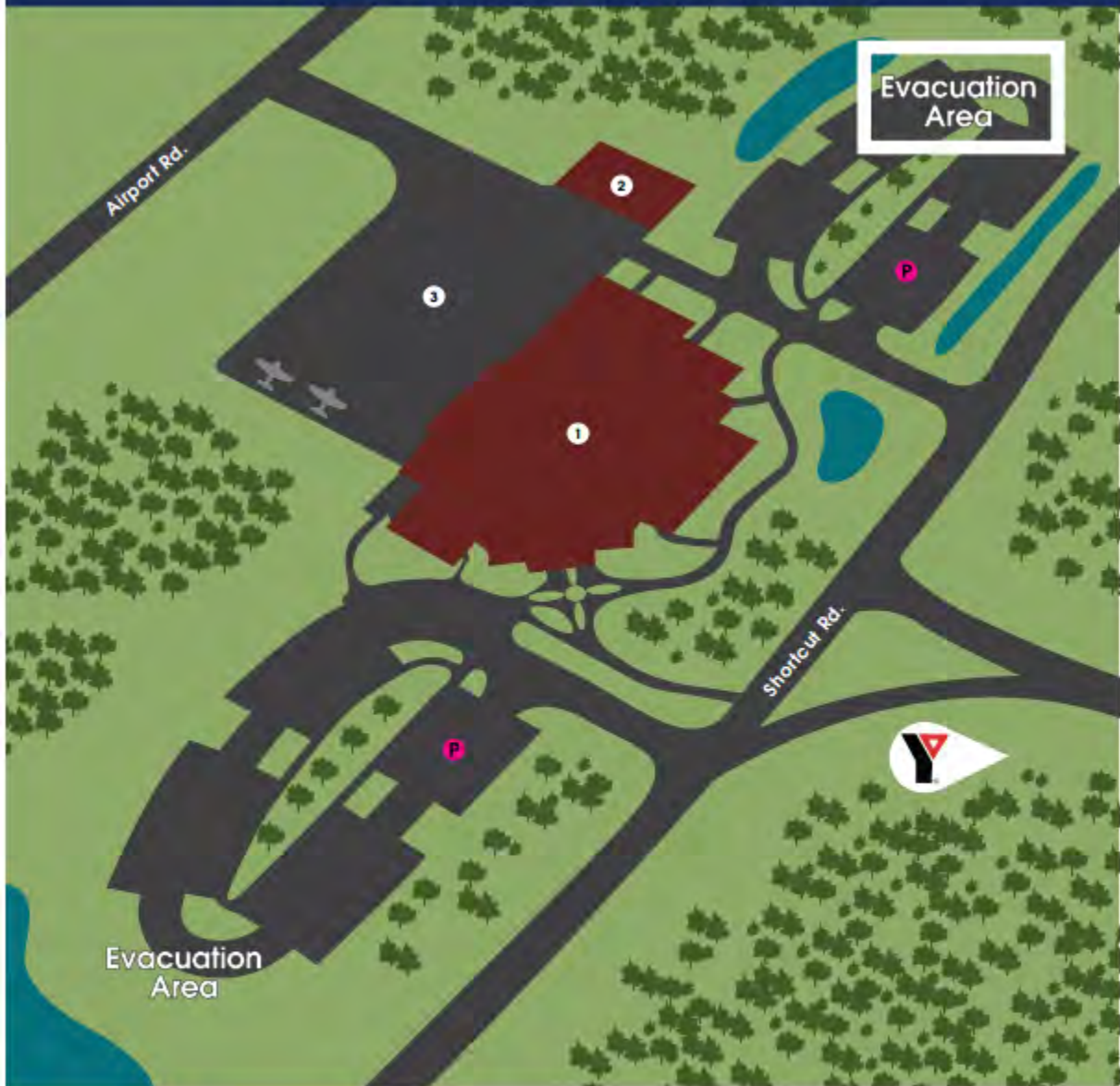


COLLEGE OF THE ALBEMARLE

www.albemarle.edu

Regional Aviation and Technical Training Center Map

107 College Way, Barco, NC 27917 P (252) 453-3035 F (252) 453-3215



Campus Key

- ① - Regional Aviation and Technical Training Center
- ② - Shed
- ③ - Tarmac
- P - Parking Lot
- Y - Currituck Family YMCA

For More Information Contact:

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