

2015 - 2016 Student Handbook Rockingham Community College



www.rockinghamcc.edu

Table of Contents

President's Message 3

Getting to Know Your RCC Campus 4

- Introduction, Accreditation, Mission, Purpose 4
- Values, Equal Opportunity/Affirmative Action Statement 5
- Nondiscrimination Policy 5

RCC Campus Map 6

Campus Services: Hours and Contact Information 7

Campus Resources: Who to call 8-9

Point Me In The Right Direction: 10-12

- Academic Questions: 10
- Financial Questions: 11
- Other Student Questions: 11-12

Campus Safety and Security 13

RCC from A to Z 14-19

- Academic Assistance 14
- Advisement 14
- Americans with Disabilities Act (ADA) 15
- Athletics 15
- Bookstore 15-16
- College Transfer and Career Center 16
- Emergencies 16
- Food Services 16
- ID Cards 16
- Intramurals 16
- Placement Testing 17
- Tobacco Use 17
- Student Clubs and Organizations 18-19
- Student E-mail 19
- Whitcomb Student Center 19

Terms to Know 20-21

Policies and Procedures 22-45

- Academic Integrity Policy 22-23
- Attendance Policy/Waiting for an Instructor 24
- Computing at RCC: Acceptable Use Policy 24-25
- Drug-Free Campus Policy and Information on Health Risks Associated with Drugs and Alcohol 26-29
- Family Educational Rights and Privacy Act (FERPA) 29-31
- Complaint Process for Students 32
- Student Grievance Procedure 33-37 (*Academic Grievances, pp. 33-34; Non-Academic, pp. 34*)
- Intellectual Property 37-39
- Parking Regulations 39-40
- Sexual Harassment Policy 40-41
- Student Code of Conduct 41-45
- Weather-related Cancellation of Classes 46

President's Message



Thank you for choosing Rockingham Community College as the place to continue your education.

This handbook includes important college policies, and other information to help you as a student. I encourage you to use the handbook especially if you are a new student. The information provided will help you meet your educational goals. You will find here information about our many services and resources.

Whether you plan to go directly into the workforce, transfer to a four-year school, or simply want to enhance your skills so that you may advance in the workforce, the faculty and staff are prepared to help you. As you begin your studies, be sure to visit the James

Library and The Learning Center. Both of these facilities are available to you and will enhance your educational experience. If you have questions about a programs of study, financial aid, student life, selecting a career, or educational goals, there is someone at RCC who can assist you.

I hope you enjoy the time that you spend on campus. Become involved in a student activity, event, or organization. Take time to visit our Historical Collections Room, hike the Nature Trails, participate in a student organization, or attend an athletic event. There are many opportunities on campus to relax and have fun when you need a break from the classroom or lab.

Welcome to campus!

A handwritten signature in black ink that reads "Mark O. Kinlaw". The signature is written in a cursive, flowing style.

Sincerely,

Dr. Mark O. Kinlaw

President

Getting to Know Your RCC Campus

INTRODUCTION

Rockingham Community College was chartered in December 1963 and classes began in October 1966. RCC is an open admissions two-year institution that provides credit courses, degree programs and continuing education. We serve the educational needs of North Carolinians through daytime, evening, and weekend offerings.

In addition to regular college courses, RCC offers training workshops targeted at the needs of businesses and other organizations.

ACCREDITATION

Rockingham Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097, or call 404-679-4500 for questions about the accreditation of Rockingham Community College. The Commission's contact information is provided to allow interested constituents to: (1) to learn more about the accreditation status of the institution, (2) to file a third-party comment at the time of the institution's decennial review, or (3) to file a complaint against the institution for alleged non-compliance with a standard or requirement. Normal inquiries about Rockingham Community College (such as admission requirements, financial aid, educational programs, etc.) should be directed to Rockingham Community College, not to the Commission's office.

MISSION

The mission of Rockingham Community College is to enhance individual and community success in Rockingham County through education as well as full development of human potential, employment assistance, service to business and industry, and contributions to cultural and social development.

PURPOSE

Rockingham Community College was chartered in 1963 as a comprehensive, public community college with an open door admissions policy. Our purpose is to provide individuals with high quality, economical, and convenient educational opportunities consistent with student and community needs. To fulfill its mission and achieve its purpose, Rockingham Community College provides:

- support services to assist individuals in problem-solving in their personal, career, and academic planning;
- courses for students who wish to complete the GED (high school equivalency) or develop basic skills and competencies;
- training for employment in industrial and technical fields;
- courses to develop the skills of under prepared students;
- freshman and sophomore level courses transferable to other colleges and universities;
- courses to develop and upgrade students' vocational, technological, occupational, and academic skills and competencies;
- in-service and start-up training for area business and industry; and
- opportunities for continuing personal growth and cultural and academic enrichment for students and the community.

VALUES

COMMITMENT TO STUDENTS

We believe that each person is important. We appreciate the diversity in the students we serve. We treat our students with respect and fairness. We are committed to giving students individual assistance and support. We provide an educational environment that encourages students to progress to their maximum potential.

COMMITMENT TO ACCESS

We believe that the programs and services of the college should be equally available and accessible to all.

COMMITMENT TO EXCELLENCE

We believe that each individual should strive for excellence and we value a job well done. We aim for the highest level of professionalism, competence, and productivity as standards for our college. We aim for responsible participation and high achievement as standards for our students and our community. As role models, our faculty and staff strive to improve the chance of success for each student.

CONTRIBUTION TO THE COMMUNITY

We are committed to enhancing the quality of life, increasing the value of education, and promoting unity within the community to achieve social and economic success.

QUALITY WORK ENVIRONMENT

We recognize the importance of faculty and staff through open and honest communications, and appropriate involvement in planning and decision-making. We encourage responsive and creative risk taking, recognize and reward exceptional performance, and provide for professional development.

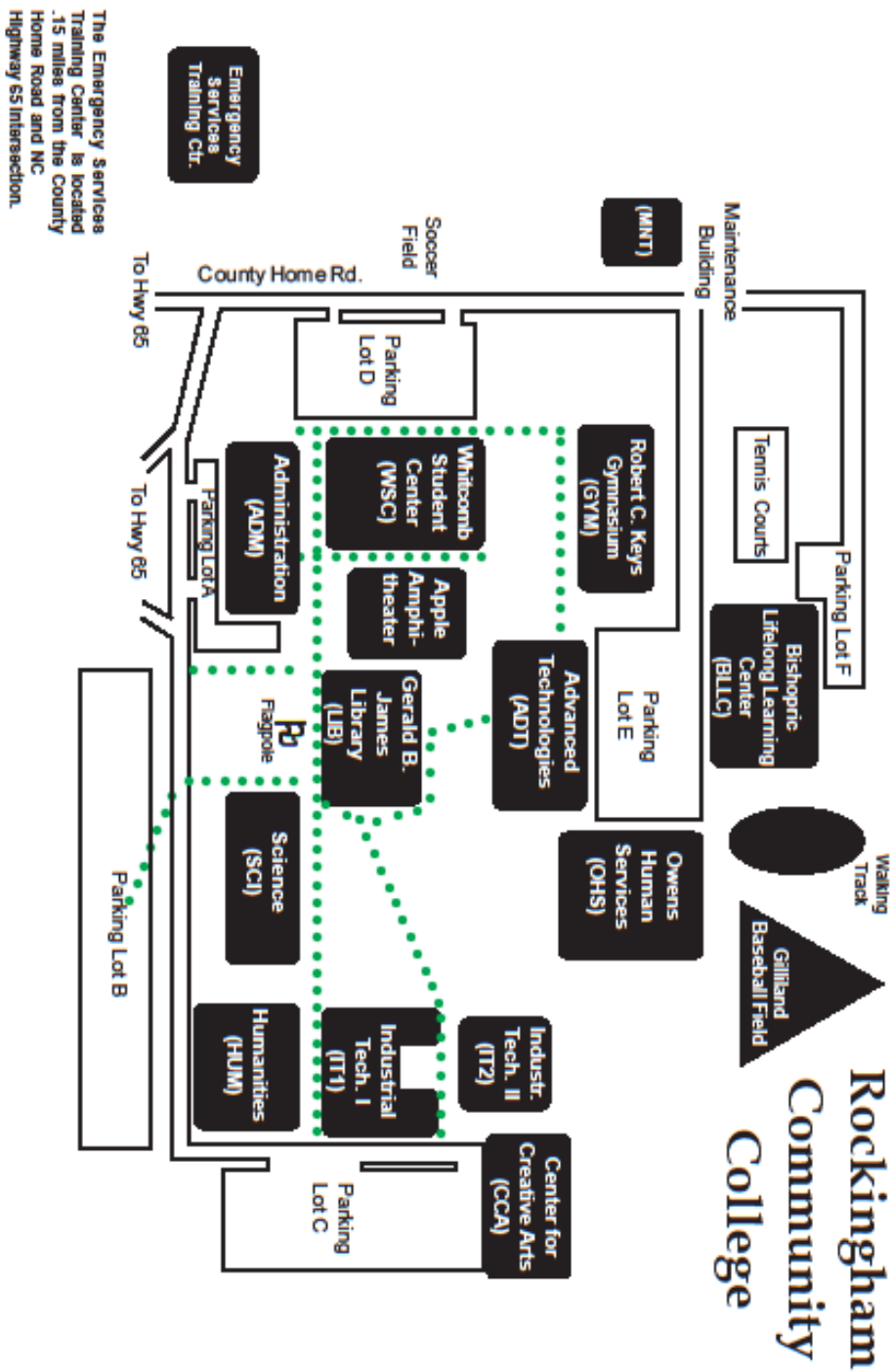
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

Rockingham Community College is an equal opportunity college, in compliance and agreement with the provisions set forth in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. No person shall be discriminated against on the basis of race, color, sex, religion, age, national origin, or disability. In addition, Rockingham Community College is committed to a policy of affirmative action. As part of our commitment to increase minority representation, the institution has established a goal that the proportion of minority employees should be equal to their proportionate representation in the relevant labor markets. The Trustees and the President shall oversee the plan of action, and the President shall monitor the implementation of this plan through the affirmative action officers. Affirmative action and equal opportunity are considered integral parts of the mission and purpose of Rockingham Community College. The Director of Human Resources can be contacted at extension 2212.

NONDISCRIMINATION POLICY

It is the policy of Rockingham Community College to comply with all federal and state laws that require giving equal opportunity for students without regard to race, religion, color, creed, national origin, sex, sexual orientation, age, or disabling conditions. Any student who believes that he/she has been subjected to discrimination in violation of this policy may seek resolution through the Grievance Procedure as listed in the *Student Handbook*.

RCC Campus Map



The Emergency Services Training Center is located .15 miles from the County Home Road and NC Highway 55 intersection.

Campus Services: Office Hours* and Contact Information

Student Development

*Unless otherwise noted, all offices located
in Whitcomb Student Center*

Vice President's Office

(336) 342-4261, ext. 2110
Monday-Friday; 8am to 5pm

Advising Center, Counseling, Career Development and Disabilities Services

(336) 342-4261, ext. 2288
Monday, Tuesday, Thursday: 8am to 5pm,
Wednesday: 8am to 6pm, Friday: 10am to 5pm

Enrollment Services

(Admission, Readmission)
(336) 342-4261, ext. 2333
Monday, Tuesday, Thursday: 8am to 5pm,
Wednesday: 8am to 6pm, Friday: 10am to 5pm

Financial Aid and Veterans' Affairs

(336) 342-4261, ext. 2203
Monday, Tuesday, Thursday: 8 to 5,
Wednesday: 8am to 6 pm, Friday: 10am to 5pm

Student Activities and Athletics

(336) 342-4261, ext. 2323
Monday-Thursday: 8am to 5pm
Friday: 10am-3pm

Placement Testing Center

(336) 342-4261, ext. 2205
Located in the Student Center, Lower Level

Admissions Placement Testing Offered:

Tuesdays 1-4pm

Wednesdays 2-6pm

Thursdays 9am-1pm

*No appointment needed, however a
Placement Test Authorization Form,
issued by a counselor in the Student
Development Office, is required to enter.
Please bring a photo ID.*

Records/Registrar's Office

Academic Records, Dropping/Adding
courses, Transcripts, Withdrawals.
Monday, Tuesday, Thursday: 8am to 5pm
Wednesday: 8am to 6pm
Friday: 10am to 5pm

Other Academic and Student Services

Administrative Services/Business Office

(336) 342-4261, ext. 2184
Located in the Administration Building
Monday-Friday: 8am to 5pm

Bookstore

(336) 349-2226
Whitcomb Student Center Main Level
Monday & Tuesday: 8:30am to 5pm
Wednesday: 8:30am to 6pm
Thursday & Friday: 8:30am to 3:30pm

James Library

(336) 342-4261, ext. 2247
Found in the middle of campus!
Monday-Thursday; 7:45am to 9pm
Friday; 7:45am to 3pm
Saturday and Sunday: Closed

The Learning Center

(336) 342-4261, ext. 2233
Advanced Technologies Building
Monday-Thursday 8:00am-6pm
Friday: 8am-3pm

**At certain times during the year, several offices
offer extended operating hours. Check the RCC
website and registration schedule for extended
hours for various campus offices and services.
Also the College may operate on a different
schedule during the summer. Check the RCC
website for summer hours. Call the office from
which you are seeking assistance before coming
to campus.*



Continuing Education

(336) 342-4261, ext. 2140 or 2588
Bishopric Lifelong Learning Center
Monday—Thursday; 8am to 7pm
Friday; 8am to 5pm

Campus Resources

Student Resource	Location	Phone	Hours
Admissions <ul style="list-style-type: none"> To check on the status of your application To get general information about RCC 	Whitcomb Student Center	2333	M - TH: 8-5 W: 8-6 F: 10-5
Bookstore <ul style="list-style-type: none"> To obtain textbooks To buy RCC memorabilia To sell back books at the end of the semester 	Whitcomb Student Center	2164	M, T: 8-5 W: 6 TH-F: 8:30-3:30
Business Office <ul style="list-style-type: none"> To pay tuition and fees 	Administration Building	2184	M-F: 8-5
Campus Security	Whitcomb Student Center	2299	24/7
Advising Center, Career Development Disability Services <ul style="list-style-type: none"> For assistance understanding college policies For crisis prevention and intervention For academic counseling For job search resources To offer support to students with personal counseling and referrals Provide support for students with job search skills Assistance with documented disabilities (note-taking, interpreting, assisted technology, etc.) For career testing and guidance 	Whitcomb Student Center	2288	M - TH: 8-5 W: 8-6 F: 10-5
Financial Aid <ul style="list-style-type: none"> For financial assistance for school For scholarship information For information regarding veteran's benefits 	Whitcomb Student Center	2203	M - TH: 8-5 W: 8-6 F: 10-5
Help Desk <ul style="list-style-type: none"> For technical help with WebAdvisor accounts 		2368	M-TH: 8-7 F: 8-5
Library <ul style="list-style-type: none"> To access books and electronic resources Resource materials on-campus, off-campus, and interlibrary loan 	Gerald B. James Library	2247	M-TH: 7:45-9 F: 7:45-3

● RCC Student Handbook: 2015-2016 ●

Student Resource	Location	Phone	Hours
Records Office <ul style="list-style-type: none"> • To obtain academic transcripts • To report address or name changes • To fill out application for graduation form • To withdraw from or add a course 	Whitcomb Student Center	2333	M, TH: 8-5 W: 8-6 F: 10-5
Student Activities <ul style="list-style-type: none"> • To get involved in student activities and organizations on campus • To get involved in RCC's athletics programs • To obtain your Student ID 	Whitcomb Student Center	2323	M:TH: 8-5 F: 10-3
TRiO Student Support Services <ul style="list-style-type: none"> • Grant aid for eligible SSS participants • Individual and small group tutoring services for SSS participants • Financial literacy, college transfer, career exploration, study skills workshops for SSS participants 	Advanced Technologies Building	2702	M, TH: 8-5 T, W: 8-6 F: 10-5
The Learning Center <ul style="list-style-type: none"> • Variety of tutorial services for different subject areas • Tutorial services for research-related activities, presentations, and speeches • Use of the computer lab for personal work 	Advanced Technologies Building	2123	M, TH 8-6 F: 8-3

POINT ME IN THE RIGHT DIRECTION

ACADEMIC QUESTIONS

Where do I go if I...	Whom to See	Where to go	Phone
Need to verify my enrollment?	Records Office	Whitcomb Student Center	2118/2333
Want to audit a course?	Records Office	Whitcomb Student Center	2118/2333
Can't start a course as assigned?	Course instructor	Info. Available in WebAdvisor	N/A
Want to take a continuing education course?	Continuing Education	Bishopric Building	2104
Want to change my program?	Advising Center	Whitcomb Student Center	2288
Want to change my advisor?	Advising Center	Whitcomb Student Center	2288
Have a concern about a course grade?	Course Instructor, then Academic Division Dean	Refer to catalog for Academic Grievance Policy Information	N/A
Want to check my GPA?	WebAdvisor or Records Office	Student Center	N/A
Need help understanding college terminology or policy?	Advisor or Advising Center	Whitcomb Student Center	2288
Need to determine if I meet graduation requirements?	Advisor or Records Office	Whitcomb Student Center	2118/2333
Need to complete a Application for Graduation Form?	Records Office	Whitcomb Student Center	2333
Am having problems with my classes?	Advisor or Advising Center	Whitcomb Student Center	2288
Have questions about Academic Warning, Academic Probation, or Academic Suspension?	Student Development Office	Whitcomb Student Center	2110
Want to take a proficiency test?	Advisor		N/A
Need an unofficial transcript?	WebAdvisor	Info. Available under "Academic Profile"	N/A
Need tutoring?	The Learning Center	Advanced Technologies Building	2234
Need a quiet place to study?	Library Staff	James Library	2247

Where do I go if I...	Whom to See	Where to go	Phone
Need help with my online course ?	The Learning Center	Advanced Technologies Building	2233
Need help with research for a class ?	Library Staff	James Library	2247
Want to withdraw from a course or from school ?	Records Office	Whitcomb Student Center	2118/2333

POINT ME IN THE RIGHT DIRECTION FINANCIAL QUESTIONS

Where do I go if I...	Whom to See	Where to go	Phone
Need financial aid ?	Financial Aid Office	Whitcomb Student Center	2203
Want to apply for a scholarship ?	Financial Aid Office	Whitcomb Student Center	2203
Have questions about a tuition refund ?	Business Office	Administration Building	2184
Need help getting my Veteran's benefits ?	Financial Aid Office	Whitcomb Student Center	2203
Need to pay tuition ?	Business Office	Administration Building	2184

POINT ME IN THE RIGHT DIRECTION OTHER STUDENT QUESTIONS

Where do I go if I...	Whom to See	Where to go	Phone
Want to get involved in campus activities or run for an SGA office ?	Student Activities Office	Whitcomb Student Center	2323
Want to purchase textbooks ?	Bookstore	Whitcomb Student Center	2164
Need first aid ?	Information Desk	Whitcomb Student Center	2299
Want to purchase RCC memorabilia ?	Bookstore	Whitcomb Student Center	2164
Want to sell back books at the end of the semester?	Bookstore	Whitcomb Student Center	2164
Have questions about campus security ?	Campus Security	Whitcomb Student Center	2299
Need to report a change of name and/or address ?	Records Office	Whitcomb Student Center	2118/2333
Need help in choosing a career ?	Advising Center	Whitcomb Student Center	2100/2288
Need tips on interviewing, finding a job, and preparing a resume ?	Advising Center	Whitcomb Student Center	2100/2288

Where do I go if I...	Whom to See	Where to go	Phone
Locked my keys in my car?	Campus Security	Whitcomb Student Center	2299
Need help due to a disability ?	Advising Center	Whitcomb Student Center	2288
Want to see a job listing ?	Advising Center	Whitcomb Student Center	2100/2288
Want to check out a good book or movie ?	Library Staff	Gerald B. James Library	2247
Lost or found something on campus?	Information Desk or Campus Security	Whitcomb Student Center	0/2299
Want to appeal an RCC parking ticket ?	Vice President for Student Development	Whitcomb Student Center	2110
Want to pay for an RCC parking ticket ?	Business Office	Administration Building	2184
Need help with a personal problem ?	Counseling Services	Whitcomb Student Center	2288
Want to use an on-campus computer lab ?	The Learning Center	Advanced Technologies Building or James Library	2233/2247
Want to appeal my residency status ?	Records Office	Whitcomb Student Center	2118/2333
Need help dropping or getting a refund for a Continuing Education course?	Continuing Education	Bishopric Building	2140
Want to appeal a Final grade ?	Vice President for Student Development	Whitcomb Student Center	2110
File an Academic or a Non-Academic Grievance ?	Vice President for Student Development	Whitcomb Student Center	2110
Want to register a vehicle ?	Student Life Office	Whitcomb Student Center	2323
Lost money in a vending machine ?	Area Administrative Assistants or Switchboard	Building where machine is located	Building extension/0

Campus Safety and Security

Rockingham Community College is committed to providing a safe educational environment that contributes to student learning and encourages students to progress to their maximum potential.

Campus Security officers are on campus 24 hours a day, 7 days a week, 365 days a year and may be reached directly by calling **342-4261, extension 2299**. There are also red emergency telephones in campus buildings. Outside, on campus, 13 emergency telephones are located across campus. These phones are on blue poles marked with a blue light at the top of the pole.

Campus Security officers patrol campus buildings, grounds, and parking lots on a regular basis. They wear a casual uniform and are readily identifiable. Upon request they will escort students, employees, and guests to their vehicles. In addition, the Rockingham County Sheriff's Department responds to emergencies or investigations when requested by the College. Known and suspected violations of federal and North Carolina laws and other emergencies should be reported to the Director of Campus Security or the Vice President for Student Development.

Students and employees are urged to recognize the need to take steps to protect themselves from becoming the victim of a crime. Working together as a campus community is essential with regard to prevention. Park and walk in well-lit areas; avoid walking alone in the dark; lock your vehicle and place valuables in the trunk or out of sight; report suspicious activity to the Campus Security officers.

The annual Campus Crime Report is found on the RCC website.

Campus Safety Services:

Vehicle Jump Start: If your vehicle has a dead battery, call Campus Security at 342-4261 ext. 2299, be prepared to describe your vehicle, including color, make, and license plate number, and also indicate where the vehicle is located on campus.

Vehicle Lock-out: If you are locked out of your vehicle, come to the Campus Security Office in the Student Center.

Before we are permitted to assist you with either of these services, you will need to sign an Authorization and Hold Harmless Agreement that waives liability to the College for any damage to your vehicle that may result from accessing your vehicle or jump-starting the battery.

Campus Escort: At any time, feel free to contact Campus Security if you wish to be escorted to your vehicle. Call Campus Security at 342-4261, ext. 2299 (or ext. 2299 from any campus office phone).

Additional Questions/Concerns: Contact the Director of Campus Security, Student Center, 342-4261, ext. 2299, or the Vice President for Student Development, 342-4261, ext. 2110.

RCC FROM A TO Z

ACADEMIC ASSISTANCE

Assistance is available for all students who need help with a wide range of skills — from writing, math and science, foreign language, computing, and study/time management.

The Learning Center is located in the Advanced Technologies Building. This facility has computer available for student use with staff members available to assist students. By way of computers, students are able to do internet searches, write papers, work on projects, study on their own, and check their email. Tutoring is also available for students within the Learning Center. Tutoring in computer-related skills and course work is available during all hours of operation. The staff of the Learning Center can provide assistance as to how and when tutors are available in various subject areas. Appointments are available, but walk-ins are welcomed. All tutoring is free of charge. Hours of service through the week during fall and spring terms, as well as summer, are posted at the Learning Center and also on the RCC web site and related information sources. Visit the Learning Center! It's a great resources for students.

Academic Advisement Services

Academic advising is an ongoing process in which the advisor goes beyond registration and degree planning to assist the student in clarification of educational goals, career goals, life goals, and evaluating progress toward established goals. The desired result is that students will feel a sense of connection with the advisor and a sense of guidance, while realizing personal responsibility for exploring options and making decisions.

Academic advising at Rockingham Community College is viewed as a continuing teaching and learning process in which the resources of the institution are available to assist the student in his/her total development. Student success coaches start the academic advising process with new students and provide advising services through the first semester, while faculty advisors continue the advising process with students after the first semester and guide them to program completion.

Student Success Coaches

New students begin their academic advising experience with a student success coach in the Advising Center. Located on the upper level of the Whitcomb Student Center, the Advising Center was established to provide an inviting first semester experience for new students that allow them to learn about the advising process at RCC and about the roles and expectations for students and advisors. New students will be assigned to a student success coach, who will assist them during their first semester at RCC. In the first semester, the student success coach will review the first semester advising syllabus with students. The syllabus outlines advising objectives, student learning outcomes, and expected roles of the student success coach and student. Adhering to the roles and expectations as outlined in the advising syllabus will give students the best chance at success at RCC. The roles of the student success coach/faculty advisor and student are listed at the end of this section.

With the help of a student success coach, students will also have the opportunity to research their program of study and potential career options. Students who have not thoroughly researched their program of study and/or career options will be referred to the C. Garland Rakestraw College Transfer and Career Development Center for assistance with exploration and testing. Once the program of study and career options have been established, students will develop an individualized academic plan with their student success coach. This academic plan will serve as a guide for students to ensure they meet their academic goals each semester in order to progress toward graduation.

Student success coaches will stay connected to students throughout the semester to serve as a resource and to intervene if students show signs of trouble academically during the semester.

Faculty Advisors

Near the end of the first semester, new students will transition from the advising center to a faculty advisor in their identified program of study. By this time, students will have made an informed decision about their program of study and will be prepared to continue to progress through their academic plan and the advising process with a faculty advisor. Faculty advisors will continue the advising relationship that started in the Advising Center, but will move the focus of the relationship towards program completion, career goals, and life after RCC. Faculty advisors will be better-equipped to provide program-specific guidance to students that will aid them in making sound course selections each semester as well as making adjustments to their overall academic plan.

AMERICANS WITH DISABILITIES ACT (ADA)

RCC complies with the ADA, as well as with Section 504 of the Rehabilitation Act of 1973. Contact the Student Development Division at extension 2333 to speak with a counselor regarding services provided in conjunction with ADA. The Counseling Services office works with students who notify the office of requests for accommodations.

ATHLETICS

RCC introduced intercollegiate athletics in 1998. The “Eagles” are affiliated with the National Junior College Athletic Association. Sports now being offered include women’s volleyball and men’s baseball. All students are encouraged to try out for the teams. Contact the Director of Student Life at ext. 2323 for more information.

BOOKSTORE

The RCC Bookstore, located on the upper level of the Whitcomb Student Center, carries all instructional material as well as a variety of paperbacks, reference books, art supplies, computer software, clothing, and convenience items.

Bookstore Return Policy:

If your purchase does not meet your needs, we will be happy to issue a refund, subject to the following policy:

1. A cash register receipt must accompany all returns for a refund.
2. Merchandise must be in saleable condition (i.e., unopened package, not written in or otherwise defaced, not used or worn).
3. Merchandise defective due to publisher’s manufacturer’s error will always be replaced.
4. Textbook returns should be made within the first two weeks of class, and should be accompanied by the cash register receipt.

Refunds will be mailed by the RCC Business Office and should be received within three weeks after the return. If you have questions or concerns about this policy, please feel free to contact the bookstore manager at extension 2164.

Book Buy Back: Recycle your books!

At the end of each semester, the Bookstore holds a “buy-back” during posted dates. Current hardback editions and paperbacks that are in good condition will be considered for buy-back. The demand for the book will determine whether the book may be sold back to the bookstore and the buy-back price. The Bookstore also participates in a program in which certain specified textbooks may be available for rental. Check the Bookstore page on the RCC website (www.rockinghamcc.edu).

COLLEGE TRANSFER AND CAREER CENTER

The College Transfer and Career Center is located in the Advising Center.

- A library of NC 4-year and community college catalogs, applications, and view books;
- Career exploration tools such as career testing, vocational biographies, occupational outlook handbooks and other directories;
- Interview and resume building resources;
- Advertisements for local employment opportunities.

The Advising Center is located on the upper level of the Whitcomb Student Center.

EMERGENCIES

In case of fire, accident or other emergency, dial 0 on any office phone. State your name, location and nature of the accident or emergency. You may also call Campus Security, ext. 2299 from any college telephone, or 342-4261, ext. 2299, on your personal telephone.

FOOD SERVICES

The dining area is located in the lower level of the Student Center and is open daily during the regular year according to published operating hours. Subway operates the restaurant in the dining area. Summer hours may not be determined until the end of Spring semester. Vending machines are also located in the following buildings: ADM, Industrial Technologies 1 (IT1), HUM, OHS, and ADT. For refunds, please see the switchboard operator in ADM before 4:00 pm Monday-Thursday.

IDENTIFICATION CARDS

All curriculum students must have a student identification card. Cards are made at the beginning of each semester at times posted at the Information Desk in the Student Center and on campus monitors. Students must show proof of tuition and fee payment and present a photo ID to have the RCC student identification card made. The identification card must be validated each semester. Validation stickers are issued in the Business Office upon receipt of tuition payment or at the Information Desk in the Whitcomb Student Center with proof of payment.

INTRAMURALS

The Student Life Office offers intramural recreational sports that are open to all curriculum college students. Contact the Student Life Office at ext. 2323 for more information.

PLACEMENT TESTING

The Testing Center, located on the lower level of the Whitcomb Student Center, offers a variety of testing services for prospective and currently-enrolled students. Placement testing is offered during the week at specific times published by the Center and the Student Development Office, and additional hours are offered during registration periods. Testing for entry into special academic programs is also coordinated through the center.

Incoming students may have all or part of the placement tests and developmental courses waived if their official transcripts document that they have already passed the appropriate college-level courses.

Students may waive sections of the placement test with 500 on the related section of the SAT or 21 on the ACT. For example, a 500 on the SAT Critical Reading or a 21 on ACT's reading test will waive RCC's reading requirement. Thus, English/writing with the same scores will meet the English requirement and math will meet the math/algebra requirement.

Consult the *RCC Catalog* or contact the Enrollment Services Office for details.

TOBACCO USE

Rockingham Community College is committed to providing a safe, healthy environment in which people learn, work, and engage in other pursuits. As an expression of this commitment, *the College is tobacco-free as of March 14, 2011*. "Tobacco-free" is defined as the total ban on the use of all tobacco products on all campus grounds, facilities and parking areas. For the purposes of this policy, tobacco products are defined as all tobacco-derived or tobacco-containing products, including, but not limited to, cigarettes (clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah smoked products, and oral tobacco (spit and spitless, smokeless, chewing, and snuff). This definition does not include any product that has been approved by the U.D. Food and Drug Administration for sale as a medicinal product. Smoking is defined as burning any type of tobacco product including, but not limited to, cigarettes, electronic and/or vaporized cigarettes, cigars, cigarillos, pipes, and bidis. The use of these tobacco products is prohibited in all campus building, facilities, or property owned or leased by the College, including College vehicles, and *also* on the campus grounds or in vehicles located on the property of the campus. The sale or free distribution of tobacco products on campus is also prohibited. This includes a ban on the use of 'electronic' tobacco-related or simulated products.

The College will provide appropriate signage and other notices of this policy to the campus community. Students, faculty, staff, vendors, and visitors who violate the policy may receive a verbal reminder of the policy. For students, any repeated offenses are subject to actions and sanctions as provided in the Student Code of Conduct, outlined elsewhere in this Student Handbook.

The College provides free, accessible tobacco cessation programs on campus, and information regarding other resources, for those who request assistance in ceasing the use of tobacco products.

Fines for tobacco violations are listed in the *Student Code of Conduct*, found in this Handbook.

(Policy approved November 9, 2010 by RCC Board of Trustees; implemented March 14, 2011; Modified July 7, 2014.)

STUDENT CLUBS AND ORGANIZATIONS

THERE IS A CLUB OR AN ORGANIZATION FOR YOU!

If you have an interest and want to have a part in planning student activities, get involved by joining the club or organization of your choice. To sign up, come by the information desk in WSC.

Clubs and Organizations Policy Statement:

The formation of service organizations, honor societies, educational clubs, support groups, and interest groups centered around academic pursuits and hobbies is encouraged. Social clubs, sororities and fraternities are prohibited. See the Director of Student Life & Athletics for more information.

Art Club is for students interested in the study of art and related subjects.

Advisor: *Ms. Pat Harden, 342-4261, ext. 2131, 112 Humanities Building
Mr. Ray Martin, 342-4261, ext. 2191.*

Alpha Kappa Pi chapter of Phi Theta Kappa is an honor society dedicated to scholarship, leadership, service, and fellowship. Members participate in community and campus projects that enhance the well being of others.

Advisor: *Dr. Ben Wooster, 342-4261, ext. 2150, 125 Humanities Building.*

Associate Degree Nursing Club is for students enrolled in RCC's Associate Degree Nursing program. **Contact:** *, 342-4261, ext. 2293; 207-C Advanced Technologies Building.*

Criminal Justice Club offers the chance for those involved in the Criminal Justice program and anyone who is interested in law enforcement to be involved in the community by doing community service and helping with area law enforcement agencies.

Contact: *Ms. Anne Wade, 342-4261, ext. 2145; 105-C Bishopric Lifelong Learning Center.*

Early Childhood Education Club is open to all Early Childhood Education curriculum students who have successfully completed at least one semester and are maintaining a "C" average in classes. It offers leadership and advocacy development, networking and fellowship.

Contact: *Ms. Angelia Citty, ext. 2285, 101-C Humanities Building.*

Industrial Technology Club is open particularly to students who are pursuing programs of study and careers in the Industrial Technology division. **Contact:** *Mr. Keith Elliott, 342-4261, ext. 2109, or Mr. Kris Brooks, ext. 2182, IT1 101-A Industrial Technologies Building.*

International Studies Club offers students the opportunity to study other countries and their cultures. This club is also responsible for the monthly showing of videos about foreign countries which is open to the campus.

Musician's Guild is a club consisting of students with a love for music. Members enjoy playing instruments, singing together, and sponsoring concerts for the campus.

Advisor: *— 342-4261, ext. 2155; 116 Humanities Building*

North Carolina Association of Nursing Students (NCANS) is a club for students enrolled in RCC's nursing programs. **For more information, contact** *at 342-4261, ext. 2254, or the Nursing Department at ext. 2207.*

Practical Nursing Club is for students enrolled in RCC's Practical Nursing program.

Contact: *342-4261, ext. 2169, 207-F Advanced Technologies Building.*

SAGA (Straight and Gay Alliance) is an organization that fosters a safe learning environment for the diverse community of students present at Rockingham Community College. SAGA provides opportunities for students and alumni to build friendships and encourages tolerance and developing responsible citizenship. **Contact:** *Ms. Pat Harden, 342-4261, ext. 2131, 112 Humanities Building.*

Sigma Kappa Delta is the national English honor society for two-year college students. Membership is by invitation according to criteria published in the RCC Catalog.
Contact: Ms. Donna Caldwell, 342-4261, ext. 2172, 202-D Humanities Building.

Student Government Association (SGA) members will receive leadership training, attend conventions, develop the student activities budget, and plan campus activities.
Contact: Mr. Stewart McClintock, 342-4261, ext. 2323, Whitcomb Student Center.

Students in Free Enterprise (SIFE) gives students an opportunity to venture into the business world. The club attends regional and international competitions with other SIFE organizations and participates in campus and community activities.
Contact: Dr. Felix Nyako, 342-4261, ext. 2179; 107-J Advanced Technologies Bldg.

The Rock

In previous years, a student college newspaper, *The Rock*, has been published, in both printed and electronic formats. The newspaper has usually been prepared with student contributions under the guidance and direction of faculty or staff advisor.

STUDENT E-MAIL

Each curriculum student is issued a RCC e-mail address. All announcements pertaining to the college will be sent to this address. Students will be held accountable for all information that is sent to their college address. Each semester, workshops on using the campus e-mail system are provided.
Contact: Ms. Cheryl Evans, Technology Support Services, 342-4261, ext. 2119.

WHITCOMB STUDENT CENTER

There is something for everyone in the Whitcomb Student Center. In the upper lounge, you may want to relax by the fireplace or study with friends. The upper level also houses the Bookstore, College Transfer and Career Center, and Student Development offices (Admissions, Registrar/Records, Advising Center, Financial Aid, Student Life/Athletics, and the Vice President for Student Development). On the lower level are the Subway restaurant, vending, Activity Room, game room, student lounge, and Placement Testing Center.

An announcement board is located just inside the front entrance. Please check it often for current announcements of campus activities and other important information. Prior approval must be granted by the Director of Student Life or the Student Life Program Assistant before posting announcements on bulletin boards.

TERMS TO KNOW

To help students with the words used by RCC faculty and staff, here is a list of frequently used terms and their definitions.

Accreditation: Various professional agencies appoint teams of evaluators who periodically study Rockingham Community College programs and services to ensure that they meet standards of quality and are relevant to the college's purpose.

Adult Basic Education: Rockingham Community College Adult Basic Education (ABE) courses help students build basic skills in reading, speech, writing, math, decision making, and critical thinking. Family budgeting, banking and job-related skills are included in the program at students' request. ABE is also the appropriate program for nonreaders and is a first step toward a High School Equivalency (GED) certificate. ABE instruction is individualized and self-paced, and is designed to meet students' needs, interests and skill levels.

Advisor: A person who approves the selection of courses for your chosen field of study and is usually a faculty member or counselor in the Counseling Center.

Associate in Applied Science: A two-year technical degree that prepares students for the job market.

Associate in Arts: A two-year College Transfer curriculum that concentrates on the humanities and social sciences for those planning to continue in a bachelor's degree curriculum at a senior college.

Associate in Fine Arts: A two-year College Transfer curriculum that concentrates on the arts (i.e., drawing, painting, sculpture, ceramics and computer art) for those planning to continue in a bachelor's degree curriculum at a senior college.

Associate in Science: A two-year College Transfer curriculum that concentrates on mathematics and physical sciences for those planning to continue in a bachelor's degree curriculum at a senior college.

Audit: A course for which the student pays tuition and fees, but does not receive academic credit.

Catalog: The publication you can get in the Admissions Office that contains almost everything you need to know about RCC and its programs.

Certificate Program: A curriculum of study generally requiring one year or less of course work.

Contact Hours: The actual number of hours in class per week, per course.

Counselor: A person who provides students with personal, academic, vocational and career counseling.

Credit by Exam: Students may, under certain conditions, take an exam and receive credit for a course without having taken the course. See the RCC Catalog for details.

Cumulative Grade-Point Average (GPA): The average of your grades for all classes taken at RCC. It is calculated by adding all earned quality points and dividing by the number of credit hours taken.

Curriculum: The program of courses required to receive a degree, diploma or certificate in your chosen area of study.

Developmental Courses: These are courses identified as a result of placement testing that a student may be required to take and pass in order to adequately prepare for freshman-level courses.

Diploma Program: A vocational curriculum that usually takes three semesters to complete. Courses are not designed to transfer to a four-year school.

Drop/Add: When you adjust your schedule by dropping one or more courses you registered for but no longer wish to take, and/or adding other courses. The Drop/Add period is limited and is indicated on the calendar.

Elective/Unrestricted Elective: A course that is not specifically named in your curriculum, but is required to graduate. Check with your academic advisor before choosing an elective.

Financial Aid: Grants (monies given to students through the federal and state governments), scholarships, student loans and employment are available to qualified students to help meet educational expenses.

Full-Time Student: A student who is taking at least 12 credit hours. A student who is registered for fewer than 12 credit hours in one semester is a part-time student.

Independent Study: A credit course, allowed only in special circumstances, in which you work individually with a faculty member.

Plagiarism: Using the ideas or words of another as your own without crediting the source. Plagiarism is a form of cheating.

Practicum: A course that offers hands-on experience in the workplace.

Prerequisites: Preliminary skills, knowledge or other courses that are required before your enrollment in a particular course. Prerequisites are listed by course and course description in the catalog.

Special-Credit Student: A student who is enrolled in one or more curriculum credit courses, but who is not enrolled in a specific curriculum.

Sponsor: An organization or company which is responsible for paying all or part of your tuition, fees and/or books.

Student Activity Fee: The fee you pay every semester that covers student activities (cookouts, festivals, etc.), clubs and organizations, intramurals and athletics .

Transcript: A printed record of every course you've taken at RCC and the grades you've received. An official transcript is stamped with the seal of the college. Transcripts may be requested from the Records Office and are generally available within two working days. Your signature is required to release these documents.

Work-Study: A federally supported program through which students with financial needs are given preference for part-time employment on campus.

RCC POLICIES AND PROCEDURES

Academic Integrity Policy

Rockingham Community College requires all members of its academic community to demonstrate and maintain high standards of academic integrity and personal conduct. In order to assure that Rockingham Community College is an institution of high scholarship, it is the responsibility of every member to be familiar with and adhere to the academic integrity policies of the College.

Academic integrity will not be compromised at Rockingham Community College. Students should act with personal integrity and honesty to help create and sustain an environment in which students are recognized for their own work. Students must not engage in or help others to commit acts of academic dishonesty, including cheating, plagiarism, lying, and gaining unfair advantage. Students are expected to report violations.

Definitions

Cheating is defined as providing, receiving or attempting to receive information, data, answers or other information not permitted by the instructor.

Plagiarism is defined as presenting another's work, words, ideas, opinions, theories, etc. either in whole or in part as though they were the student's own efforts.

In the context of academic integrity, lying is defined as intentionally providing false information to a fellow student or college employee.

Gaining unfair advantage is defined as participation in any activity that intentionally or unintentionally gives a student an unfair advantage in the student's academic work over another student.

Procedure for Violations of Academic Integrity

It is the right and responsibility of instructors to maintain an atmosphere of high academic integrity within their classrooms. A charge of academic dishonesty and the assigned consequences thereof are the right of the instructor and must be outlined on the course syllabus. All cases for which an instructor has imposed an academic sanction or delivered a warning resulting from academic dishonesty must be reported to the Vice President for Student Development for the purpose of maintaining accurate records of the frequency of violations. In certain cases, the instructor may also file a formal complaint with the Vice President for Student Development for further disciplinary action beyond the classroom.

When an apparent violation of academic dishonesty has occurred, the instructor will retain related documentation and complete the Academic Integrity Violation Form. The instructor will notify the student within seven class days upon discovery of the alleged violation to discuss the academic dishonesty charge and explain the proposed consequences of the violation. When a face-to-face meeting is not possible for a student, the instructor will notify the student by official RCC email. The student is expected to sign the form, indicating whether he/she accepts the sanction or wishes to challenge the accusation or proposed sanction. Failure to obtain the student's signature does not interrupt the process.

A copy of the form will be provided to the student and the Academic Dean. The Academic Dean will send a copy of the form to the Vice President for Student Development. The Vice President for Student Development will maintain and keep records of all cases involving violations of academic integrity. The student will be notified by the Vice President for Student Development when a case has been filed.

In any case, if the student wishes to challenge a charge of academic dishonesty or the sanction, he/she may file a Student Academic Grievance. The procedure for filing such a grievance is located in the RCC Student Handbook.

Student Withdrawals from Courses

Students may not drop a course in order to avoid a punitive grade after they have been charged with a violation of academic integrity. Students charged with a violation of the Academic Integrity Policy may receive a course grade of F or WF at any point during the semester.

Sanctions

First Offense

After the Vice President for Student Development confirms that the violation is a first time offense, students are subject to the following sanctions for a period of two consecutive academic terms:

- 1) The student is not eligible to hold an office or leadership position in a college or student organization, publication, activity or athletic team;
- 2) The student is not eligible to be elected to membership in any honor society or to receive any college award;
- 3) The student forfeits any stipend to be awarded in conjunction with an elected office or leadership position. If the student is a student-athlete, the student will not participate in two consecutive intercollegiate matches for volleyball, and four consecutive intercollegiate games for baseball.

In cases involving a second or further offense, the student will meet with the Vice President for Student Development to discuss the academic dishonesty charges on file and receive notification of the sanctions of the violation.

Second Offense

If the student has a second violation, the student will be immediately placed on *Academic Suspension*. The student will be withdrawn from the College and ineligible to enroll at the College for two consecutive semesters. Following the completion of two semesters of inactivity at the College, the student must apply for readmission.

Third Offense

If the student has a third violation, the student will be expelled from the College indefinitely. A copy of the form will be provided to the student and the Academic Dean. The Academic Dean will send a copy of the form to the Vice President for Student Development. The Vice President for Student Development will maintain and keep records of all cases involving violations of academic integrity. The student will be notified by the Vice President for Student Development when a case has been filed.

In any case, if the student wishes to challenge a charge of academic dishonesty or the sanction, he/she may file a Student Academic Grievance. The procedure for filing such a grievance is located in the RCC Student Handbook.

CLASS ATTENDANCE POLICY

The college's class attendance policy is designed to promote student success. Students are expected to attend every scheduled lecture, lab, shop, and clinic on time and be prepared to engage in the teaching and learning process. Students are responsible for all materials covered and all assignments made in class. Each instructor is responsible for providing the student with a written attendance policy in the course syllabus.

In general, absences due to official college activities and events will not be included as absences within an individual instructor's attendance policy, provided that the student submits appropriate documentation to the instructor at least one week prior to the event. However, if the student has an excessive number of absences or has unsatisfactory academic performance in the course, the instructor will inform the appropriate organization advisor/sponsor whether the student will be permitted to miss class. Students missing a class due to official college activities and events bear the responsibility of contacting the instructor regarding advanced submission or make-up work. The student will be allowed a reasonable opportunity to complete all work missed as a result of the missed class. Official college activities and events include participation in the following: field trips in connection with courses; intercollegiate athletic contests; state-wide, regional and/or national organization events; scholarship events, and student academic competitions and award ceremonies.

In cases where instructors may be unavoidably detained, students must wait for 10 minutes of class time for an instructor before leaving class. After waiting this amount of time, students may assume the instructor is absent and class will not be held. Upon written or verbal confirmation that the instructor is unavoidably detained, all class members must wait for the instructor or be marked absent. In such cases, students will be held responsible for material covered during that period.

COMPUTING AT RCC: ACCEPTABLE USE POLICY

Access to resources on campus, including use of college equipment, the campus network, and the Internet, is provided to support the research, educational, and administrative purposes of the College. All who use these services will do so responsibly, respecting the rights of other users, the integrity of the physical facilities and all applicable laws and regulations.

Responsible use includes, but is not limited to, the following:

- Access to the campus network and Internet is a privilege and those granted privileges are responsible for using this resource in an ethical and lawful manner.
- Internet, campus network, and college-owned software and equipment are not to be used for commercial purposes.

Computer software is protected by the federal copyright law and most of it is proprietary and protected by legal binding agreements in addition to the copyright law. Users are responsible for any unauthorized software used on the system.

Creation and/or transmission of threatening, racist, sexist, obscene, offensive, annoying, or harassing language and/or material is prohibited. Display of the aforementioned language and material is permitted only as it pertains to academic objectives.

Intentional access to the college's network and Internet for the purposes of damaging systems or information is prohibited. This includes, but is not limited to, viruses, harmful files, and other methods of vandalism.

Anyone violating these guidelines may immediately be suspended from all computing resource privileges. Upon proof of such violations, RCC retains the right to permanently deny all future computing privileges and services. The college may impose other disciplinary actions, including suspension of student status or termination of employment.

Wireless Network Acceptable Use Policy

Rockingham Community College offers its wireless hotspot as a free, public service for users. Unlimited access will be granted to this wireless network in the designated hotspots areas as technology and network capacities allow. RCC does not provide personal technical support for users attempting to access its free public wireless network and does not guarantee specific rates of speed or uninterrupted service.

Users are responsible for ensuring they have the appropriate compliant wireless card (802.11b or g) and are running up-to-date antivirus and antispyware software on their wireless device.

Use of the RCC wireless network and the Internet in general is at the USER'S SOLE RISK. RCC is not liable for any loss, damage, security infringement or injury which the user may sustain as a result of being allowed access to the wireless network.

The user is responsible for any actions taken from their device, whether intentional or unintentional, that causes damages or otherwise affects other devices or users of the network.

The RCC network, wireless or hardwired, is not to be used for:

- commercial use
- malicious actions, such as denial of service attacks
- harassment of other computer users
- distribution of pornographic materials
- copyright violations
- offering of DHCP or Domain Name Services (DNS)
- file-sharing or other bandwidth intensive applications that may degrade quality of service

The wireless network is not secure (i.e., it is not encrypted using WEP, WPA, etc.). The level of security of your transactions, files on your hard drive and general web surfing will depend on the level of security precautions you have taken with your computer. Users must be aware that as they connect their devices through the wireless network they expose their devices to: worms, viruses, trojan horses, denial-of-service attacks, intrusions, packet-sniffing and other abuses by third-parties. RCC highly discourages the conducting of confidential transactions (such as online banking, credit card usage) over any wireless network, including our own. It is strongly recommended that you turn off file sharing on your operating system.

If the College receives complaints of improper activity, an immediate cessation of that activity is expected upon notification to the user. Ports may be disabled on an emergency basis to stop violations of acceptable use restrictions. Failure to abide by these policies may result in loss of access to network and computing resources, College disciplinary action and/or other legal action.

DRUG-FREE CAMPUS POLICY

RCC's Concern for the Health of Students (and Employees) Regarding Drug and Alcohol Use and Abuse

The basis for Rockingham Community College's policy regarding a drug-free campus stems from a concern for health and well-being of students and employees alike. Particularly for students, RCC encourages a lifestyle that is free from those elements that interfere with academic success and contribute to a variety of physical, social, and interpersonal problems.

The scope and impact of health risks from alcohol and drug abuse are both alarming and well-documented, ranging from mood-altering to life-threatening, with consequences that extend beyond the individual to family groups, organizations, and society at large. Alcohol and/or drug abuse may lead to the deterioration of physical health by causing or contributing to various health conditions. These include (but are not limited to) fatigue, nausea, personal injury, insomnia, pancreatitis, pathological organ damage, some forms of cancer, heart attack, respiratory depression, birth defects, convulsions, coma, and even death. Alcohol and drug abuse may also result in deterioration of mental health by causing or contributing to conditions such as increased aggression, hallucinations, depression, disorientation, and psychosis. Alcohol is strongly associated with the increased risk of cancers of the oral cavity, pharynx, and larynx. Other research indicates that chronic alcohol abuse may affect the immune system, which protects the body against infectious diseases.

Alcohol consumption causes a number of marked changes in behavior. Even low doses of alcohol may impair the judgment and coordination required to operate a vehicle safely, which increases the possibility or likelihood of an accident. Low to moderate doses of alcohol increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses may lead to respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence, sudden cessation of alcohol intake hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. In addition, research suggests that children of alcoholic parents may be at greater risk than other youngsters of becoming alcoholics.

Students don't usually set out to develop an addiction to alcohol or drugs. Rather, the addiction process often sneaks up on them and takes them by surprise. Due to the psychological and physiological processes involved, what starts out as moderate use may lead to a higher and higher tolerance for the substance, which then leads to a requirement for a larger amount of the drink or drug to achieve the same effects. This process is involved in the early stages of addiction and can often go by unnoticed to the user.

There are often 'milestones' in the addiction process, ones that are easier to detect if you know what to look for. Here are some common alcohol and drug-related problems that students may experience:

- Diminished academic performance
- Conflict in intimate and other interpersonal relationships
- Obvious mood swings
- Overreaction to mild criticism
- Unusual outbreaks of temper

Depression
Sleeping problems
Unwanted sex, sexual coercion, or related difficulties
Indifference to appearance and behavior
Legal or campus judicial entanglements
Health issues, such as chronic colds, infections, and others
Alienation of friends or family members
Financial concerns
Loss of interest in former hobbies or pastimes
Lack of pleasure from normal, positive things in life
Stealing items from school, home, employer

Students are especially advised to be aware that the use of alcohol, nonprescription depressants (such as sedatives, sleeping pills, tranquilizers), and substances such as cocaine, marijuana, and certain prescription diet pills, can lead to lapses in attention, slowed reflexes and reaction time, poor peripheral vision, impaired visual tracking, and impaired short-term memory. Because the uses of these substances may harm a student mentally and/or physically, may interfere with a student's ability to carry on his or her academic and social life in a positive way, and may infringe upon the academic and social rights of others, the College has developed its policy for a drug-free campus, which is shown below.

If you are experiencing one or more of the problems resulting from your uses of alcohol and/or drugs, or if you know of someone in this situation who needs assistance, this is an early warning indicator for addiction. Don't wait until the warning signals grow! Do something now. Here are resources that are recommended for your use in seeking counseling and/or treatment.

Rockingham Community College Counseling Services: 342-4261, ext. 2308.

Rockingham County Mental Health: 336.634-3400.

Daymark: 704.633.3616.

Partnership for a Drug-Free North Carolina: 336.714.3376.

Youth Haven Services: 336.349.2233.

Community Choices, Inc.: 336.397.7500.

RCC's Policy for a Drug-Free Campus

The abuse and use of drugs and alcohol are subjects of immediate concern in our society. These problems are extremely complex; there are no easy solutions. From a safety perspective, the users of drugs and alcohol may impair the well-being of all employees, students, and the public at large; drug and alcohol use may also result in damage to college property. Therefore, it is the policy of this college that *it is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance or alcohol while on college premises, or as part of any college-sponsored activities. Likewise, openly displaying, consuming, or serving alcoholic beverages on college premises, or as part of any college-sponsored activities is prohibited* (unless approved by the Trustees for specific events held off-campus). It is also the policy of RCC to prohibit being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind (except as directed by a qualified physician) on college premises, or as part of any college-sponsored activities. Any employee or student violating this policy will be subject to prosecution.

The specifics of this policy are as follows:

Rockingham Community College does not differentiate between drug users, drug pushers, or sellers. Any employee or student who possesses, uses, sells, gives away, or in any way transfers a controlled substance while on college premises, or as part of any college-sponsored activity, will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.

The term “controlled substance” means any drug listed in 21 CFR Part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of the N.C. General Statutes. Generally, those are drugs that have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, and “crack.” They also include “legal drugs” that are not prescribed by a licensed physician.

If any employee or student is convicted of violating any criminal drug statute while on college premises, or as part of any college-sponsored activity, he or she will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the college may require the employee or student to successfully finish a drug abuse program, sponsored by an approved private or governmental institution, as a precondition for continued employment or enrollment at the college.

Each employee or student is required to inform the college in writing within five days after he or she is convicted for violation of any federal, state or local criminal drug statute where such violation occurred while on college premises, or as part of any college-sponsored activity. A conviction means a finding of guilt (including a plea of *nolo contendere*) or the imposition of a sentence by a judge or jury in any federal or state court. Convictions of employees working under federal grants, for violating drug laws while on college premises, or as part of any college-sponsored activity, shall be reported to the appropriate federal agency. The Director of Human Resources must notify the U.S. government agency with which the grant was made within ten days after receiving notice from the employee or otherwise receiving actual notice of a violation of a criminal drug statute occurring in the workplace. The college shall take appropriate disciplinary action within 30 days from receipt of notice. As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy.

Any employee or student who illegally possesses, uses, sells, or transfers drugs to another person while on college premises, or as part of any college-sponsored activity, unless approved by Trustees for specific events held off-campus, will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.

If any employee or student is convicted of violating any alcoholic beverage control statute while on college premises, or as part of any college-sponsored activity, he or she will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the college may require the employee or student to successfully finish an alcohol rehabilitation program, sponsored by an approved private or governmental institution, as a precondition for continued employment or enrollment at the college.

The term “alcoholic beverage” includes beer, wine, whiskey, and any other beverage listed in Chapter 18B of the General Statutes of North Carolina. Each employee or student is required to inform the college in writing within five days after he or she is convicted for violation of any alcoholic beverage control statute where such violation occurred while on college premises, or as part of any college-sponsored activity.

If any employee or student is determined to have violated any policy concerning open display, consumption, or serving of alcoholic beverages, and/or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind (except as directed by a qualified physician) while on college premises, or as part of any college-sponsored activities, he or she will be subject to disciplinary action up to and including termination or expulsion. Disciplinary action may be subject to review through procedural due process as outlined in the Faculty/Staff Handbook and/or Student Handbook.

Any student employee under the Federal College Work-Study Program is considered to be an employee of the college if the work is performed for the college in which the student is enrolled. For work performed for a federal, state, or local public agency; a private nonprofit agency or a private for-profit company, the student is considered to be an employee of the college unless the agreement between the college and the organization specifies that the organization is considered to be the employer.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

What is FERPA?

FERPA is a federal law known as the Family Educational Rights and Privacy Act of 1974. This law protects the privacy of a student's educational records and applies to all educational agencies and institutions that receive funds under any program administered by the Secretary of Education in the U.S. Department of Education.

As a general rule, under the federal Family Educational Rights And Privacy Act (FERPA), personally identifiable information may not be released from a student's educational records without his or her prior written consent. Exceptions to this rule are set out in the FERPA regulations and the FERPA policy of Rockingham Community College (RCC).

What is 'Directory Information?'

There is certain information pertaining to students that is known as 'directory information.' This information includes: the student's name, date and place of birth, major field of study, class, enrollment (full-time, half-time or part-time), participation in officially recognized activities, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and weight and height of members of athletic teams. (Examples of ways in which some of this information is made public include: name of student, who received honors and other awards, who makes the Dean's List, or who holds an office. The annual commencement program publishes the names of degree and certificate recipients.)

'Directory information' may be disclosed by the College for any purpose, at its discretion. RCC never knowingly releases 'directory information' to any requester for commercial purposes.

Students who do not wish to have any or all 'directory information' made public without their consent must request this in writing by sending the request to the Vice President for Student Development. If a student requests that 'directory information' be withheld, the enrollment of the student cannot be verified to external entities such as potential employers, colleges, universities, or medical insurance companies. Also, the name of the student will not appear in any official College publication distributed to the public, such as a commencement program. And, the name of the student will not be included in any information submitted to the media when academic recognitions announcements (such as Dean's List and President's List) are made. Students requesting this withholding of 'directory information' must file this request by the end of the registration period of first enrollment or re-enrollment for a specific academic term. Such a request will be honored until the student graduates, ceases to attend, or the student withdraws the request, in writing.

What Are 'Educational Records?'

The term 'educational records' refers to those records, files, documents, and other materials which contain information relating directly to a student and are maintained by the College or a person acting for the College.

The term 'educational records' does not include:

- Records of instruction, supervisory or administrative personnel and educational personnel ancillary

thereto which are in the sole possession of and maker thereof and which are not accessible or revealed to any other person except as a substitute;

- Records and documents of the College’s Campus Security department which are kept apart and are maintained solely for law enforcement purposes and are not made available to persons other than campus security officers and, if necessary, law enforcement officials, all of which would be in need of said information in the conduct of official duty;
- Records on a student that are made or maintained by a physician, psychologist, psychiatrist, or other professional or paraprofessional acting in their professional or paraprofessional capacity, or assisting in that capacity, and which are made, maintained, or used only in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment, except that such records can be personally reviewed by a physician or other appropriate professional of the student’s choice.

A student’s rights with respect to their educational records are as follows:

1. The right to inspect the student’s education records within 45 days of the day the College receives a request for access. Student should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) the student seeks to inspect. The appropriate College official will make arrangements for access and notify the student of the time and location where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. In the event the requested record includes information on more than one student, each student shall be entitled to review or be informed only of that part which pertains to them.
2. The right to request the amendment of the student’s educational records in the event the student believes that these are inaccurate or misleading information. Students requesting the College to amend a record that they believe to be inaccurate or misleading must do so in writing to the College official responsible for maintaining the record. The written request should clearly identify the part of the record in question and specify which it is believed to be inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent (see the information following this section).
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.
5. Students may not inspect financial records and statements of the parents, confidential letters of recommendation placed in their records before 1974 (with some exceptions), or confidential letters of recommendation placed in their records after Jan. 1, 1974, if they have waived their rights to inspect and review such letters.

What information about a student may be released without the student’s consent?

The law permits disclosure, without consent, to:

- School employees who have a legitimate educational interest (these persons are employed by the College in an administrative, supervisory, academic or research, or support staff position, including: campus security personnel; persons serving on the Board of Trustees; persons assisting another College official in performing his or her duties; and individuals—including students—serving on an official College committee such as a disciplinary, grievance, or appeals committee)
- Other schools, upon request, in which a student is seeking or intending to enroll;
- Accrediting organizations;
- Organizations performing certain studies for or on behalf of the College;
- Appropriate parties in connection with financial aid to the student, to determine eligibility, amount,

or conditions of financial aid, or to enforce the terms and conditions of aid;

- Parents when a student over 18 is still a dependent (see additional information under parental rights);
- Certain governmental officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with an audit, authorized representatives of the U.S. Attorney General for law enforcement purposes, or state or federally-supported education programs;
- Individuals who obtained a judicial order or subpoena;
- School officials who have a legitimate need to know concerning disciplinary action taken against a student;
- Appropriate parties who need to know in cases of health and safety emergencies, when necessary, to protect the health and safety of the student and/or others;
- State and local authorities, within the juvenile justice system, pursuant to specific state law;
- Alleged victims of a crime of violence seeking the results of a disciplinary proceeding with respect to that crime;
- Parent or legal guardian of a student under the age of 21, pertaining to information regarding any violation of college policy or state, federal or local law, governing the use or possession of alcohol or a controlled substance;
- Those requesting directory information on a student provided the student has not requested that his or her directory information be withheld.

Do Parents Have Rights Under FERPA?

Rights to access a student's educational records transfer to the student upon reaching 18 years or age or attending any school beyond the secondary level.

The law allows parental access if a student is claimed as a *dependent* for federal income tax purposes, as defined/described in the IRS Code. Proof that a parent is including a student as a dependent under federal tax laws will be required to disclose (without a student's consent) information to the parents of a student 18 years of age or older.

Access is granted both to the parent who claims the student as well as the parent not claiming the student. The parent must complete the Parental Request for Academic Information, available in the Student Development Office, each time information is requested.

If a student is not claimed by either parent as a dependent according to the IRS Code, the parent can gain access to student information only if the student is willing to permit the release of the information. This permission occurs when the student signs the Student Consent for Release of Records, available in the Student Development Office, each time information is to be released.

Questions about FERPA should be addressed to the Registrar, Records Office, in the Whitcomb Student Center. The text of FERPA and its regulations, the Rockingham Community College FERPA policy, and required forms are available on the RCC website at http://www.rockinghamcc.edu/pages/FERPA_guidelines.php. An annual FERPA notice is sent to all students from the Registrar's office.

Complaint Process for Students

It is the aim of Rockingham Community College to resolve student complaints and grievances in a manner that is orderly, non-threatening, and equitable. Students may file a complaint or grievance if they believe that an existing college policy has been misinterpreted, misapplied, or violated. This includes an allegation of discrimination based upon race, color, creed, national origin, sex, sexual orientation, age, disability, or other personal characteristics.

For all types of complaints or grievances, students are first urged to seek resolution of the matter informally with the other individual who may be the subject of the complaint or grievance. Informal resolution of a complaint is always recommended as the desired step prior to taking formal action.

Complaints or grievances regarding final course grades are resolved according to the RCC Grade Appeal Policy, which is outlined in the RCC Catalog. Complaints regarding sexual harassment may be submitted to the Director of Human Resources (in the event the allegation involves a college employee), or to the Vice President for Student Development (in the event the allegation involves another student). Students filing a complaint or grievance pertaining to disability services are to use the Section 504/ADA Grievance Procedure, described online at the RCC web site under 'Student Services – Disability Services.'

For complaints or grievances other than those types described above that are not resolved informally, students are to use the formal Student Grievance Procedure for both academic and non-academic complaints. This procedure is described in the RCC Catalog and Student Handbook, and grievance forms and information are also found on the RCC web site under 'Student Services.' The formal process requires a student to provide the complaint or grievance in writing according to the grievance procedure.

If the complaint cannot be resolved after exhausting RCC's grievance procedure, a student may file a complaint to the Director of Licensure, UNC General Administration, 910 Raleigh Road, Chapel Hill, NC 27515-2688; telephone 919-962-4558; fax 919-962-7139; or email studentcomplaint@northcarolina.edu. Complaints concerning any of the 58 North Carolina community colleges may also be submitted to the Senior Vice President, Programs and Student Services/Chief Academic Officer for the North Carolina Community College System, 5016 Mail Service Center, Raleigh, NC 27699-5016; telephone 919-807-7096; fax 919-807-7173; or email chapmanl@nccommunitycolleges.edu.

Rockingham Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call (404) 679-4500 for questions about the accreditation of Rockingham Community College. The Commission may be contacted for the following reasons: (1) to learn about the accreditation status of Rockingham Community College, (2) to file a third party comment at the time of the Rockingham Community College decennial review, (3) to file a complaint against Rockingham Community College for significant non-compliance with a SACSCOC standard or requirement. Normal inquiries about Rockingham Community College, such as admission requirements, financial aid, educational programs, should be addressed directly to Rockingham Community College and not to the Commission on Colleges.

GRIEVANCE PROCEDURE

The purpose of the Student Grievance Procedure is to provide a means by which students may seek to resolve academic and non-academic complaints against College faculty, staff, other students, or other employees. Procedures for both categories of grievances appear on the following pages.

Academic Grievances

An academic grievance is a dispute related to an academic matter within a learning activity, course, or program of study pertaining to both credit and non-credit courses or programs. For example, an academic grievance may pertain to procedures such as instructor initiated withdrawals for violations of course policies or requirements as contained in the instructor's course syllabus, a dispute of academic dishonesty, instructor's requirements, or academic requirements of specific programs of study.

A student seeking to appeal a final course grade must follow the grade appeal policy that appears in the *RCC Catalog*.

The academic grievance procedure is based on the premise that informal resolution initiated by the student is the preferred outcome. If such resolution cannot be attained or if the student feels that an initial informal meeting with the instructor is not possible due to the nature of the concern, then the procedure will begin at Step 1 of the appeal procedure as outlined below.

In the following procedures, 'class days' are understood to follow a Monday through Friday sequence.

Grievance Procedure

A student seeking to appeal an academic matter related to a program of study (such as dismissal from an academic program) begins the process with at Step 1 of the appeal procedure (with the dean of the division in which the program is offered).

In the case of a grievance related to a course, the student must contact the instructor who made the decision and request a face-to-face meeting to discuss the concern. The student will initiate the contact in person, by telephone, or through the College email system within three (3) class days of the date on which the alleged issue occurred or was brought to the student's attention by the instructor.

The instructor must arrange a meeting with the student to be held within five (5) class days of the receipt of the student's request. The instructor will listen to the entirety of the student's concern and consider if a change of decision is warranted.

Within two (2) class days of reaching a decision, the instructor will communicate the decision to the student in writing and provide a copy to the dean of the instructor's division.

If there is no resolution of the grievance with the instructor, the student may initiate the appeal procedure at Step 1.

Appeal Procedure

Step 1 – Appeal to the Division Dean

If the concern was not resolved by the instructor (or, if the student was dismissed from a program of study), and the student seeks to pursue the matter further, the student must appeal the matter to the dean of the division.

The student will complete the Student Grievance Appeal Form available from the Office of Student Development and the academic division offices, attaching a letter that clearly addresses:

- The student's specific concerns
- The date on which the student met with the instructor to seek resolution of the issue (if the student did not meet with the instructor, the student must explain the circumstances in the letter)

- The result of the discussion with the instructor
- The outcome that the student seeks

The student must submit the original Student Grievance Appeal Form and letter to the Vice President for Student Development within three (3) class days of the date on which the student learned of the instructor's decision or the decision regarding dismissal from a program of study. The form and letter will be processed and delivered immediately to the respective division dean by the Student Development Office.

The dean will contact the student immediately to establish a meeting with the student, to be held no later than five (5) class days after contacting the student. At this meeting, the dean will discuss with the student the concerns related to the appeal. The dean will have access to all information involved in the previous step of the procedure.

The dean will communicate a decision to the student, in writing, within two (2) class days of the date of the meeting. A copy of the communication will be provided to the instructor (as applicable) and Vice President for Academic Affairs.

Step 2 – Appeal to the Vice President for Academic Affairs

If the concern is not resolved by the dean of the division, the student may appeal to the Vice President for Academic Affairs. The student must submit a copy of the original Student Grievance Appeal Form and letter, along with a cover letter describing the process that has occurred to date, within three (3) class days of the date on which the student learned of the dean's decision. The form and letter must be submitted to the Vice President for Student Development within the time frame noted. The form and letter will be processed and delivered immediately to the Vice President for Academic Affairs by the Student Development Office.

The Vice President for Academic Affairs will contact the student immediately to establish a meeting with the student. The meeting will be held no later than five (5) class days after contacting the student. At this meeting, the Vice President will discuss with the student the concerns related to the appeal. The Vice President will have access to all information involved in the prior steps of the procedure and may invite other persons who participated in the prior steps to attend the meeting with the student.

The Vice President will communicate a decision to the student, in writing, within two (2) class days of the date of the meeting. A copy of the communication will be provided to the instructor (as applicable) and dean of the division.

The decision of the Vice President for Academic Affairs is final.

Non-Academic Grievances

A non-academic grievance is one that normally does not specifically pertain to academic issues. Examples of non-academic grievances include complaints by students that they have been treated unfairly in violation of students' rights that are listed in the *College Catalog* and *Student Handbook*; discrimination on the basis of age, sex, race, ethnicity, religious belief, national origin, disability, or other conditions or preferences; claims of sexual harassment by another student or College employee; or claims that a sanction or decision imposed as a result of a disciplinary infraction is unreasonable, unfair, excessive, or not in keeping with the sanctions prescribed in the Code of Conduct.

Similar to the procedure for academic grievances, the procedure for non-academic grievances is based on the premise that informal resolution of a grievance initiated by the student is the preferred outcome. If such resolution cannot be attained in this way, or if the student feels that an initial informal meeting with the person against whom the grievance is filed is not possible due to the nature of the concern, then student will follow the Grievance Procedure listed below.

A student seeking to appeal a sanction or similar decision related to a disciplinary matter begins the process at Step 1 of the appeal procedure for non-academic grievances.

If the grievance pertains to a claim of sexual harassment, the student may first contact the Vice President for Student Development rather than the offending person, to begin the Grievance Procedure.

The time periods shown for each phase of the process acknowledge the desire to provide ample time for the student to respond as well as the fact that timing of students' and others' weekly schedules will vary. In some cases at higher levels of appeal, personal schedules may necessitate an adjustment in the time frame for hearings and notifications, with the understanding that every effort will be made administratively to expedite the process. In the following procedures, 'class days' are understood to follow a Monday through Friday sequence.

Grievance Procedure

In the case of a non-academic grievance toward another student or College employee, if the matter cannot be resolved informally as initiated by the student, the student filing the grievance must contact the Vice President for Student Development within five (5) class days of the date on which the alleged issue occurred that resulted in the student's concern. This contact may be initiated in person, by telephone, or through the College email system. The student will then complete the Student Grievance Appeal Form, available from the Office of Student Development office, attaching a letter that clearly addresses:

- The student's specific concerns and date on which the incident giving rise to the grievance occurred,
- The date on which the student sought to resolve the issue (if the student did not meet with the offending student or College employee, the student must explain the circumstances in the letter), and the outcome that the student seeks.

The Student Grievance Appeal Form and letter must be submitted to the Vice President for Student Development within the time period noted above.

The Vice President for Student Development will arrange a meeting with the student to be held within five (5) class days of the receipt of the student's grievance appeal form. The Vice President will endeavor to arrange this meeting as quickly as possible and will listen to the entirety of the student's concern and determine the course of action to be taken in resolving the matter.

In seeking a satisfactory resolution of the grievance, the Vice President for Student Development may include in this meeting the individual against whom the grievance was filed. Within three (3) class days of this meeting, the Vice President for Student Development will communicate a decision to the student in writing.

Appeal Procedure

Step 1 – Appeal to the College Appeals Committee

A. For a Concern Not Resolved in the Grievance Procedure

If the concern was not resolved by the Vice President for Student Development and the student seeks to pursue the matter further, the student may request a hearing before the College Appeals Committee.

The student must submit a copy of the original Student Grievance Appeal Form, along with a letter that describes the process that has occurred to date and that clearly addresses:

- The student's specific concerns related to the decision, and
- The outcome that the student seeks.

The student must submit the Student Grievance Appeal Form and letter to the Vice President for Student Development within three (3) class days of the date on which the student learned of the Vice President's decision.

B. For an Appeal of a Sanction or Decision Related to a Disciplinary Matter

A student seeking to appeal a sanction or similar decision related to a disciplinary matter may request a hearing before the College Appeals Committee.

The student must complete the Student Grievance Appeal Form available from the Office of Student Development office, attaching a letter that clearly addresses:

- The student's specific concerns related to the disciplinary sanction or decision, and

- The outcome the student seeks.

The student must submit the original Student Grievance Appeal Form and letter to the Vice President for Student Development within three (3) class days of the date on which the sanction or decision was imposed upon the student.

(For either A or B above: The student's appeal is submitted to the Vice President for Student Development, who then forwards the appeal to Appeals Committee for its consideration.)

The Appeals Committee will be comprised of five persons appointed annually by the President of the College. These are: two faculty members, two staff members, and the President of the Student Government Association. If the President of the Student Government Association is unavailable due to timing of the appeal at any point during the year, the President may appoint either another student or a member of the College faculty or staff. Any member of the Appeals Committee who has a conflict of interest in the student's appeal, or is unable to participate for any reason in a hearing, will be excused and a substitute appointed by the President.

The Appeals Committee will endeavor to review within five (5) class days of receipt of the student's grievance the student's letter and all information pertinent to this matter, and determine a meeting date and time for a hearing with the student. The Committee chairperson will notify the Vice President for Student Development, who will then inform the student who filed the grievance appeal of the date, time, and location of the hearing. The student will also be provided with the procedures to be used during the hearing. The Appeals Committee may invite other persons who participated in the prior steps to attend the meeting with the student.

Upon completing the hearing, the Appeals Committee must render a decision within five (5) class days of the hearing. A copy of the Committee's decision will be provided in writing to the student and the Vice President for Student Development.

Step 2 –Appeal to the President of the College

The student may appeal the decision of the Appeals Committee to the President of the College. The student must submit a copy of the original Student Grievance Appeal Form, along with a letter describing the process that has occurred to date, and that clearly addresses:

- The student's specific concerns related to the disciplinary sanction or decision, and
- The student's disagreement with the Appeals Committee's decision, and
- The outcome that the student seeks.

This letter must be delivered to the President's office within three (3) class days of the date on which the student learned of the Appeals Committee's decision.

The President will endeavor to review within five (5) class days of receipt of the student's grievance letter and all information pertinent to this matter. The President will have access to the information related to all prior levels of review and appeal.

The President at his or her discretion may execute either of the following actions:

- Hold a hearing with the student, and may invite other persons who participated in the prior review process to attend the hearing. If the President elects to hold a hearing, the President will contact the student and others to be involved in the hearing no later than three (3) class days from the date of decision to hold the hearing. The hearing must be held within five (5) class days of notification to the various parties.
- Remand the case to the College Appeals Committee for review and/or re-hearing if the President determined that procedural errors occurred at any level of previous review so as to affect the process of review; or if information deemed pertinent to the case was erroneously or incorrectly excluded from consideration; or if new information not available at prior levels of review is now available so as to merit consideration. If the case is remanded to the College Appeals Committee, the Committee shall schedule another review and hearing as quickly as possible after notification by the President, and shall render a decision based upon the factors leading to remand of the case to the Committee. An appeal of the Committee's decision in a second hearing or review may be appealed to the President following the procedure for appeal of an Appeals Committee decision.

After a complete review of the matter (with or without a hearing), the President may uphold or overturn the decision of the College Appeals Committee. The President will communicate a decision to the student, in writing, within five (5) class days of the President's completion of review. A copy of the communication will be provided to the Vice President for Student Development and chairperson of the College Appeals Committee.

The appeal process concludes at the President's level (unless the President remands the case to the Appeals Committee and the Committee renders a subsequent decision).

INTELLECTUAL PROPERTY POLICY

Rockingham Community College encourages the development, writing, invention, and production of intellectual property designed to improve the productivity of the college and/or to enhance the teaching/learning environment.

Intellectual property is defined as intellectual and creative works that can be copyrighted or patented, such as literary, dramatic, musical and artistic works, computer software, multimedia presentations, inventions, etc.

A student retains portfolio rights to works created by the student as a class assignment or as part of a pro-bono commission approved as a student project by an instructor. A pro-bono commission is work that an instructor may approve for students to undertake as a skill-building opportunity. Students may receive token payments provided by the person or group that commissions such a work.

The ownership of a copyright or patent resulting from the development of intellectual property and any rewards or recognition attributed to the copyright or patent will be determined according to the following conditions.

Ownership resides with the employee or student

A. Ownership resides with the employee or student if the following criteria are met:

- 1) The work is the result of individual initiative, not requested by the college.
- 2) The work is not the product of a specific contract or assignment made as a result of employment with the college.
- 3) The work is not prepared within the scope of the individual's college job duties.
- 4) The work does not involve use of college facilities, time, and/or other resources and is not derivative of any other college-owned copyright. (Students may not use college equipment or resources for works for hire.)
- 5) Inventions or discoveries made by the employee entirely on his/her personal time (e.g. made during non-working hours) and not involving the use of the college facilities or materials are the property of the inventor except as may be specified in any applicable agreement between the college and the federal or state government, or an agency thereof.

B. The employee shall disclose promptly to the college all discoveries and inventions made during the term of any agreement or contract. The duty to disclose arises as soon as the Employee has reason to believe, based on his or her own knowledge or upon information supplied by others, that the discovery or invention may be patentable. Certainty about patentability is not required before a disclosure is made. The employee shall execute such declarations, assignments, or other documents as may be necessary in the course of invention evaluation, patent prosecution, or protection of rights to insure that title to such inventions shall be held by the college.

Ownership resides with the College

- A. Ownership resides with the college if the following criteria apply:
- 1) The work is prepared within the scope of an employee's job duties.
 - 2) The work is the product of a specific contract or assignment made in the course of the employee's employment with the college.
 - 3) The development of the work involved significant facilities, time, and/or other resources of the college including, but not limited to, released time, grant funds, college personnel, salary supplement, leave with pay, equipment, or other materials or financial assistance, or is derivative of any other college-owned copyright.
- B. Although an employee may not personally profit from college-owned property which he or she developed, the employee may include it as representative in a personal portfolio.

Copyright

If the employee does not satisfy all of the criteria set forth in Section II, "Ownership resides with the employee or student," then the college asserts copyright ownership in all original works of authorship created by the employee during the term of any agreement or contract. All such works shall be deemed "works-for-hire" under the U. S. copyright law; but to the extent a work does not qualify as a "work-for-hire," the employee hereby assigns to the college all rights, title and interest in and such to work throughout the world. Works subject to this provision include, but are not limited to, textbooks, course content as taught at the college, and course design materials used to present course content.

Patents

With the exception of inventions made on personal time, every invention or discovery or part thereof that results from research or other activities carried out at the college by the employee or that is developed by the employee with aid of the college's facilities, staff or through funds administered by the college during any agreement or contract shall be the property of the college and, as a condition of employment, shall be assigned by the employee to the college in the manner prescribed by the college.

Joint Ownership

- A. Joint ownership agreements should be negotiated prior to creation of the property. When it can be foreseen that commercially valuable property will be created, the college and the employee or the college and the student should negotiate an agreement for ownership and the sharing of benefits. The college and the employee or the college and the student may enter into an agreement for an equitable arrangement for joint ownership, sharing of royalties, or reimbursement to the college for its costs and support. In all such joint ownership cases, the agreement shall provide that the college will have a perpetual license to use the work without compensation to the employee or student for such use.
- B. If an employee is granted full or partial leave with pay (e.g. release time or educational leave), to write, develop, produce, or invent intellectual property, the employee and the college will share in any financial gain, and the college's share will be negotiated prior to the time the leave is taken. Notwithstanding the provisions of this policy, in the case of a work created under a grant accepted by the college, the ownership provisions of the grant shall prevail.

Use of Revenue

The revenue derived from college-owned intellectual property is considered to be the same type of funding as that which allowed the development of the intellectual property, i.e. federal, state, county, or institutional. Revenue from intellectual property generated by more than one type of funding is allocated to that revenue source in the year it is received in the same proportion as the funding that allowed the property to be created. The college shall determine the use of the funding.

Liability Issues

All college faculty and staff will ensure that the courses and materials created by them are original except for such materials from copyrighted sources that are reproduced with the written permission of the copyright holder; that the courses or materials will in no way constitute a violation of or an infringement upon any copyright belonging to any other party; that the courses or materials will contain no information previously published or copyrighted by the faculty member unless such information is noted in the course or material; and that the course or material will contain no matter which is libelous or in any way contrary to law.

Disciplinary Action

Individuals are responsible and liable for their own actions in the creation, use, and distribution of intellectual property. Violations of this policy may also result in disciplinary action by the college including expulsion from the college and/or termination of employment.

PARKING REGULATIONS

Rockingham Community College offers adequate and convenient parking on campus for its students, faculty, staff, and visitors.

SPEED LIMITS and PARKING AREAS

The speed limit on campus is 15 mph on all roads and 10 mph in all parking lots. The college maintains five large, paved parking lots. Parking on campus is permitted in designated areas. Most spaces on campus are designated for students and visitors. A limited number are marked for faculty and staff, and a few spaces are marked for visitors only. Students must not park in faculty/staff or visitor spaces, and faculty and staff must not park in student/visitor spaces. Parking regulations are in effect during day and evening hours. Parking in the ADM Building lot is primarily for visitors. Fifteen-minute parking is allowed in spaces in front of the building.

VISITORS

Visitor parking is available in all five paved parking lots on campus. Temporary parking permits are available from the Information Desk in the Student Center, division Administrative Assistants, and Administration Building receptionist.

HANDICAPPED PARKING PERMITS

Parking in handicapped spaces requires use of the official 'handicapped/disabled' parking tag that is issued by the State, and which must be visible inside the vehicle when hanging from the interior rear-view mirror. The 'handicapped/disabled' parking tag must be registered to the individual parking in a 'disability access' parking space. Fines may be assessed to persons using 'handicapped/disabled' parking tags not registered to them for use in "disability access" parking spaces.

VEHICLE REGISTRATION

All students, faculty and staff are required to register their motor vehicles. Students may register their vehicles at the Information Desk in Whitcomb Student Center and obtain parking stickers here upon

presentation of a receipt for payment of tuition and fees. The parking sticker must be placed on the lower corner inside the windshield on the driver's side. Temporary permits must be used whenever it is necessary to drive an unregistered vehicle on campus and may also be obtained at the Information Desk as well.

TOWING OF VEHICLES

Vehicles illegally parked in disability access spaces, on roadways/service roads, or in visitor and reserved spaces during normal operating hours Monday through Friday, are subject to being towed at the owner's expense. Vehicles registered to students that are parked in faculty/staff spaces also are subject to towing.

PARKING CITATIONS AND FINES

Parking citations will be issued for failure to comply with campus regulations. Fines in the amount of \$5 are due for failure to display a parking sticker, parking sticker improperly displayed, prohibited parking (in roads, service roads, etc.), unauthorized parking in reserved spaces, and utilizing two parking spaces. Parking illegally in disability access space carries a maximum fine of \$250. This includes parking in a 'disability access' space with a tag registered to another person if the driver does not have a verified disability. *Note that vehicles can be traced with or without a parking permit.*

PAYMENT OF PARKING FINES?

Fines can be paid at the Switchboard receptionist desk in the Administration Building during normal business hours Monday through Friday. If you feel a parking citation was unjustly administered, you may appeal to the Vice President for Student Development, whose office is located in Whitcomb Student Center.

CONSEQUENCES OF UNPAID FINES

Student records may be encumbered for failure to pay a parking fine, by the James Library for losses, damages, or unpaid fines, or by the Admissions Office for failure to provide all pertinent transcripts. Also, encumbrances may be issued by Whitcomb Student Center or by the Gym for damaged or lost equipment, and by the faculty for books or materials not returned to them. An encumbrance means that a student may not receive grades, have a transcript request processed, or register for courses until the encumbrance has been cleared. To clear an encumbrance, a student must contact the office issuing the encumbrance, satisfy the conditions of that office, and obtain a written release.

SEXUAL HARASSMENT POLICY

All members of the college (faculty, staff, and students) are expected and requested to conduct themselves in such a way as to contribute to an atmosphere free of sexual harassment. Sexual harassment of any employee or student by an employee or a student is a violation of the policies of the college and will not be tolerated.

Sexual harassment will not be tolerated by the college. Requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature by an employee constitutes sexual harassment when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or grade.
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions or decisions affecting a student's grades.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive environment.

Consequences of Sexual Harassment

Any employee or student who violates this policy will be subject to immediate discipline up to and including termination of employment or expulsion from the college.

Complaint Procedures

Any employee who believes that he/she has been subjected to sexual harassment may file a complaint with the Director of Human Resources. Likewise, a student who believes that he/she has been subjected to sexual harassment may seek resolution through the Grievance Procedure as listed in the Student Handbook.

STUDENT CODE OF CONDUCT

Rockingham Community College students are considered responsible adults and are expected to conduct themselves in accordance with generally acceptable standards of behavior that are pertinent to providing all members of the College community with a safe environment that demonstrates respect for other persons, respect for property, and that contributes to a positive learning environment.

This Student Code of Conduct identifies behaviors that are unacceptable, and, therefore, prohibited. Any action performed on the campus and all properties of Rockingham Community College, or at any off-campus activity sponsored by or officially sanctioned by the College, will be defined as a violation of standards of student behavior as specified in the Student Code of Conduct. Prohibited behaviors, as specified in the Student Code of Conduct, are typically those which: interfere with normal instructional activity; directly precipitate physical violence resulting in bodily injury or property damage; or are a violation or violations of the duly established regulations of the College, or the laws of the State of North Carolina, or of the United States.

In order to protect the learning environment, and safety and well-being of all students and other members of the College community, the following behaviors *are explicitly prohibited (and are described below)*:

1. Academic Dishonesty: Taking or acquiring possession of any academic material from a College employee or another student without permission; receiving or giving help during tests or other assignments when such is not permitted by the instructor; submitting papers or reports as originals that are not the student's own; plagiarism (using another person's work, words, or ideas as one's own). (Refer to the Academic Integrity Policy, found elsewhere in this handbook.)

2. Misuse, Damage, or Theft of Property: Attempted or actual theft of, damage to, and/or misuse of property belonging to the College, other members of the College community, or campus visitors.

3. Unauthorized Entry: The unauthorized entry into a College facility, or unauthorized presence in a College facility after closing hours.

4. Drug and Alcohol Use: The use, possession, transport, manufacture, sale, or distribution of illegal drugs, alcoholic beverages or narcotics on the campus and all properties of the College, or at College-sponsored or sanctioned activities. This provision includes the recognition that no one under the influence of these substances is permitted to participate in College activities or be on the College premises. (Provisions related to alcohol produced in conjunction with specified educational activities, such as in brewing or fermentation courses, address these circumstances in a separate procedure that is approved by the Administration and/or Board of Trustees when necessary.)

5. Lewd, Indecent, or Offensive Apparel: Apparel that is threatening, intimidating, or offensive in nature, which goes beyond generally accepted bounds of good taste and contributes to the disruption of the learning process. Shoes are to be worn at all times. If, in the judgment of College officials, attire (including droops, the presence of gang colors, signs, and/or symbols, and/or body art) is threatening, intimidating, or offensive in nature, sanctions or other corrective measures may be imposed immediately.

6. Lewd, Indecent, or Offensive Conduct: Engaging in inappropriate behavior that interferes with the peace, order, and efficient and effective operation of the College. Such behavior includes, but is not limited to, harassment of another student or College employee, playing loud music that detracts from a peaceful learning environment, and the use of loud, threatening, and/or obscene language and/or gestures.

7. Use of Tobacco Products: (As of March 14, 2011) The use of all tobacco products while on the campus of Rockingham Community College, including all buildings, facilities, properties, and those operated by the College at other locations, and including College vehicles. Prohibited products include any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any means, or any component part or accessory of a tobacco product including but not limited to cigarettes and cigars of all types, smoking and chewing tobacco products in any form, snuff, refuse scraps, clippings, cuttings and sweepings of tobacco, pipes, e-cigarettes, hookah pipe/waterpipe devices, and other kinds and forms of tobacco.

8. Mental, Physical, or Psychological, Abuse: Mental, physical, or psychological abuse of any person in any form on College premises or at College-sponsored or College-sanctioned functions off campus, including verbal or physical actions that threaten or endanger the health or safety of any such persons or which promote hatred or racial or ethnic prejudice. Any act by an individual, group, or organization which is intended to annoy, antagonize, or exhaust other persons; such acts may include, but are not limited to: frequent name-calling, degradation of character acts communicated electronically in any form, or other activities which, by nature, are so profound as to cause or potentially cause mental anxiety, mental stress, panic, human degradation, public embarrassment, and/or humiliation. (Acts of hazing are also considered to be acts of mental, physical, or psychological abuse. Also, any unauthorized use of electronic or similar devices to create an audio or video record of any person without his or her knowledge or effective consent, when such a recording is likely to result in injury or distress, is prohibited.)

9. Sexual Harassment: Any comment, act, or behavior that is of a sexually suggestive or harassing nature and which in any way interferes with a student's or any employee's performance or creates an intimidating, hostile, or offensive environment. (Examples of such behavior include, but are not limited to: offensive sexual flirtation, advances, or propositions; graphic verbal commentary about an individual's body; the display of sexually suggestive objects or images; any unwelcome verbal or physical conduct of a sexual nature; the insinuation of educational, financial, or employment privileges exchanged for sexual favors; any and all electronic communications, including email, texting, and postings on social media that communicate messages that fall within this prohibited behavior.)

10. Hazing: Any act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership, in a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this prohibited behavior. (Hazing is also a misdemeanor under North Carolina law.)

11. Possession or Use of a Firearm, Incendiary Device, Explosive, or Other Weapon. (Pursuant to the exceptions noted in N.C.G.S. Sec. 14-269[b] and 14-269.2[g]): Possessing or using a weapon on campus, on any property of the College, or at any College-sponsored or sanctioned off-campus event. This prohibition includes any gun, rifle, pistol, or other firearm of any kind; any explosive device (including fireworks); stun guns; and knives as defined by N.C.G.S. Sec. 14-269.2(e).

N.C.G.S. Sec. 14-269.2(k) permits a limited exception to this prohibition. A firearm is permissible on a community college campus only under the following limited circumstances:

1. The firearm is a handgun; AND
2. The individual possessing the firearm has a valid concealed carry handgun permit or is exempt from the law requiring a permit; AND

3. The handgun remains in either: a closed compartment or container within the locked vehicle of the individual who possesses a valid concealed carry handgun permit, or a locked container securely affixed to the vehicle of the individual who possesses a valid concealed carry handgun permit; AND
4. The vehicle is only unlocked when the individual who possesses a valid concealed carry handgun permit is entering or exiting the vehicle; AND
5. The firearm remains in the closed compartment at all times.

The law does not permit the concealed carry permit holder to carry the handgun on campus. While on campus, the handgun must remain in the closed compartment or container within locked vehicle or within a locked container securely affixed to the individual's vehicle. The law provides that the only weapon a concealed carry permit holder may have on a community college campus is a handgun, *not a rifle, shotgun, or gun of any other type*, and that the handgun must be stored according to the requirements listed in #1-5 above. Even if the gun, other than a handgun, is in a closed compartment in the concealed carry permit holder's vehicle (as described in Sec. 14-269.2(k), and shown in #1-5 above, it is a violation of the law to have such a gun on campus.

6. Other limited exceptions as provided in N.C.G.S. 14-269 include:
 - a. Law enforcement personnel, firefighters, emergency service personnel, and military personnel carrying out their official duties;
 - b. A registered armored car service guard or registered armed courier service guard with the permission of the College;
 - c. A weapon used solely for educational or College-sanctioned ceremonial purposes as authorized by the President.

A person found to be in violation of this law is subject to both College sanctions and may be reported to local law enforcement for additional action.

12. Forgery: Forging, altering, or other misrepresentation on any College documents, records, or instruments of identification, including Rockingham Community College identification cards, with the intent to deceive.

13. Violation of the RCC 'Acceptable Use Policy' for Use of College Internet and Network Resources: This includes behaviors prohibited in the policy, which is found elsewhere in the Student Handbook and on the RCC web site.

14. Unauthorized Assembly: Participating in or conducting an assembly, demonstration, or gathering in a manner which: threatens or causes injury to person(s) or property; interferes with free access to, ingress or egress of College facilities; or is harmful or obstructive to the function of Rockingham Community College. This prohibited behavior also includes remaining at the scene of such an assembly or gathering after being asked to leave by a member of the College staff.

15. Tampering with Fire Safety Equipment: Setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such an alarm or equipment.

16. Other: Any behavior deemed by College officials to be a violation of accepted standards or decency and safety, or which threatens the campus working or learning environment, or which are prohibited by local, state, or federal law.

Consequences of Unacceptable Behaviors (Disciplinary Actions)

The College reserves the right to maintain a safe and orderly educational environment for students, staff, and visitors. When a student's conduct disrupts or threatens to disrupt the college community, appropriate action will be taken to restore and protect the stability and security of that community.

If an act of misconduct threatens the health, well-being, function, or orderly conduct of a class, person, activity, or the College as a whole, the following actions may be taken:

A college official, faculty, or staff member may direct the student(s) involved to cease **such** conduct and advise them that failing to cease may result in immediate suspension.

Normal classroom discipline is the responsibility and privilege of the faculty member. Students are required to abide by the conduct policies stated in each class syllabus as well as the College's Student Code of Conduct. If classroom misconduct continues after a request or warning is issued by a faculty member, the faculty member may report the matter to the Vice President for Student Development (and, if necessary, to Campus Security personnel) and require that the student report to the Vice President before returning to the faculty member's class.

If misconduct outside the classroom continues after a request or warning is issued, a College official, faculty, or staff member, may report the matter to the Vice President for Student Development (and, if necessary, to Campus Security personnel) and require that the student report to the Vice President for Student Development.

Sanctions

The Vice President for Student Development, as a result of a confirmed act of student misconduct (such as a violation of the Student Code of Conduct or any of any other College policy or regulation), may impose any of the following sanctions, as is appropriate:

- 1. Reprimand.** A reprimand is a written communication that gives official notice to the student that any subsequent infraction or violation of the Student Code of Conduct or any other College policy or regulation will result in more severe penalties due to the prior infraction that precipitated the reprimand. Corrective measures appropriate to the issue at hand may also be included.
- 2. Restitution.** Payment for the damage, misuse, destruction, or loss of property belonging to the College, College personnel, students, or visitors to the campus.
- 3. Fines—For Violation of the Tobacco-Free Policy.** (Effective May 29, 2012) The following schedule of consequences and fines will be imposed for students who do not observe the College's tobacco-free policy:
First Offense—Written Warning; Second Offense—\$50 fine; Third Offense—\$100 fine; Fourth Offense—\$200 fine; Each offense beyond the fourth offense—\$200 fine.
A student's record is not 'wiped clean' at the beginning of any calendar year or academic term, and continues to accumulate offenses if more than one violation occurs. Fines for violation of the tobacco-free policy are treated in the same way as fines for overdue library materials and unpaid parking violations—namely, a student with an unpaid fine will not be permitted to register for classes, receive final grades, or receive official transcripts until the fine is paid.
- 4. Campus Community Service.** Depending upon the infraction and its severity, the Vice President for Student Development may determine if opportunity exists to assign the student to specified hours of campus community service to be completed as part of the sanction to be imposed. If available, this level of sanction would be considered for infractions that would be reasonably considered to be 'minor' in terms of overall scope and severity. Failure to comply with the conditions established for campus community service may lead to a more severe sanction. In situations when the appropriate sanction is that of restitution in order to repay financial losses, campus community service is normally not a substitute.
- 5. Probation.** A student may be placed on Disciplinary Probation for a specified period of time. While on Disciplinary Probation, a student is normally permitted to attend class and may participate in other College activities unless any of these extra-curricular privileges have been removed during the time a student is on probation. Normally, while on Disciplinary Probation, a student is subject to further, more serious sanctions if further violations of College policies occur.

6. Interim Suspension. Exclusion from class and/or other privileges or activities as set forth in the sanction notice until a final decision has been made concerning the alleged violation (unless waived in connection with the review and appeal process).

7. Suspension. Exclusion from class(es) and/or all other privileges or activities of the College for a specified period of time. Students who receive this sanction must obtain specific written permission from the Vice President for Student Development in order to return to campus for a specified reason.

8. Expulsion. Dismissal from campus for an indefinite period of time. The student loses his or her student status. The student may be readmitted to the College only with the approval of the Vice President for Student Development and the President of the College.

Due Process: Procedure for Appealing a Sanction

Any student who disagrees with the sanction imposed by the Vice President for Student Development may follow the procedure for appealing the sanction as found in the Non-Academic Grievance Procedure.

If the student's appeal moves to the level of the College Appeals Committee and/or the President of the College, the Vice President for Student Development will determine, in consultation with the student's instructors and/or Vice President for Academic Affairs, if the student will be permitted to attend class during the period of the appeal process. If the circumstances suggest that the student should not attend classes during the appeal process, arrangements will be made so as not to penalize the student for absences during the appeal process.

**Appeal of a Charge of Academic Dishonesty. If a student seeks to challenge a charge of academic dishonesty, he/she must do so by use of the Student Grievance Procedure. Contact the Vice President for Student Development.*

Academic Calendar 2015-2016

Please visit the RCC website for the for the current academic calendar:

<http://www.rockinghamcc.edu/student-services/academic-calendar.htm>

Remember, dates are subject to change. It is a student's responsibility to check the academic calendar on a regular basis.



WEATHER-RELATED CANCELLATION OF CLASSES

Occasionally during the winter months, classes must be canceled due to inclement weather. Local radio stations and area TV stations provide information regarding closings. Announcements regarding cancellations, delays and closings will be posted on the RCC website. Persons subscribed to “Eagle Alerts” receive updates as a text message to their phones. When the college has a delayed opening, students are expected to report to class, lab, or shop that they are normally attending during that time. (Example: If a class is scheduled from 8:00am until 9:25am and the college opens at 9:00am, the students will have 25 minutes remaining in the class. This will give the faculty member time to make assignments, answer student questions, etc.)


High school students who are enrolled in classes are expected to abide by the same policy. Many times, the high schools are closed due to weather, but RCC is not. In this case, students are expected to attend RCC classes on their regular schedules. Information is available in the Technology Support department in the Administration Building, or call 342-4261.



**THIS PUBLICATION WAS PRODUCED
BY THE
RCC STUDENT DEVELOPMENT DIVISION**

The information contained in this publication is subject to change.

For questions regarding this publication,
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TTY (for the hearing impaired): 634-0132

A large yellow sunburst graphic with multiple rays emanating from the bottom center, set against a dark green header and a dark green footer.

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