

2011-2012
Student Catalog



Your Gateway To Endless Possibilities

www.vgcc.edu

ACCREDITATION

Vance-Granville Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award certificates, diplomas, and associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call (404) 679-4500 for questions about the accreditation of Vance-Granville Community College. The Commission on Colleges should be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

APPROVAL

Vance-Granville Community College is approved by the:

- MAERB Medical Assisting Education Review Board Accreditation
- NAEYC Early Childhood Associate Degree Accreditation
- North Carolina Community College System
- North Carolina Board of Nursing
- Joint Review Committee on Education in Radiologic Technology
- Commission on Accreditation of Allied Health Education Programs
- Division of Vocational Rehabilitation
- North Carolina State Approving Agency for Veterans and Military Education Programs
- North Carolina Board of Cosmetic Art Examiners
- North Carolina Department of Insurance
- North Carolina Office of Emergency Services
- North Carolina Real Estate Licensing Board
- North Carolina Division of Health Service Regulation
- North Carolina's Sheriffs' Education and Training Standards Commission
- North Carolina Criminal Justice Education and Training Standards Commission
- Automotive Service Excellence - National Automotive Technicians Education Foundation

MEMBERSHIP

Vance-Granville Community College is a member of the following:

- American Association of Community Colleges
- North Carolina Community College System
- Southern Association of Colleges and Schools

CATALOG INFORMATION

Vance-Granville Community College has made every reasonable effort to determine that everything stated in this catalog is accurate at the time of printing. However, the N.C. General Assembly, the State Board of Community Colleges or the VGCC Board of Trustees may make changes in policy, graduation requirement, fees and other charges, curriculum course structure and content, and other such matters after the publication of this catalog. The N.C. General Assembly may make changes in tuition without notice. The official version of the college catalog can be found at www.vgcc.edu.

Vance-Granville Community College is an equal opportunity, affirmative action institution. The College serves all students regardless of race, creed, color, age, sex, national origin, or disabling conditions.

Vance-Granville Community College is a Tobacco-Free College.

The College is in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1991 prohibiting discrimination with regard to disabilities.

DIRECTORY INFORMATION

Vance-Granville Community College

MAIN CAMPUS

200 Community College Road
 Midway between Henderson, N.C., and Oxford, N.C.
 P.O. Box 917, Henderson, N.C. 27536
 Phone: (252) 492-2061 • Fax: (252) 430-0460

SATELLITE CAMPUSES

Franklin County Campus

8100 N.C. 56 Highway
 P.O. Box 777
 Louisburg, NC 27549
 Phone: (919) 496-1567
 Fax: (919) 496-6604

South Campus

1547 South Campus Drive
 P.O. Box 39
 Creedmoor, NC 27522
 Phone: (919) 528-4737
 Fax: (919) 528-1201

Warren County Campus

210 West Ridgeway Street
 P.O. Box 207
 Warrenton, N.C. 27589
 Phone: (252) 257-1900 • Fax: (252) 257-3612

DIRECTORY OF CORRESPONDENCE

Inquiries will receive prompt attention if addressed to the Administrative Office below in care of Vance-Granville Community College, Post Office Box 917, Henderson, North Carolina 27536.

<i>For Information About:</i>	<i>Write to the Office of:</i>
Academic Advising.....	Vice President of Student Affairs
Academic Policies and Faculty.....	Vice President of Instruction
Administrative Affairs.....	President
Admissions.....	Director of Admissions & Records/Registrar
Bookstore.....	Vice President of Finance and Operations
Building Usage.....	Facilities Manager
Buildings and Grounds.....	Director of Plant Operations
Community Services.....	Vice President of Community and Economic Development
Curriculum, Instruction.....	Vice President of Instruction
Employment.....	Director of Human Resources
Occupational Extension.....	Director of Economic & Workforce Development
Financial & Veterans' Assistance.....	Director of Financial Aid
Fiscal and Business Affairs.....	Vice President of Finance and Operations
Human Resources Development....	Director of Economic & Workforce Development
Industrial Services.....	Director of Economic & Workforce Development
Student Job Placement.....	Director of Career Services
Library.....	Director of Learning Resources Center
Literacy Education.....	Vice President of Community and Economic Development
Placement Testing/Student Assessment.....	Director of Admissions & Records/Registrar
Public Information/News Media.....	Director of Marketing
Registration/Student Records.....	Director of Admissions & Records/Registrar
Small Business.....	Director of Small Business
Student Affairs and Activities.....	Vice President of Student Affairs
Transcripts.....	Director of Admissions & Records/Registrar
Workforce Investment Act.....	Director of WIA

MESSAGE FROM THE PRESIDENT

Education is often likened to a journey. If it is, then this catalog is the map that will help guide you along your journey as a Vance-Granville Community College student. Your journey might be short or long, and your path may not be identical to the path taken by any other VGCC Vanguard. That is part of the beauty of a community college, where all are welcome to walk through the open door, and all are encouraged to reach their own individual goals. Here at VGCC, we are committed to helping each student create success for themselves, their families, their businesses and their communities. In the words of our college slogan, VGCC serves as “your gateway to endless possibilities.”



For more than 40 years, thousands of students have found their place at our campuses and then had the opportunity to take advantage of a truly endless list of possibilities. Some started a new career thanks to their preparation here. Some received a promotion or updated the skills they needed to do their job in a changing economy. Some laid the foundation for even more education and earned advanced degrees. Others started their own businesses. Whatever your goal, you will find this catalog helpful and informative. You will learn about the various academic programs that VGCC offers to serve the people of Vance, Granville, Franklin and Warren counties. You will also find out about procedures, resources and services that are available to help all students succeed.

This catalog will give you an idea of why VGCC is recognized statewide for excellence. Our outstanding faculty, staff and facilities are all focused on serving the most important people on our campuses: our students. VGCC's high standards were confirmed in the 2010 North Carolina Critical Success Factors “report card,” when VGCC met all eight state performance measures. Sustained by the support of the people in the four counties we serve, our college continues to innovate and grow in order to provide the education and training you need to compete in today's global economy.

Thank you for continuing your education with us at Vance-Granville, and I wish you success on your journey toward reaching your fullest potential.

Randy Parker

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VANCE-GRANVILLE COMMUNITY COLLEGE 2011-2012 ACADEMIC CALENDAR

SEMESTER SYSTEM

Vance-Granville Community College operates on the semester system. The fall and spring semesters are 16 weeks in length. The summer term is 10 weeks in length.

Fall Semester 2011

August 16	Tuesday	Curriculum Classes Begin
August 18	Thursday	Last Day To Add A Class*
August 25	Thursday	Last Day For A Partial Refund/ Last Day To Drop with No Transcript Grade/Census Date
September 5	Monday	Labor Day Holiday
October 13,14	Thursday, Friday	Fall Break
November 14	Monday	Last Day To Withdraw With "WP" Grade
November 24,25	Thursday, Friday	Thanksgiving Holidays
December 9	Friday	Exam Study Day
December 12-14	Monday-Wednesday	Final Exams

Spring Semester 2012

January 5	Thursday	Curriculum Classes Begin
January 9	Monday	Last Day To Add A Class*
January 16	Monday	Martin Luther King, Jr. Holiday
January 17	Tuesday	Last Day For A Partial Refund/ Last Day To Drop with No Transcript Grade/Census Date
March 12-16	Monday-Friday	Spring Break
April 4	Wednesday	Last Day To Withdraw With "WP" Grade
April 6	Friday	Good Friday
May 3	Thursday	Exam Study Day
May 4-8	Friday-Tuesday	Final Exams
May 11	Friday	Graduation
May 12	Saturday	Graduation (Rain Date)

Summer Semester 2012

May 21	Monday	Curriculum Classes Begin
May 22	Tuesday	Last Day To Add A Class*
May 25	Friday	Last Day For A Partial Refund/ Last Day To Drop with No Transcript Grade/Census Date
May 28	Monday	Memorial Day Holiday
July 2-6	Monday-Friday	Independence Day Holidays
July 17	Tuesday	Last Day To Withdraw With "WP" Grade
August 2	Thursday	Curriculum Classes End

**Instructor permission is required to add a class beyond this date.
See "Drop and Add" policy.*

THE COLLEGE ADMINISTRATION

Dr. Randy Parker..... President
Dr. Angela Ballentine..... Vice President of Instruction
Matt Williams Vice President of Finance and Operations
Vanessa Jones..... Vice President of Community and Economic Development
Dr. Ken Lewis Vice President of Information Technology
Gene Purvis..... Vice President of Student Affairs
Jo Anna Jones... Vice President of Institutional Advancement/Endowment Director
Katherine Williamson.....Director of Human Resources

BOARD OF TRUSTEES

2010-2011

Donald C. Seifert, Sr. Chair
J. David Brooks Vice Chair
Henrietta H. Clark..... Secretary

J. David Brooks Granville County
Deborah F. Brown Vance County
Henrietta H. Clark..... Vance County
John M. Foster Vance County
Stanley H. Fox..... Granville County
L. Opie Frazier, Jr. Vance County
Ronald E. Gregory..... Vance County
Abdul Sm Rasheed..... Vance County
Donald C. Seifert, Sr. Vance County
Ernest Thompson Granville County
Dr. Doris Terry Williams Vance County
Sara C. Wester Vance County
Ralph S. Knott Franklin County (ex-officio)
Ruby Downey Warren County (ex-officio)
John K. Nelms Trustee Emeritus
President , Student Government Association Student Representative

THE COLLEGE

The North Carolina General Assembly founded Vance-Granville Community College as Vance County Technical Institute in 1969. After offering classes in various community locations, VCTI officially moved into renovated quarters of the former Maria Parham Hospital building near downtown Henderson in January 1970 and began offering extension classes. By the fall of that year, eight vocational and technical courses were added to the curriculum.

During the ensuing year, VCTI experienced a phenomenal growth in enrollment, and the need for larger, more permanent facilities became increasingly evident. The Board of Trustees requested that the Vance County Board of Commissioners hold a \$2 million bond referendum for that purpose. Granville County representatives expressed interest in supporting a united effort between the counties to construct and maintain the new campus. A joint bond issue passed in 1972, and the name of the institution was changed to Vance-Granville Technical Institute.

Located midway between Henderson and Oxford alongside Interstate 85, the new campus consisting of four buildings opened in August 1976, just six weeks after the Legislature granted community college status, and its name was changed to Vance-Granville Community College.

The College experienced such rapid growth that a fifth building was added in 1978, while the College service area was expanded to include Franklin County and a major portion of Warren County (VGCC was assigned responsibility for all of Warren County by the North Carolina Board of Community Colleges in 2001).

In 1981, the General Assembly funded a special appropriation for much-needed equipment for training purposes. That same year, seven new programs were added to the general curricula, resulting in record-breaking enrollments and the eventual opening of the first South Campus, a facility in southern Granville County.

VGCC reactivated its Endowment Fund Corporation in 1982 to seek contributions from the community for its scholarship program and other support for the college. The fund at that time held approximately \$15,000, but since then has received gifts of more than \$6 million. Over 6,000 students have received scholarships through the Endowment Fund in recognition of their academic achievement.

In 1984, the College reached another plateau in its physical growth plan when it received \$1.1 million in construction funds from the General Assembly. These funds supported a new Student Admissions/Skills Training Center, built in 1985 on the main campus; a new, permanent South Campus complex in Granville County; and a new campus in Warren County. Both campuses were completed in 1988.

With the opening of new entrance and exit ramps off Interstate 85 in 1988, improved access to the Main Campus resulted in bringing the College closer to its students as well as enhancing its visibility.

VGCC met still another long-range goal in 1989 with the construction of a \$2 million Small Business/Civic Center on the Main Campus.

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Significant growth in the 1980s underscored VGCC's ongoing efforts in the 1990s to serve area citizens with new and improved educational opportunities that included the opening of a new campus in Franklin County in 1991.

The year 1993 brought more good news for the College's growth plans, as North Carolina voters passed a \$200 million Community College Bond Referendum. VGCC's share of the monies, \$4.2 million, was earmarked for a variety of construction and renovation projects. Part of the funds supported the construction of a new classroom/day care building, completed in the summer of 1996 on Main Campus. Other funds helped with construction, renovation and expansion needs at the other three campuses.

In 2000, growth plans received a significant boost as North Carolina voters passed a Higher Education Facilities bond referendum, from which VGCC received \$17.1 million over a six-year period for new construction and renovations at all four campuses. The first money from these funds was used for the construction of a new three-story Technology, Occupational Extension and Basic Skills building, completed on VGCC's main campus in September 2003. The largest of all the College's facilities, the structure houses technology systems and labs for a number of programs, as well as classes for Public Services, the Small Business Center, Occupational Extension and Basic Skills. The Student Services Building was also expanded to provide better service to students and to provide space for a lab for the Bioprocess Technology program, which began in Fall Semester 2005.

This expansion of Vance-Granville's total physical plant and equipment has helped accommodate a larger student enrollment. During 2009-2010, the College served more than 16,700 curriculum and extension students. Consistent with the structural and enrollment growth of the College has been its increase in curriculum program offerings. Since 1997, several new areas of study – focusing mainly on technology and health-related subjects – have been added to its curricula. Meanwhile, the College has expanded both its use of technology to deliver “distance education” for 21st-century students and its partnerships with school systems to allow high school students to earn college credits.

CAMPUSES

The Main Campus of Vance-Granville Community College is located midway between Oxford and Henderson on an 83-acre tract of land off Interstate 85. The Main Campus consists of nine buildings, including a Civic Center, totaling 249,320 square feet.

The College also offers classes at three other campuses in the four-county service area: South Campus, between Butner and Creedmoor in southern Granville County; Warren County Campus, in downtown Warrenton; and Franklin County Campus, west of Louisburg.

Since their formal dedication in the fall of 1988, both South Campus and Warren County Campus have been renovated, enlarged and improved to accommodate a growing number of students.

South Campus consists of one building of 49,175 square feet, including a major two-story addition completed in January 2007.

continued...

Warren County Campus today includes four buildings totaling 29,505 square feet, the most recent addition being a classroom building that opened in January 2005.

Franklin County Campus, which first opened its doors to students in 1991, shared space in a local government building before moving in 1998 to its permanent new home outside Louisburg. The campus added two structures in 2001: the Biotechnology Lab/classroom building and a multipurpose facility. The completion of a two-story building in 2006 gave the campus five buildings, totaling 62,639 square feet.

CORE VALUES

- We value exemplary teaching and effective learning.
- We value our students, hold high expectations for them and are committed to helping them achieve their goals.
- We value access and opportunity while maintaining quality.
- We value honesty, integrity, excellence and the worth and dignity of all people.
- We value community partnerships.
- We value open communication at all levels.
- We value continuous growth and improvement for personal and professional development.
- We value the earth and the conservation of its resources.

VISION

Vance-Granville Community College is a leader in educational services that support the local economy by preparing a globally competitive workforce and developing students' academic and life skills.

MISSION

The mission of Vance-Granville Community College is to provide excellent, outcome-based education and training programs that promote and sustain the global competitiveness and the intellectual, economic, social and cultural development of our students and communities.

GOALS

1. Maximize *student success* in courses, programs, graduation and the workforce, insuring that graduates are proficient in communication skills, technological skills, critical thinking, quantitative reasoning, global and cultural awareness, and occupational skills.
2. Promote excellence and innovation in teaching and educational programs designed to help students, faculty and staff achieve personal, academic and career goals.

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3. Promote and support economic development through strong academic, technical, workforce development, and training programs that meet business/industry needs.
4. Develop and maintain partnerships with community groups, local schools, and higher education.
5. Ensure fiscal and academic accountability through an effective planning process.
6. Build and maintain safe, secure and sustainable facilities that support the mission of the college.

OPEN DOOR PHILOSOPHY

Vance-Granville Community College, through its open door philosophy, is committed to serving all individuals who seek knowledge or new skills to improve their quality of life. This open door philosophy was described by W. Dallas Herring, the “father” of the North Carolina Community College System, in 1964.

The only valid philosophy for North Carolina is the philosophy of total education, a belief in the incomparable worth of all human beings, whose claims upon the state are equal before the law and equal before the bar of public opinion; whose talents (however great or however limited or however different from the traditional), the State needs and must develop to the fullest possible degree. That is why the doors to the institutions in North Carolina’s System of Community Colleges must never be closed to anyone of suitable age who can learn what they teach. We must take the people where they are and carry them as far as they can go within the assigned function of the system. If they cannot read, then we will simply teach them to read and make them proud of their achievement. If they did not finish high school but have a mind to do it, then we will offer them a high school education at a time and in a place convenient to them and at a price within their reach. If their talent is technical or vocational, then we will simply offer them instruction, whatever the field, however complex or however simple, that will provide them with the knowledge and the skill they can sell in the marketplaces of our State, and thereby contribute to its scientific and industrial growth. If their needs are in the great tradition of liberal education, then we will simply provide them the instruction, extending through two years of standard college work, which will enable them to go to the University or to senior college and on into life in numbers unheard of before in North Carolina. If their needs are for cultural advancement, intellectual growth or civic understanding, then we will simply make available to them the wisdom of the ages and the enlightenment of our times and help them to maturity.

-W.D. Herring, 1964

Performance Measures and Standards

In February 1999, the North Carolina Board of Community Colleges adopted eight performance measures for accountability. The list of performance measures focuses primarily on student success and serves as one of the college’s accountability tools.

Each performance measure includes a description, the standard that must be achieved, and the college’s performance for that measure. The information listed is the most recent data available. It is updated as soon as new information is received. Additional information on performance measures and other accountability factors are available in Vance-Granville Community College’s Office of Planning and Research.

NCCCS PERFORMANCE MEASURES 2008-2009

Performance Measures	Performance Standard	System Average	VGCC Achievement
A-*Progress of Basic Skills Students	75%	82%	83%
B-*Aggregate Institutional passing rate:	80%	85%	84%
Passing Rates on Licensure & Certification Examinations: Two Standards must be met for this measure:			
BLET	70%	93%	90%
Cosmetology	70%	86%	80%
Cosmetology Apprentice	70%	86%	91%
Manicurist	70%	**	**
EMT	70%	84%	95%
EMT-I	70%	64%	37%
EMT-P	70%	69%	**
Practical Nursing	70%	95%	97%
Registered Nursing	70%	89%	100%
Radiography	70%	95%	100%
Real Estate	70%	69%	**
C-*Performance of College Transfer Students:	83%	84.2%	89%
D-Passing Rates of Students in Developmental Courses:	75%	80%	84%
E-Success Rate of Developmental Students in Subsequent College-Level Courses:			
1. Success rate of those who did not take development courses	80%	86%	89%
2. Success rate of those who did take development courses	80%	86%	98%
F-Satisfaction of Program			
Completers and Non-Completers:	90%	99%	98%
G-Curriculum Student Retention & Graduation:	65%	65%	67%
H-Business/Industry Satisfaction with Services Provided:			
	90%	97%	93%

(Three-year average annual headcount of a minimum of 10 students)

Source: North Carolina Community College System. Critical Success Factors report for detailed analysis of these data & methodologies. NCCCS Web Page: www.ncccs.cc.nc.us/Publications/index.html

*Performance Funding Measures: H=Local Choice

VISITORS

Visitors are always welcome at Vance-Granville Community College. Members of the Counseling Services Division or campus deans will conduct campus tours for individuals or groups as desired. Please call the Director of Counseling for an appointment.

Inquiries about the College and its programs should be directed to the Vice President of Student Affairs or the Vice President of Community and Economic Development.

Visitors are not permitted to attend classes or contact students on campus without permission from the Vice President of Student Affairs, or the campus deans at the Franklin, South, and Warren county campuses.

PUBLIC COMPLAINT PROCEDURES

Members of the public may register complaints by forwarding a signed, written statement to the Office of the President, Vance-Granville Community College, PO Box 917, Henderson, North Carolina 27536. Vance-Granville Community College will consider complaints that are in writing.

However, complaints that are anonymous, or sent electronically or through facsimile transmission may not be considered. The President, or the President's designee, shall investigate the complaint. The investigating individual may require further information from the complainant and may seek information from appropriate college offices, as needed, to respond to the complaint. The investigating individual, if not the President, shall make a written report to the President of his/her findings, and the President shall respond to the complaint. A log of all written complaints along with all materials and reports shall be maintained on file in the Office of the President for an indefinite period of time.

DISCLOSURE AND CONSUMER INFORMATION

The Higher Education Opportunity Act of 2008 (HEOA) contains numerous federal reporting and disclosure requirements for information from various administrative areas of higher education institutions. In order to make this information readily available, Vance-Granville Community College has created an information page on our Website which is designed to provide quick access to this data. Questions may be directed to the Vice President of Student Affairs. The information can be found at www.vgcc.edu.

EMERGENCY INFORMATION

If an emergency arises, students should inform the nearest college employee. First aid equipment is located in key locations and shops throughout the Main Campus and satellite campuses. When an emergency exists that requires treatment beyond simple first aid, the nearest rescue unit will be notified. All emergency cases will be referred to the nearest hospital for treatment. Any expense for medical assistance will be the responsibility of the injured individual and his/her family.

The right to call for outside medical assistance in medical emergencies will be left to the judgment of the College staff member present at the scene of the emergency.

ID CARDS

All students enrolled in curriculum classes will be issued ID cards at the beginning of his or her initial enrollment. A semester validation sticker will be required each additional semester.

Curriculum students should have their valid student ID at all times while on campus and be able to provide their ID when requested by VGCC staff or security personnel. There is a replacement cost to reissue lost or damaged ID cards.

INCLEMENT WEATHER

Should it appear that adverse weather or other factors would necessitate closing of Vance-Granville Community College, the President, or his representative, shall make the final decision. Classes missed as the result of the closing of the College due to adverse weather or other factors shall be made up using a method to be determined by the President of the College.

Notice of the College closing will be made on local television and radio stations and on a taped message at (252) 492-2061 and on the VGCC web page at www.vgcc.edu.

PHOTO USAGE STATEMENT

Vance-Granville Community College reserves the right to make photographs, video, motion pictures, and electronic images of students and others on the college's campuses and to use those images for news, marketing/advertising and promotional purposes.

All photographs are the exclusive property of Vance-Granville Community College and may be edited. Images may also be shared with the North Carolina Community College System Office and others. Objection to the use of an individual's image in the manner stated above must be made in writing to the Director of Marketing.