



COLLEGE TRANSFER PROGRAM HANDBOOK 2011-2012



Arts and Sciences web site:
<http://www.vgcc.edu/ArtsSciences/index.cfm>

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VANCE-GRANVILLE COMMUNITY COLLEGE CORE VALUES, VISION, MISSION, AND GOALS

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.
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.

COLLEGE TRANSFER PROGRAM

The College Transfer Program provides students with the first two years of a four-year baccalaureate degree (B.A. or B.S.). Students who complete the program will be awarded Associate in Arts (A.A.) or Associate in Science (A.S.) degrees and may then transfer to four-year colleges and universities, usually entering as juniors. Students who earn an A.A. or an A.S. degree and discontinue their studies find that the degree improves their marketability in the world of work. The programs also serve the needs of students interested in taking a few courses for transfer to senior institutions, for personal interest, or to improve skills needed in their occupations.

College Transfer Program Vision

VGCC College Transfer students transition to bachelor's degree programs and perform as well as or better than students who attended other institutions.

College Transfer Program Mission

The mission of the College Transfer Program is to offer complete Associate of Arts and Associate of Science programs; to facilitate students' transfer and successful academic transition to bachelor's degree programs; to maintain and upgrade program quality and faculty knowledge and skills; and to foster the intellectual and cultural development of the students and the community.

College Transfer Program Outcomes:

A graduate of the A.A. or A.S. degree program will:

- communicate effectively through writing and speaking.
- understand and apply mathematical concepts and interpret numerical data.
- evaluate the relevance and validity of information in order to draw logical and useful conclusions.
- use technology to acquire and share information.
- demonstrate an understanding of global and cultural diversity, events, and issues.
- demonstrate knowledge and skills necessary for continued education in a field of study.

GENERAL INFORMATION ABOUT THE COLLEGE

Registration

Registration is the process of enrolling in a schedule of courses or a program at the beginning of each term or at other specified times. Enrollment in a course is determined by proper registration and subsequent payment for that course. A student who is registered in a course must be assigned a grade by the course instructor at the end of that course. The number of semester hours for which a student is registered becomes effective at the end of drop/add period.

WebAdvisor

When a student registers with Vance-Granville Community College, a WebAdvisor user-id and password are generated and used for online registration. To gain access to the online registration process, the student must sign up for an appointment and meet with their advisor **PRIOR** to registering online.

This user-id and password is also used for Moodle access (Distance Education), Campus Cruiser access (Email and Portal information), and to utilize Pay to Print in the computer labs. More information about how to get initial login information and how to use WebAdvisor can be found at

<http://www.vgcc.edu/WebAdvisor/WebAdvisorOrientation/index.html>.

The chart below provides explanations for the format of courses offered each semester in the curriculum course schedule.

Guide to Letters Used in Section Numbers:

Letter	Indicates	Definition
E	Web-assisted or web-enhanced	Course where the primary delivery is 50% or greater via traditional face-to-face method with a requirement that students have Internet access as a supplemental part of the course
M	Mini-term	Course that does not last the entire length of the semester.
V	VNet Two-way video	Course where 50% or greater of the instruction is delivered by two-way video with a requirement that students have Internet access as a supplemental part of the course. VNet courses are available to students at the same time and day at all campuses.
S	Self-supporting	Self-supporting classes are charged a fee of \$56.50 per credit hour for in-state or out-of-state students.
X	Hybrid	Course where the primary delivery is 50% or greater online with a requirement that students also meet in traditional face-to-face sessions as determined appropriate by the college
Z	Internet or Online	Course where 100% of the instruction is delivered through the internet

Each campus has individual section numbers following the course numbers:

Main Campus: Henderson

Day Sections: 01-09; E01-E09; VE01-VE09; 1A-2A

Night Sections: 10-19; E10-E19; VE10-VE19

12-Week Term: EM3; XM93

Franklin Campus: Louisburg

Day Sections: 70-79; E70-E79; VE70-VE79

Night Sections: 80-89; E80-E89; VE80-VE89

South Campus: Creedmoor

Day Sections: 30-39; E30-E39; VE30-VE39

Night Sections: 40-49; E40-E49; VE40-VE49

Warren Campus: Warrenton

Day Sections: 50-59; E50-E59; VE50-VE59

Adding a Class During Drop/Add

Courses may be added during the first three class days of the term (first two days of summer term). To accomplish the process the student must:

1. Obtain a drop/add form from the advisor, the Records Office, or the satellite campus office and fill it out completely;
2. Have the academic advisor or counselor approve the change and sign the form;
3. Sign the form and return it to the Records Office or satellite campus office for updating registration;
4. Take the form to the Cashier for validation, as well as tuition payment, if appropriate; and
5. Attend added class(es) immediately. In some courses, a student may be counted absent for classes missed before enrolling.

Withdrawing from a Course

If a student cannot complete a course, there are several options. In certain circumstances, a student may apply for an **I** (incomplete) grade (please see the catalog) . Otherwise, a student may withdraw. The student may fill out, have signed, and submit to the Records Office a withdrawal form to withdraw from a class prior to the 75% period of the course and receive a grade of “**WP**.” After the deadline, but before the College’s three-day final exam period, a student may initiate a withdrawal and receive a grade of “**WF**.” No penalty and no credit is given for either grade. In mitigating circumstances (health, family, severe personal issues), if a student does not want a WF grade on their transcript, he/she may petition their Academic Dean, VP of Instruction, and VP of Student Affairs. *Any student who is a veteran needs to see the veteran’s officer prior to withdrawing from any course, since benefits will not be paid for a “WP” or “WF” grade. Students*

who receive Pell Grants and withdraw before 65% of the semester has been completed will be asked to pay back those funds. Failure to do so may result in garnishment of wages or tax refunds and other fines and penalties.

NOTE: Curriculum students who officially withdraw from the College *prior to the first day of the semester* are eligible for a 100-percent refund of tuition. Eligibility for tuition refunds after that date are determined by the state policy in effect during the specified term, which will be published prior to the beginning of each term.

Auditing a Course

A student may elect to audit a course or courses, and he/she is responsible for informing the instructor that he/she wants to audit the course. The academic advisor will record “AUDIT” on the Registration form or Change of Registration form. Those students who audit receive no credit and do not have to take any examinations; otherwise, participation in class is on the same basis as a credit student. The fee for auditing is the same as the fee for credit. Note: No federal financial aid or veteran’s benefits are payable for audit courses.

Transcript

A student's official transcript is a record of the student's entire academic history within this institution. To request a transcript from Vance-Granville Community College, students need to go to the Business Office and pay \$1.00 per transcript, then bring the receipt and completed form back to the Records Office in Building 8.

Grading System and Quality Point Average

A grading system is a method of recording faculty evaluations of student progress and the fulfillment of class objectives. All students officially enrolled in courses must be awarded a grade in accordance with College policies. The grade is awarded by the instructor and may not be changed without a proper authorization form being completed by the instructor.

<u>Grade</u>	<u>Explanation</u>	<u>Quality Points</u>
A	Excellent Quality	4
B	High Quality	3
C	Average Quality	2
D	Minimum Satisfactory Quality	1
F	Unacceptable Quality	0
I	Incomplete Grades (No Credit)	*
P (PA, PB, or PC)	Pass Class Grade	*
RF	Reschedule	*
AU	Audit (No Credit)	*
WP	Withdrew Passing	*
WF	Withdrew Failing	*
TR	Transfer Credit	*
CE	Credit By Examination	*

Grade Point Average (G.P.A.) Calculation **The G.P.A. is the total of quality points earned divided by the total number of credit hours attempted. Each letter grade earns the following numerical value:**

A = 4 points B = 3 points C = 2 points D = 1 points F = 0 points

To compute your G.P.A., take the following steps (see example below):

Step 1: Compute the number of quality points received for each course:

<u>points</u>	<u>Class</u>	<u>Course</u>	<u>Credit Hours</u>	<u>Grade</u>	<u>Quality</u>
= 8	BIO 110	Principles of Biology	4	C (2)	(4 x 2)
= 12	ENG 111	Expository Writing	3	A (4)	(3 x 4)
= 12	MAT 151	Statistics I	3	A (4)	(3 x 4)
= 4	MAT 151A	Statistics I Lab	1	A (4)	(1 x 4)
= <u>9</u>	PSY 150	General Psychology	<u>3</u>	B (3)	(3 x 3)
			14		
			45		

Step 2: Divide the total number of quality points (45) by the total number of credit hours (14). Thus, in our example, 45 divided by 14 = 3.21 G.P.A.

Repeating Courses

A course taken at Vance-Granville Community College may be repeated in order to raise the grade only if the previous grade was below a "C." Such a course may be repeated only twice, regardless of grades on previous attempts, including WP, WF, or RF grades (the "three strikes and you're out" rule). In the case of a course which has been repeated only the grade points and credit hours earned in the attempt with the highest grade will be used in the computation of the grade point average to determine eligibility for graduation. All grades will be recorded on the transcript. Students must request, in person, in the Record's Office that the earlier lower grade not be used in the computation of the grade point average. All grades will, however, remain on the transcript. See the Veteran's or Financial Aid Officer regarding how this may affect your awards.

College Standards of Progress

Each student at Vance-Granville Community College is expected to maintain satisfactory academic progress toward completing requirements of a degree, diploma, or certificate. At the end of each term, a student's quality point average for that term and his/her cumulative Quality Point Average are examined. The college seeks to provide students with a warning when they fail to meet minimum academic performance standards, and to provide a means of preventing and/or terminating prolonged failure. This policy applies to all students regardless of their academic program.

Students whose semester grade point average (GPA) falls below 2.0 are subject to academic warning, which may be followed by probation and suspension. GPA will be calculated at the end of each term using the official grade for each course taken that semester at Vance-Granville Community College.

Academic Warning

Students failing to meet the minimum GPA of 2.0 during any semester will receive a letter of academic warning from the Counseling Services office. This warning advises students of their academic status and encourages them to meet with their advisor immediately to examine present academic plans.

Academic Probation

Students whose semester GPA falls below 2.0 for two successive semesters will be placed on academic probation, which means the student will have restricted scheduling and must meet with his or her advisor or a counselor to do one or more of the following: limit the number of hours attempted, schedule preparatory or remedial courses as needed, schedule a repeat of one or more courses, reconsider academic program, and/or receive career counseling. Students and their advisors will be notified in writing of their status by Counseling Services.

Academic Suspension

Students whose semester GPA falls below 2.0 for three successive semesters will be placed on academic suspension for one semester, which means the students will not be allowed to register for curriculum courses. Continuing Education courses may still be taken. Students and their advisors will be notified in writing of their status by Counseling Services.

Academic Appeals

Academic appeals related to the Standards of Progress should be directed to the Dean of Arts and Science. *(NOTE: The Standards of Progress as defined for financial aid are different from academic standards as stated above.)*

More information on the College's Standards of Progress may be found in the current college catalog.

Academic Grievance/Grade Appeals Policy

On occasion, a student may have an academic problem that requires discussion with an instructor. Academic issues include, but are not limited to, the application of attendance policy, grades, classroom/lab conduct, clinical/shop conduct, and dismissal from a class or program. Students must initiate this process as soon as a concern develops rather than waiting until the end of the term, as some faculty may not be available between terms. Grade appeals must be on file within 20 college working days of the end of the term in which the grade was awarded. Appeals related to dismissal from a course or program must be on file no later than five college working days from the dismissal date. **See the college catalog for specific details about the appeals process.**

Change of Major

There are times when a student's aptitude and interests may be better served by a change of major. A student who is considering a change from one program to another must meet with a member of the Counseling Services staff to explore the possibilities and implications of such a change, and complete a Change of Major form. Students should consider carefully before changing their academic program, and are discouraged from changing more than once per year. Students who change their academic program will have their transcript(s) re-evaluated for possible transfer credit. Previously granted transfer credit from other colleges or universities may be revised as a result of a change of academic program. Veterans should consult with the Veterans' Officer before making a change; the Veterans Administration will not pay for some types of training.

Note: *Federal financial aid regulations require that all hours taken in all majors will be counted toward the maximum allowed for payment. See the college catalog for a complete explanation)*

OTHER USEFUL INFORMATION ABOUT THE COLLEGE

Academic Advising

The faculty advisor helps design an academic plan that reflects the student's choice of major and choice of a four-year institution. You will be assigned an advisor each year, and you should see your advisor **before** each registration period to obtain access to WebAdvisor. If, during the drop/add period or during the semester, you need to drop, add, or withdraw from a course, see your advisor. If you don't know who your advisor is, contact Ms. Deanna Stegall, the division secretary, in room 6134 (252-738-3311; email: stegall@vgcc.edu).

More information on the student's and advisor's roles can be found at the end of this handbook.

Student Email – Campus Cruiser

VGCC provides student email via Campus Cruiser. Campus Cruiser is a portal application that allows VGCC to provide student email. Currently each Campus Cruiser

email address is allowed 30 megabytes of storage space. Campus Cruiser is accessed with the WebAdvisor username and password.

Financial Aid

Mr. Frank Clark is the Financial Aid Director. His office is located on the Main Campus, Building 8. Please feel free to stop by this office if you have questions concerning financial assistance or veterans benefits.

Tutoring Services

On the main campus, free tutoring is provided at the Academic Skills Center located in room 7335 in Building 7. The Center provides tutoring in a number of subject areas and is open to all enrolled students. Students enrolled in classes offered at a satellite campus should check with the director of that campus for information about tutoring there.

[Smarthinking](#) is an online tutoring service provided 24 hours a day, seven days a week, to Vance-Granville Community College students. It provides free Web-based academic support for all VGCC students in the areas of Mathematics, English, Business, Spanish, Science, and Nursing. With Smarthinking Online Tutoring, you can connect with a tutor and interact live. See the webpage under **Academics** for more information.

Services for Persons with Disabilities

Vance-Granville Community College offers assistance to persons with disabilities in order to help remove any barriers that could interfere with learning. Some of these services include special placement testing, if necessary; financial aid information including assistance in completing forms; classroom modifications when needed; tutoring; individual advising and counseling; and referrals to community agencies. Specific questions regarding special services should be directed to the Director of Counseling.

Instructional Computing Resources

A computer lab in Room 7322 is available to students who are currently enrolled in courses at Vance-Granville Community College. Satellite campuses also have small computer labs available for student use, and the main campus Learning Resources Center has computers available for Internet research. Labs are generally open from 8:00 a.m. to 8:30 p.m. Monday through Thursday and 8:00 a.m. to 3:00 p.m. on Friday. These hours may vary slightly from semester to semester depending on available funds and on the availability of qualified student lab technicians. The lab hours for a given semester will be posted on the lab door. Students wishing to use the lab to complete an assignment must get a lab use permit signed by the instructor making the assignment. Lab permits may be obtained from the lab technician. These permits are valid for the duration of the semester. Satellite campuses also have computer labs for student use.

Learning Resource Center - Media Center

The Learning Resource Center, located on the second floor in Building 2 on the main campus, is open to all students for research, study or leisure reading. Small branch libraries are in operation at each of our satellite campuses. Students must have a student ID and fill out a form in the library for a library card in order to check out materials. Hours for the LRC are:

Monday – Thursday, 8:00 a.m. – 9:00 p.m. & Friday, 8:00 a.m.- 3:00 p.m.

For more information on the LRC go to: <http://www.vgcc.edu/LRC>.

Lockers

Lockers are available for interested students to rent. They are located on the first floor in Building 2 near the Auditorium. You may rent a locker for \$2.00 per semester through the Bookstore. There is a \$3.00 charge for the lock which is refunded to you when the lock is returned. If you are interested in a locker, see someone in the Bookstore.

Bookstore

The Bookstore is located on the first floor in Building 2. Books will normally cost you \$200.00 to \$400.00 per semester depending on the courses taken. **DO NOT PURCHASE ANY BOOKS FOR A CLASS UNTIL YOU HAVE ATTENDED THE CLASS.** The instructors will inform you which books you will need for their particular courses. Students should take their printed schedules with them to the Bookstore. If you would like to see a list of the books for a course you can check the online booklists by clicking on Bookstore on the VGCC webpage. Typically booklists are posted two to three weeks before the term starts, but make sure that you purchase the correct book by checking the ISBN number. See the website for refund policies. Hours for the Bookstore are as follows:

Monday – Thursday 7:30 a.m. – 7:30 p.m.

Friday 7:30 a.m. – 1:00 p.m

Pay to Print

To help with printing while on campus, students receive \$20 to cover Fall, Spring and Summer semesters. Copies cost 10 cents per page (each side) which is payable through your Web Advisor login. Your pay to print user name and password is the same user name and password that you use for Campus Cruiser, Moodle, and Web Advisor (do not share it with others). You may add money in increments of \$ 5.00 to your account by either going to the business office or managing your print account at the website <https://vgcc.pcounterwebpay.com>.

Unattended Children on Campus

The recreational facilities, classrooms, and other areas of the college are designated primarily for the student population. Students are not permitted to bring children to class or leave them unattended on the campus.

VGCC Day Care

VGCC has a 5-star Day Care on site at our Main Campus and at our Franklin Campus. VGCC students are given priority in assigning the limited number of slots available for children aged 1-5. Frequently, financial assistance is available to offset costs in child care for students. Contact Denise Gill at the main campus or Shelia Davis at the Franklin County campus for more information concerning our Day Care facilities/staff/fees.

Code of Conduct

Students are expected to read and abide by the Student Code of Conduct in the current college catalog, which defines classroom and campus conduct, disciplinary sanctions, and the disciplinary appeal process.

GENERAL INFORMATION ABOUT THE COLLEGE TRANSFER PROGRAM

The College Transfer Program provides students with the first two years of a four-year baccalaureate degree. Students who complete the program will be awarded Associate in Arts (A.A.) or Associate in Science (A.S.) degrees and may then transfer to four-year colleges and universities, usually entering as juniors. Students are admitted to the program after application by achieving placement test scores high enough to place into English 111 (Expository Writing). Applicants with a combined score of at least 1000 on the Scholastic Aptitude Test (SAT), with a verbal score of at least 500 and a mathematics score of at least 500, are exempt from the placement test requirements. Students who do not achieve high enough scores on the placement test will be enrolled in developmental studies courses, which are designed to remedy academic deficiencies.

During the first two years of college, students take a general selection of courses to gain a wide exposure to the different fields of knowledge. At Vance-Granville, students pursuing an A.A. or an A.S. degree take a specific number of credit hours in each of the following areas: composition; humanities and fine arts; social and behavioral sciences; mathematics; natural sciences; and speech. The charts on later pages entitled “Associate in Arts Degree Requirements” and “Associate in Science Degree Requirements” show the number of hours students must take in each area, the number of elective hours required, and the courses that have been approved to satisfy area and elective requirements. **Students should complete basic requirements early in their program before taking elective hours. In particular, Expository Writing (ENG 111), Argument Based Research (ENG 112), and required mathematics and science courses should be taken as early as the student’s schedule allows.**

Students who place into developmental reading and/or English must complete these courses before they will be permitted to take most curriculum classes. Students enrolled in RED 080 or RED 090 or in an English course below the 100 level may take PED 115, 130, 139, 143, 145, 148, 152, or ART 131 or 240. Students who place into developmental mathematics must complete the developmental math course or courses before they will be permitted to take college level mathematics. New students who place into developmental math should begin the developmental mathematics sequence the first semester they are enrolled, if possible. The developmental science courses are BIO 094 and CHM 090; they are designed to prepare students for curriculum biology or chemistry classes (at or above the 100 level).

ARTS AND SCIENCES DIVISION ACADEMIC INTEGRITY POLICY

The Role of Academic Integrity in Education

Education, by its very nature, implies respect and trust. When someone receives a degree, society trusts that person to have the knowledge and skills that the degree represents. It is the duty of the educational institution to protect the academic integrity of the institution and to promote the principles of honesty, trust, fairness, respect, and responsibility.

Types of Academic Dishonesty

Plagiarism

Plagiarism is using someone else's words and/or ideas in an assignment without giving proper credit. The "someone else" can be another student, the author of a book or article, a friend, a relative, or a website. Plagiarism includes

- **deliberately copying (or cutting and pasting) another's work** (3 or more words in a row) **without using quotation marks and giving credit to the source.**
- **using the ideas from another person's work without giving credit to the source, even though the ideas may be reworded.**

Students are responsible for knowing how to use quotation marks, footnotes, citations, and/or works cited pages to give credit for the use of another person's work.

Cheating

Cheating involves being dishonest or attempting to be dishonest in fulfilling an assignment. It includes

- copying or attempting to copy another person's work during a test or quiz
- getting help on an out-of-class assignment that is supposed to be solely the student's own work
- using or attempting to use during a testing period notes or other materials that are not authorized by the instructor
- intentionally helping or attempting to help another to commit an act of academic dishonesty.

This definition applies to tests, quizzes, out-of-class assignments, speeches or any other work submitted by a student to fulfill course requirements and presented as solely the work of the student.

Consequences

Plagiarism and cheating are violations of the *Student Code of Conduct*. A student who submits a plagiarized assignment or who cheats will receive a grade of "F" (zero points) for the assignment in question, and the student's violation will be reported to the Dean of Arts and Sciences for documentation. **A second case of cheating or plagiarism in this or any other class at VGCC may result in disciplinary sanctions by the college.**

Penalties for violating the *Student Code of Conduct* range from probation to suspension or expulsion.

ARTS AND SCIENCES ABSENCE POLICY

Regular class attendance is an absolute necessity for satisfactory performance. Successful students rarely miss more than a few class sessions; students who do poorly frequently are those who often miss class. For this reason, the faculty of the Arts and Sciences Division has established the following minimum attendance standard for all Arts and Sciences courses; program areas may establish stricter policies for specific courses. Each student is allocated a maximum number of absences (15% of class meetings) that he/she may take in a specific course. These absences are to be used for illness, doctor's appointments, oversleeping, car trouble, funerals, unexpected changes in work schedules, etc. Instructors are authorized to penalize the student who exceeds the maximum by deducting points from the final grade or **withdrawing the student from the class.**

16 week Session

<u>Course Contact Hours</u>	<u>Class Sessions Per Week</u>	<u>Allowed Absences</u>
3	3	7
3	2	5
3	1	2
4	4	9
5	5	12
5	2	5
6	2	5

10 week Session

<u>Course Contact Hours</u>	<u>Class Sessions Per Week</u>	<u>Allowed Absences</u>
6	4	6
5	5	8
4	4	6
3	3	5
3	5	5

5 week Session

<u>Course Contact Hours</u>	<u>Class Sessions Per Week</u>	<u>Allowed Absences</u>
5	5	4
3	5	4

4 week Session

<u>Course Contact Hours</u>	<u>Class Sessions Per Week</u>	<u>Allowed Absences</u>
5	5	3
3	5	3

Students who exceed or expect to exceed the permissible number of absences because of circumstances over which they have no control (for example, National Guard duty or

hospitalization) must submit a formal written request to the instructor. Documentation must be attached to this request. Special allowances may be made by the instructor with the permission of the dean.

Students are responsible for all work (lecture notes, assignments, etc.) missed when absences are taken. Students should check with their instructors to see what they have missed, and they should borrow class notes from reliable classmates.

AS A GENERAL RULE, ABSENCES SHOULD NOT BE TAKEN ON TEST DAYS; STUDENTS WHO MISS TESTS MAY BE AWARDED “0’S” FOR MISSED TESTS. In exceptional cases (for example, serious illness or a death within the immediate family) instructors **may** permit make-up tests, depending upon the policy established by the program or the instructor in the course syllabus. Preferably, the student will discuss this with the teacher prior to the test. If make-ups are allowed and there is a last-minute emergency, it is the student’s responsibility to notify the instructor by phone that he/she will not be present for a test and, if requested, to provide documentation for why the class was missed (a doctor’s note, for example) when the student returns to class. It is the student’s responsibility to be informed about make-up test policies and to follow those policies. It is the instructor’s job to make the students aware of the established policy, but the instructor is not responsible for ensuring that a student makes up a test or any missed work.

Tardiness/Leaving Class Early

Students should come to class prior to the designated starting time for class and should stay until the instructor dismisses class. Students who arrive late to class will be counted as either absent or tardy. Most instructors take roll at the beginning of class; if students are not present when roll is taken, they will be counted as either absent or tardy. **If a student does not believe he/she can routinely arrive in a class by the "start-time" or stay until the “end time,” the student should not enroll in that class.**

If a student must leave class early for a legitimate reason, he/she should inform the instructor before class starts.

Departmental Standards of Progress

Students enrolled in the A.A. or A.S. degree programs are expected to maintain at least a 2.00 average and to make satisfactory progress toward the completion of core requirements in the mathematics, composition, humanities/fine arts, science, and social science areas. Students who do not maintain a 2.00 average or who do not make satisfactory progress toward the completion of core requirements will be subject to departmental academic intervention. Depending on the seriousness of the problem, intervention ranges from requiring a low achieving student to attend tutoring sessions to, at the maximum, suspending a student from the program. For more information on the College's Standards of Progress, see the current college catalog or the "General Information about the College" section in this handbook.

College Transfer Scholars

Each spring, the College Transfer faculty selects outstanding students to be named as College Transfer Scholars. The appointment is both an honor for scholastic achievement and an invitation to serve the college; scholars have been called upon to serve on college advisory boards, to assist in new student orientation, and to tutor students needing academic assistance. The following criteria must be met to be appointed to the Scholars:

1. At least a 3.0 average in College Transfer courses;
2. Completion of 22 hours of transfer courses by the end of Spring semester;
3. Current enrollment in the College Transfer Program;
4. Satisfactory performance in Spring semester classes;
5. Nomination by at least two faculty members;
6. Approval by a majority vote of the College Transfer faculty;
7. Demonstration of qualities respected in the academic community such as commitment to learning, responsibility, creativity, and leadership.

TRANSFERRING TO A UNC SYSTEM INSTITUTION

The Associate of Arts and Associate of Science Degrees and the Transfer Core Diploma

The A.A. and A.S. degrees require students to complete a minimum of 64 semester hours of credit to graduate.

Both degrees require a 44 credit hour “General Education Core” in five areas: composition; humanities/fine arts; social and behavioral sciences; natural sciences; and mathematics. (See section I of the A.A. and A.S. degree requirements.) Students who have completed the 44-hour core with a grade of “C” or above in each course are eligible to receive a Transfer Core Diploma, and this group of courses will transfer to UNC system schools as a block to satisfy 44 hours of general education requirements at the receiving UNC institution. Specific general education requirements of the receiving institution (Western Civilization or a specific literature course, for example) are thus waived. Students who do not complete the core at Vance-Granville (it takes at least 3 semesters) will not enjoy the benefits of the block transfer of credit. The courses they take here will be evaluated by the receiving institution on a course-by-course basis, and the specific general education requirements there will apply.

Even if a student is awarded the Transfer Core Diploma, requirements of specific programs at receiving institutions will not be waived. For example, students planning to major in engineering must still take the calculus sequence to satisfy that program’s math requirement. Fortunately, pre-major articulation agreements have been negotiated with UNC system representatives for specific programs such as engineering and business administration, so in most cases advising students who plan to pursue a degree in a profession or a technical area will be much easier than it once was.

Students planning to attend an institution which has a language or physical education (P.E.) requirement must complete that requirement at Vance-Granville or the receiving institution.

Even though the “Transfer Core” and the comprehensive transfer agreement will make course selection and transferring much easier than previously, it is important for students to decide as early as possible where to transfer and what major they plan to pursue. These choices will dictate whether they take a foreign language and for how many semesters; whether they take P.E.; and what courses in math, science, and even social science they take at Vance-Granville. Students should obtain the catalogs of institutions they are considering attending. This is especially important for students planning to attend private institutions and out-of-state institutions.

Other Required Hours of the A.A. and A.S.

Students are required to complete 20 hours in addition to the 44 hour “Core” requirement to earn an A.A. or A.S. degree. Three of these hours must be in *communication*. For students who are unsure of their majors and who are not interested in a technical field, the

best bet is a selection of courses drawn from the “Core.” “Core” courses are the “gold standard” as far as transfer to a UNC institution is concerned, so they make good choices for electives. Courses may also be selected from the “Elective Courses” list. These courses transfer to **some** four-year colleges and universities. For students who have picked majors and who are planning on attending a UNC system institution, the appropriate pre-major articulation agreement (if one is available) should be used as a guide for advising. Students who plan to earn an A.S. degree must select 14 hours of electives from the mathematics and/or natural sciences area.

The Major

Students should think about a major area of study as soon as they enroll at VGCC. Normally students begin taking major courses their junior year (after they transfer), but some majors, such as engineering, require students to take specific courses their freshman and sophomore years, so the sooner you decide, the better. The Career Center, the College Transfer Counselor, and faculty members can all help with this important decision. Once a decision is reached, it’s a good idea to visit colleges you’re interested in attending and speak with someone in the major area. For example, the student planning on majoring in business might schedule a meeting with the chair of the Business Administration program at ECU or NCCU to learn more first hand about the programs at those two institutions. If VGCC does not have a pre-major agreement worked out for a major (see the next section for information on these agreements), it’s even more important for the student to find out all he/she can about course requirements.

Students should also request program information from the colleges they are interested in attending. Much of this information is now also available over the Internet.

Pre-Major Articulation Agreements

Pre-Major articulation agreements have been negotiated with representatives of the UNC university system. (More information is also available at <http://www.northcarolina.edu/aa/articulation/index.htm>.) The student who knows what he/she wishes to major in should take the courses listed in the appropriate agreement (if one has been negotiated for that major). The student who completes all of the courses listed in the agreement earns a degree from Vance-Granville and is accepted into the major program at one of the universities offering the major as a junior. Students who do not complete the entire pre-major program at the community college may not be admitted as juniors and may not be admitted into the major program until they complete all of the courses in the pre-major program (either at the community college or the receiving institution).

We will make every effort to offer all the required courses in the selected pre-major agreements. Given the size of our program, however, some courses will be offered infrequently, and some courses may never be offered at satellite campuses or in the evening on main campus.

Other Requirements for Transferring to a Four-Year College or University

Students who graduated from high school in 1990 or since and who wish to transfer to a UNC System university must meet Minimum Admissions Requirements (MAR) at the high school level including: 4 years English; 3 years math (algebra I, II, and geometry); 3 years science; and 2 years social science (including US history). Students who do not meet MAR will be required to complete at the college level 6 semester hours each of English, mathematics, science and social science courses or complete an Associate of Arts or Associate of Science degree before transferring to one of the 16 institutions of the UNC-System. Most four year colleges require 30 semester hours to transfer as a sophomore. Private colleges may or may not require MAR.

FREQUENTLY ASKED QUESTIONS

Do independent study courses and courses passed via challenge tests transfer to four-year colleges and universities?

In the last few years universities and four-year colleges have increasingly rejected these courses for transfer credit. It is safest, therefore, not to take an independent study course or “challenge” a course for credit.

Will college courses I take while I am enrolled in high school transfer to four-year colleges and universities?

Some four-year colleges and universities have special policies about college courses students take while still enrolled in high school. Discuss this issue with a VGCC counselor or the department chair of the receiving institution.

When should I transfer?

We recommend that most students complete the A.A. or A.S. degree (a minimum of 64 hours), because the pre-major agreements require a degree for a student to enter a major program at the four-year college level as a junior. Also, students who find that they need to postpone completion of their four-year degree studies usually have better job prospects with an A.A. or A.S. on their resumes. Most students who plan to transfer to a UNC system institution should complete at least the “Core” (44 semester hours) in order to enjoy the benefits of the block transfer of credit. Our specialty is in freshman and sophomore level education; students generally receive more attention (with small classes and access to instructors outside class) which often results in better instruction than they would at a typical state university. That said, for some technical majors it may best to transfer earlier because of unique sophomore requirements. The sooner you determine your major and the university you plan to transfer to, the better the chances your transfer will run smoothly and efficiently. **Discuss this with your advisor.**

How do I transfer?

1. You should have some notion of what you wish to major in before you transfer, because your major may influence which four-year institutions you will consider attending. If you're not sure of your intended major, explore career opportunities in the Career Center or online at <http://www.cfnc.org> . Some colleges require different amounts of credit, especially for science, math, and history – so make sure you investigate what the university you intend to transfer into actually requires.
2. Obtain information (catalogs, flyers, etc.) from the four-year colleges of your choice. Most four-year colleges and universities now have Web pages with a wealth of information.
3. Make an appointment with the College Transfer Counselor to discuss transferring.
4. Set up appointments with the admissions staffs of the four-year colleges of your choice and spend some time at the campuses. You should take a copy of your VGCC transcript with you. You should also meet with someone in the program you wish to major in. For example, if you plan to major in business, schedule a meeting with the head of the business program. The university admission staff should be able to help you contact the right person in the program area.
5. Fill out applications for the colleges you wish to apply to and send them off. This should be done in the **fall of the year for admission the following fall.**

NOTE: If you encounter any problems with the transfer of credit from VGCC to the university or four-year college you are planning to attend, please contact the College Transfer Counselor immediately.

Should I take a foreign language at VGCC?

Students planning to transfer to universities that require a foreign language should consult with the school they plan to transfer to regarding whether it would be better to complete the foreign language requirement at VGCC or at the receiving institution. At VGCC, foreign language courses count as humanities electives in the general education core. The student who wishes to take a foreign language will be placed in the level of foreign language which best matches the student's previous preparation in that language. As a rule of thumb, the student who has completed at least two years of high school foreign language within the last few years and has made a high "B" or better grade should take the elementary II level of the language course. Students who did "OK" in a foreign language in high

school or who took less than two years of high school instruction should begin with the elementary I course.

What mathematics courses should I take at VGCC?

There are two tracks of mathematics at Vance-Granville. The **first track** is designed for liberal arts majors who are pursuing the A.A. degree. These students should select two courses from the following list:

MAT 151 Statistics I/MAT 151A Statistics Lab

MAT 161 College Algebra

MAT 165 Finite Mathematics

MAT 263 Brief Calculus

(College Algebra is normally the first course which should be taken.)

The **second track**, composed of the more rigorous mathematics courses, **is designed for students who are pursuing science, engineering, or mathematics majors and who are interested in earning the A.S. degree.** These students should select courses from the following list:

MAT 171 Precalculus Algebra/MAT 171A Precalculus Algebra Lab

MAT 172 Precalculus Trigonometry/MAT 172A Precalculus Trigonometry Lab

MAT 271 Calculus I

MAT 272 Calculus II

MAT 273 Calculus III

MAT 285 Differential Equations

Most students will need to take MAT 171/171A and MAT 172/172A before they begin the calculus sequence because their math backgrounds have not prepared them for the rigors of calculus. MAT 171 and 172 will not satisfy the math requirement of engineering programs but **may** count as electives. Students who completed Advanced Math (Trigonometry) or Calculus in high school, made good grades, **and** scored well on the Vance-Granville placement test (math. portion) may place into MAT 271.

Students pursuing an A.S. may also take MAT 151/151A and MAT 263 to satisfy the mathematics requirement.

Whom should I see if I have questions, problems, or concerns?

If you have questions about your program of study (transferring; program requirements; changing programs; scholarships; etc.) contact your academic advisor or the Dean of Arts and Sciences in room 6133.

If you have a problem or concern about a course you are taking, discuss the matter with your instructor. If you still have concerns, talk to the program head of that area. Program heads and their office numbers are listed below.

English (100 level or above), courses with the prefix HUM:
Ms. Wendy Frandsen (room 6127)

Mathematics (100 level or above):
Ms. Dana Jenkins (room 6132)

Science (Geology, Physics, Chemistry, Biology, Anatomy & Physiology):
Mr. Steve McGrady (room 6131)

Psychology, Anthropology
Ms. Lydia Powell (room 6126)

Sociology, History, Art, Music, Communication, Drama, Spanish, Religion,
Philosophy:
[See the Dean of Arts and Sciences](#)

Developmental Courses (below the 100 level) with the prefix ENG, MAT, RED:
Ms. Rene' Alston-Thompson (room 6143)
Ms. Laura McCullough (room 6139)

COLLEGE TRANSFER DISTANCE LEARNING PROGRAM

Internet courses are ideal for working parents, people on swing shifts, and others who find it difficult to come to campus regularly to take courses. **These courses require a great deal of time and a firm commitment. They often consume more time than a traditional classroom course.** The advantage is that students have some latitude as to when to put in that time.

Successful students in online courses typically have done well in other college courses and are self-motivated individuals who can learn on their own and who do not require much guidance from instructors and other students. The ideal online student is a good reader and writer, because online courses are reading intensive and usually writing intensive. Students who have weak reading and writing skills should not take these courses. We recommend that students who take these courses have at least a "B" average.

NOTE: Students who wish to take a Distance Learning course using veteran's benefits should check with the veteran's officer concerning restrictions.

All the courses necessary for the A.A. degree are now offered online. See the college's current semester course listing to see which courses are offered each semester.

For the current semester offerings, check WebAdvisor.

VGCC DEVELOPMENTAL STUDIES PROGRAM

What is it?

Courses in the Developmental Studies Program are designed to help students gain the basic academic skills necessary to succeed in the vocational, technical, and college transfer programs offered by the college. The Developmental Studies Program offers courses in English, reading, mathematics, science and study skills. In addition to the course offerings, members of the staff of Student Affairs provide specific counseling to students enrolled in developmental studies courses.

Who needs to take developmental studies courses?

As part of the admissions process, a member of the counseling staff carefully reviews each student's placement test scores and academic records. When indicated by this review, the counselor will advise the student which developmental studies courses he or she must take in order to successfully complete his or her program. If a student's test scores indicate that he or she needs skill improvement, successfully completing the developmental studies courses in that area is a prerequisite to the general education courses required for each major.

Students may choose to take developmental studies courses even if their test scores show that they are ready for curriculum courses. Returning students who have been out of school for a number of years or students who have had trouble succeeding in curriculum courses may wish to improve their basic skills and confidence.

Approximately seventy percent of our entering students take at least one developmental studies course.

Are you sure I need them?

Experience has shown our admissions testing accurately predicts where a student should be placed. As a second checkpoint, all students are given a skills test the first week in a developmental studies course, after which they may be placed in a different level of developmental studies or directly in curriculum classes. These two checks normally place students at the level where they can succeed.

However, if a student is convinced that his or her test scores do not accurately show his or her skill level, then there are several options: 1) Students may retake the admissions test by appointment. 2) Students may wait until their retest the first week of class and see if a higher skill level is indicated.

Although developmental courses help prepare the student to be more successful in curriculum classes, remember that it may extend the graduation date.

**ASSOCIATE IN ARTS (A10100)
AND
ASSOCIATE IN SCIENCE (A10400)
DEGREES**

The Associate in Arts (A.A.) and Associate in Science (A.S.) programs provide students with the first two years of a four-year baccalaureate degree. The A.A. offers an excellent foundation for degrees in communication, education, humanities, fine arts, languages, and social and behavioral sciences. The A.S. offers an excellent foundation for degrees in engineering, computer science, mathematics, and the natural sciences.

A student completing either degree with a grade of "C" or better in every course is assured of admission into one of the 16 universities in the University of North Carolina system, usually transferring in with junior ranking. (Admission into a particular university, program, or major is *not* guaranteed.) Even if a student elects not to transfer, an A.A. or A.S. degree improves job marketability.

Students in the A.A. or A.S. program who wish to transfer faster may complete the 44-hour general education core to earn a Transfer Core Diploma. Although the diploma is not a degree and does not assure admission into the UNC system, a student who completes the diploma with a grade of "C" or better in every course will have met all general education requirements for any university in the system, and upon admission will likely be ranked as a sophomore.

The core courses are selected from the following categories (Individual courses are listed under section I of the degree requirements on the following pages.):

Associate of Arts Core

- 6 credit hours English
- 12 credit hours Humanities/Fine Arts
- 12 credit hours Social/Behavioral
Sciences
- 6 credit hours Mathematics
- 8 credit hours Natural Sciences

Associate of Science Core

- 6 credit hours English
- 9 credit hours Humanities/Fine Arts
- 9 credit hours Social/Behavioral Sciences
- 20 credit hours Mathematics and Natural Sciences*

(*includes at least 6 credits in math and an 8-credit two-course sequence in natural sciences)

Applicants to the A.A. or A.S. program are required to complete pre-admission testing. Students with a verbal score of at least 500 and a math score of at least 500 on the Scholastic Aptitude Test (SAT) are exempt from further testing. All others must take a placement test to determine their reading, writing, and mathematics proficiency. Students must place into ENG 111 (Expository Writing) for admission into either program. Prospective students who need remediation in one or more areas will be placed in appropriate developmental studies courses designed to give them the best opportunity for success in subsequent college courses. Developmental courses do not count toward the overall degree credit requirements.

The list of courses approved for the two degrees and for the 44-hour core diploma are outlined in the following pages.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

MINIMUM CREDIT HOURS REQUIRED FOR DEGREE: 64

I. GENERAL EDUCATION CORE/Transfer Core Diploma 44

A. Composition..... 6

	Class	Lab	Credit
ENG 111 Expository Writing	3	0	3
ENG 112 Argument-Based Research	3	0	3

B. Humanities/Fine Arts..... 12

Select four courses from three disciplines. Two literature courses (ENG prefix) are required.

	Class	Lab	Credit
ART 111 Art Appreciation	3	0	3
ART 114 Art History Survey I	3	0	3
ART 115 Art History Survey II	3	0	3
DRA 111 Theatre Appreciation	3	0	3
DRA 112 Literature of the Theatre	3	0	3
ENG 131 Introduction to Literature	3	0	3
ENG 231 American Literature I	3	0	3

ENG 232 American Literature II	3	0	3
ENG 233 Major American Writers	3	0	3
ENG 241 British Literature I	3	0	3
ENG 242 British Literature II	3	0	3
FRE 111 Elementary French I	3	0	3
FRE 112 Elementary French II	3	0	3
FRE 211 Intermediate French I	3	0	3
FRE 212 Intermediate French II	3	0	3
HUM 121 The Nature of America	3	0	3
HUM 122 Southern Culture	3	0	3
HUM 150 American Women's Studies	3	0	3

A.A. Degree Requirements (continued)

Humanities/Fine Arts (continued)

	Class	Lab	Credit
HUM 160 Introduction to Film	3	0	3
MUS 110 Music Appreciation	3	0	3
MUS 113 American Music	3	0	3
MUS 210 History of Rock Music	3	0	3
MUS 211 History of Country Music	3	0	3
PHI 210 History of Philosophy	3	0	3
PHI 230 Introduction to Logic	3	0	3
REL 110 World Religions	3	0	3
REL 211 Introduction to Old Testament	3	0	3
REL 212 Introduction to New Testament	3	0	3
SPA 111 Elementary Spanish I	3	0	3
SPA 112 Elementary Spanish II	3	0	3
SPA 211 Intermediate Spanish I	3	0	3
SPA 212 Intermediate Spanish II	3	0	3

[Note: Students who plan to transfer to an institution requiring a foreign language should take the necessary foreign language courses for Core and Elective credit.]

C. Social and Behavioral Sciences..... 12

*Select **four** courses from at least **three** disciplines. At least **one** history (HIS prefix) is required.*

	Class	Lab	Credit
ANT 210 General Anthropology	3	0	3
ANT 220 Cultural Anthropology	3	0	3
ECO 251 Principles of Microeconomics	3	0	3
ECO 252 Principles of Macroeconomics	3	0	3
GEO 111 World Regional Geography	3	0	3
GEO 112 Cultural Geography	3	0	3
HIS 121 Western Civilization I	3	0	3
HIS 122 Western Civilization II	3	0	3
HIS 131 American History I	3	0	3
HIS 132 American History II	3	0	3
POL 120 American Government	3	0	3
POL 210 Comparative Government	3	0	3

POL 220 International Relations	3	0	3
PSY 150 General Psychology	3	0	3
PSY 239 Psychology of Personality	3	0	3
PSY 241 Developmental Psychology	3	0	3
PSY 281 Abnormal Psychology	3	0	3
SOC 210 Introduction to Sociology	3	0	3
SOC 213 Sociology of the Family	3	0	3
SOC 220 Social Problems	3	0	3
SOC 225 Social Diversity	3	0	3

A.A. Degree Requirements (continued)

D. Natural Sciences..... 8

Select two courses, including accompanying laboratory work.

	Class	Lab	Credit
BIO 110 Principles of Biology	3	3	4
BIO 111 General Biology I	3	3	4
BIO 112 General Biology II	3	3	4
BIO 120 Introductory Botany	3	3	4
BIO 130 Introductory Zoology	3	3	4
BIO 140 Environmental Biology	3	0	3
BIO 140A Environmental Biology Lab	0	3	1
CHM 151 General Chemistry I	3	3	4
CHM 152 General Chemistry II	3	3	4
GEL 111 Introductory Geology	3	2	4
PHY 110 Conceptual Physics	3	0	3
PHY 110A Conceptual Physics Lab	0	2	1
PHY 151 College Physics I	3	2	4
PHY 152 College Physics II	3	2	4
PHY 251 General Physics I	3	3	4
PHY 252 General Physics II	3	3	4

[Note: Students will receive credit for only one course in any of the following pairs of courses:

BIO 110 or BIO 111, PHY 110 or PHY 151, PHY 110 or PHY 251, PHY 151 or PHY 251, PHY 152 or PHY 252]

E. Mathematics..... 6

Select two courses.

	Class	Lab	Credit
MAT 151 Statistics I	3	0	3
MAT 161 College Algebra	3	0	3
MAT 165 Finite Mathematics	3	0	3
MAT 171 Precalculus Algebra	3	0	3
MAT 172 Precalculus Trigonometry	3	0	3
MAT 263 Brief Calculus	3	0	3
MAT 271 Calculus I	3	2	4
MAT 272 Calculus II	3	2	4
MAT 273 Calculus III	3	2	4

[Note: Students will receive credit for only one course in either of the following pairs of courses: MAT 161 or MAT 171, MAT 263 or MAT 271.]

II. OTHER REQUIRED HOURS..... 20

	Class	Lab	Credit
A. COM 231 Public Speaking	3	0	3

B. Elective Courses

*Select **seventeen hours (17)** from the courses listed in the General Education Core or from the following courses.*

	Class	Lab	Credit
ACA 122 College Transfer Success	1	0	1
ACC 120 Principles of Financial Accounting	3	2	4
ACC 121 Principles of Managerial Accounting	3	2	4
ART 131 Drawing I	0	6	3
ART 240 Painting I	0	6	3
BIO 168 Anatomy & Physiology I	3	3	4
BIO 169 Anatomy & Physiology II	3	3	4
BIO 175 General Microbiology	2	2	3
BIO 275 Microbiology	3	3	4
BUS 110 Introduction to Business	3	0	3
BUS 115 Business Law I	3	0	3
BUS 137 Principles of Management	3	0	3
CHM 251 Organic Chemistry I	3	3	4
CHM 252 Organic Chemistry II	3	3	4
CIS 110 Introduction to Computers	2	2	3
CIS 115 Introduction to Programming & Logic	2	3	3
COM 110 Introduction to Communication	3	0	3
COM 120 Interpersonal Communication	3	0	3
COM 140 Intro to Intercultural Communication	3	0	3
COM 150 Intro to Mass Communication	3	0	3
CSC 134 C++ Programming	2	3	3
DRA 122 Oral Interpretation	3	0	3
ENG 125 Creative Writing	3	0	3
HEA 110 Personal Health/Wellness	3	0	3
HEA 112 First Aid and CPR	1	2	2
HIS 221 African-American History	3	0	3
MAT 151A Statistics I Lab	0	2	1
MAT 171A Precalculus Algebra Lab	0	2	1
MAT 172A Precalculus Trigonometry Lab	0	2	1
MUS 111 Music Fundamentals	3	0	3
MUS 121 Music Theory I	3	2	4
MUS 131 Chorus I	0	2	1
MUS 132 Chorus II	0	2	1
MUS 141 Ensemble I	0	2	1
MUS 142 Ensemble II	0	2	1
PED 110 Fitness & Wellness for Life	1	2	2
PED 115 Step Aerobics I	0	3	1
PED 120 Walking for Fitness	0	3	1
PED 125 Self-Defense-Beginning	0	2	1
PED 128 Golf-Beginning	0	2	1
PED 129 Golf-Intermediate	0	2	1
PED 130 Tennis-Beginning	0	2	1
PED 139 Bowling-Beginnin	0	2	1
PED 142 Lifetime Sports	0	2	1
PED 143 Volleyball-Beginning	0	2	1
PED 144 Volleyball-Intermediate	0	2	1
PED 145 Basketball-Beginning	0	2	1

PED 146 Basketball-Intermediate	0	2	1
PED 148 Softball	0	2	1

ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS

MINIMUM CREDIT HOURS REQUIRED FOR DEGREE: 64

I. GENERAL EDUCATION CORE/Transfer Core Diploma 44

A. Composition..... 6

	Class	Lab	Credit
ENG 111 Expository Writing	3	0	3
ENG 112 Argument-Based Research	3	0	3

B. Humanities/Fine Arts..... 9

*Select **three** courses from **three** disciplines. One literature course (ENG prefix) is required.*

	Class	Lab	Credit
ART 111 Art Appreciation	3	0	3
ART 114 Art History Survey I	3	0	3
ART 115 Art History Survey II	3	0	3
DRA 111 Theatre Appreciation	3	0	3
DRA 112 Literature of the Theatre	3	0	3
ENG 131 Introduction to Literature	3	0	3
ENG 231 American Literature I	3	0	3
ENG 232 American Literature II	3	0	3
ENG 233 Major American Writers	3	0	3
ENG 241 British Literature I	3	0	3
ENG 242 British Literature II	3	0	3
FRE 111 Elementary French I	3	0	3
FRE 112 Elementary French II	3	0	3
FRE 211 Intermediate French I	3	0	3
FRE 212 Intermediate French II	3	0	3
HUM 121 The Nature of America	3	0	3
HUM 122 Southern Culture	3	0	3
HUM 150 American Women's Studies	3	0	3
HUM 160 Introduction to Film	3	0	3
MUS 110 Music Appreciation	3	0	3
MUS 113 American Music	3	0	3
MUS 210 History of Rock Music	3	0	3
MUS 211 History of Country Music	3	0	3
PHI 210 History of Philosophy	3	0	3
PHI 230 Introduction to Logic	3	0	3
REL 110 World Religions	3	0	3
REL 211 Introduction to Old Testament	3	0	3
REL 212 Introduction to New Testament	3	0	3
SPA 111 Elementary Spanish I	3	0	3
SPA 112 Elementary Spanish II	3	0	3
SPA 211 Intermediate Spanish I	3	0	3
SPA 212 Intermediate Spanish II	3	0	3

[Note: Students who plan to transfer to an institution requiring a foreign language

should take the necessary foreign language courses for Core and Elective credit.]

A.S. Degree Requirements (continued)

C. Social and Behavioral Sciences.....9

*Select **three courses** from **three disciplines**. At least **one history** course (HIS prefix) is required.*

	Class	Lab	Credit
ANT 210 General Anthropology	3	0	3
ANT 220 Cultural Anthropology	3	0	3
ECO 251 Principles of Microeconomics	3	0	3
ECO 252 Principles of Macroeconomics	3	0	3
GEO 111 World Regional Geography	3	0	3
GEO 112 Cultural Geography	3	0	3
HIS 121 Western Civilization I	3	0	3
HIS 122 Western Civilization II	3	0	3
HIS 131 American History I	3	0	3
HIS 132 American History II	3	0	3
POL 120 American Government	3	0	3
POL 210 Comparative Government	3	0	3
POL 220 International Relations	3	0	3
PSY 150 General Psychology	3	0	3
PSY 239 Psychology of Personality	3	0	3
PSY 241 Developmental Psychology	3	0	3
PSY 281 Abnormal Psychology	3	0	3
SOC 210 Introduction to Sociology	3	0	3
SOC 213 Sociology of the Family	3	0	3
SOC 220 Social Problems	3	0	3
SOC 225 Social Diversity	3	0	3

D. Natural Sciences..... 8

*Select a **two-course sequence** from the list that follows.*

	Class	Lab	Credit
BIO 111 General Biology I	3	3	4
BIO 112 General Biology II	3	3	4
CHM 151 General Chemistry I	3	3	4
CHM 152 General Chemistry II	3	3	4
PHY 251 General Physics I	3	3	4
PHY 252 General Physics II	3	3	4

*[Note: Students will receive credit for only **one** course in any of the following pairs of courses:*

BIO 110 or BIO 111, PHY 110 or PHY 151, PHY 110 or PHY 251, PHY 151 or PHY 251, PHY 152 or PHY 252]

E. Mathematics..... 6

*Select **two courses** from the list that follows.*

	Class	Lab	Credit
MAT 151 Statistics I	3	0	3
MAT 171 Precalculus Algebra	3	0	3
MAT 172 Precalculus Trigonometry	3	0	3
MAT 263 Brief Calculus	3	0	3
MAT 271 Calculus I	3	2	4
MAT 272 Calculus II	3	2	4
MAT 273 Calculus III	3	2	4

*[Note: Students will receive credit for only **one** course in the following pair of courses:*

MAT 263 or MAT 271.]

A.S. Degree Requirements (continued)

F. Natural Sciences and Mathematics 6

Select courses from Category D or Category E above or from the following list.

	Class	Lab	Credit
BIO 120 Introductory Botany	3	3	4
BIO 130 Introductory Zoology	3	3	4
BIO 140 Environmental Biology	3	0	3
BIO 140A Environmental Biology Lab	0	3	1
GEL 111 Introductory Geology	3	2	4
PHY 110 Conceptual Physics	3	0	3
PHY 110A Conceptual Physics Lab	0	2	1
PHY 151 College Physics I	3	2	4
PHY 152 College Physics II	3	2	4

*[Note: Students will receive credit for only **one** course in any of the following pairs of courses: PHY 110 or PHY 151, PHY 110 or PHY 251, PHY 151 or PHY 251, PHY 152 or PHY 252]*

II. OTHER REQUIRED HOURS 20

	Class	Lab	Credit
A. COM 231 Public Speaking	3	0	3

B. Science and Mathematics Elective Courses

*Select **at least fourteen hours** from the courses listed below or from General Education Core Categories D, E, or F.*

	Class	Lab	Credit
BIO 168 Anatomy & Physiology I	3	3	4
BIO 169 Anatomy & Physiology II	3	3	4
BIO 175 General Microbiology	2	2	3
BIO 275 Microbiology	3	3	4
CHM 251 Organic Chemistry I	3	3	4
CHM 252 Organic Chemistry II	3	3	4
CSC 134 C++ Programming	2	3	3
MAT 151A Statistics I Lab	0	2	1
MAT 171A Precalculus Algebra Lab	0	2	1
MAT 172A Precalculus Trigonometry Lab	0	2	1

*[Note: Students will receive credit for only **one** course in the following pair of courses: BIO 175 or BIO 275]*

A.S. Degree Requirements (continued)

C. Other elective course

Three hours may be selected from the courses listed in the General Education Core above or from the following list of courses.

	Class	Lab	Credit
ACA 122 College Transfer Success	1	0	1
ACC 120 Principles of Financial Accounting	3	2	4
ACC 121 Principles of Managerial Accounting	3	2	4
ART 131 Drawing I	0	6	3
ART 240 Painting I	0	6	3
BUS 110 Introduction to Business	3	0	3
BUS 115 Business Law I	3	0	3
BUS 137 Principles of Management	3	0	3
CIS 110 Introduction to Computers	2	2	3
CIS 115 Intro. to Prog. & Logic	2	3	3
COM 110 Introduction to Communication	3	0	3
COM 120 Interpersonal Communication	3	0	3
COM 140 Intro to Intercultural Communication	3	0	3
COM 150 Intro to Mass Communication	3	0	3
CSC 134 C++ Programming	2	3	3
DRA 122 Oral Interpretation	3	0	3
ENG 125 Creative Writing	3	0	3
HEA 110 Personal Health/Wellness	3	0	3
HEA 112 First Aid and CPR	1	2	2
HIS 221 African-American History	3	0	3
MUS 111 Music Fundamentals	3	0	3
MUS 121 Music Theory I	3	2	4
MUS 131 Chorus I	0	2	1
MUS 132 Chorus II	0	2	1
MUS 141 Ensemble I	0	2	1
MUS 142 Ensemble II	0	2	1
PED 110 Fitness & Wellness for Life	1	2	2
PED 115 Step Aerobics I	0	3	1
PED 120 Walking for Fitness	0	3	1
PED 125 Self-Defense-Beginning	0	2	1
PED 128 Golf-Beginning	0	2	1
PED 129 Golf-Intermediate	0	2	1
PED 130 Tennis-Beginning	0	2	1
PED 139 Bowling-Beginning	0	2	1
PED 142 Lifetime Sports	0	2	1
PED 143 Volleyball-Beginning	0	2	1
PED 144 Volleyball-Intermediate	0	2	1
PED 145 Basketball-Beginning	0	2	1
PED 146 Basketball-Intermediate	0	2	1
PED 148 Softball	0	2	1

Suggested Course Sequence for the A.A. Degree
 (assumes student has placed out of or has finished developmental coursework)

Semester 1	Credit Hours
ENG 111 Expository Writing	3
Natural Sciences (Choose one from core)*	4
MAT161 or MAT151/151A	3 or 4
Foreign language or humanities/fine arts	3
History	<u>3</u>
Credit hours	16 or 17

Semester 2	Credit Hours
ENG 112 Literature-Based Research	3
Natural Sciences (Choose one from core)*	4
MAT161 or MAT151/151A or MAT263	3 or 4
Foreign language or humanities/fine arts	3
Social/Behavioral Sciences	<u>3</u>
Credit Hours	16 or 17

Semester 3	Credit Hours
Literature	3
COM 231 Speech	3
Foreign Language or Elective	3
Humanities/Fine Arts	3
Social/Behavioral Sciences	<u>3</u>
Credit Hours	15

Semester 4	Credit Hours
Literature	3
Foreign language or humanities/fine arts	3
Social/Behavioral Sciences	3
Elective	3
Elective	<u>3</u>
Credit Hours	15

Hours Required to Graduate: 64

Suggested Course Sequence for the A.S. Degree

(assumes student has placed out of or has finished developmental coursework)

Semester 1	Credit Hours
ENG 111 Expository Writing	3
BIO111 or CHM151*	4
MAT171/171A	3 or 4
Foreign language or humanities/fine arts	3
History	<u>3</u>
Credit hours	16 or 17

Semester 2	Credit Hours
ENG 112 Literature-Based Research	3
BIO112 or CHM152*	4
MAT172/172A	3 or 4
Foreign language or humanities/fine arts	3
Social/Behavioral Sciences	<u>3</u>
Credit Hours	16 or 17

Semester 3	Credit Hours
Literature	3
COM 231 Speech	3
MAT271	4
Humanities/Fine Arts	3
Math or Science Elective	<u>4</u>
Credit Hours	17

Semester 4	Credit Hours
Math/Science elective	3
MAT272	4
PHY251	4
Math/Science elective	3 or 4
Math/Science elective	<u>3</u>
Credit Hours	17 or 18

Hours Required to Graduate: 64

ACADEMIC ADVISING

Academic advising is an on-going process of self-discovery and exploration in which a student clarifies an educational plan for successful transfer to a four-year college or university. The faculty advisor helps design an academic plan which reflects the student's intended major and assists in registration, drop-add, and graduation readiness. Students are required to meet with an advisor to plan their semester schedule before they will be able to register themselves on WebAdvisor.

ADVISOR AND STUDENT ROLES

THE ADVISOR'S ROLE IS....

- *To provide accurate information about college policies, procedures, program requirements, courses of study, and resources.

- *To make career or counseling referrals to Student Affairs.

- *To assist students in on-going self-monitoring and self-evaluation of their educational plans and progress.

- *To participate in on-going advisor training programs to improve and update skills and to carry out the policies of the College.

THE STUDENT'S ROLE IS....

- *To ask for and to act on academic information needed for developing and following an educational plan.



- *To make appointments with an advisor for assessment of educational plans and progress.

- *To accept personal responsibility for meeting program and graduation requirements.

STUDY SKILLS

- I. What to Study
 - A. Vocabulary - Keep a list - review daily.
 - B. Formulas, laws, rules, - keep a list - review daily.
 - C. Famous people and important dates - how they relate.
 - D. Relationships - Know how facts are related to one another.
 - E. Predict questions - notice what instructor emphasizes in class.
 - F. Main headings - study questions and summaries at the end of the sections or chapters.

- II. How To Take Notes
 - A. Lecture
 - 1. Write down key words.
 - 2. Listen for clues.
 - 3. Note major conclusions.
 - 4. Emphasis - note when teacher gives special points or writes on board.
 - 5. Review daily notes taken in class.
 - B. Books
 - 1. Read assignment as assigned.
 - 2. Get the big picture - what is the chapter about?
 - 3. Note chapter headings or subheadings.
 - 4. Read and write down important or key ideas or facts - actively involved.
 - 5. Read summary sections at the end of the chapter to get general idea.
 - 6. Review notes daily taken on reading.
 - C. Note-Taking Summary
 - 1. Purpose - read for plots, ideas, facts.
 - 2. Words - look up words you don't know
 - 3. Why - relationship of ideas.
 - 4. Summarize - the so what!
 - 5. Explain - to someone else about subject.

- III. Good Study Habits
 - 1. Have a study schedule written down and stick to it.
 - 2. Schedule at least 45 minutes to 1 hour per study session.
 - 3. Take study breaks and move around and then go back to study.
 - 4. Keep in good shape physically and mentally.
 - a. Sleep
 - b. Exercise
 - c. Have fun
 - d. Eat good regular meals.

HOW TO SUCCEED IN COLLEGE

1. A college degree requires a lot of **hard work**, perseverance, and commitment. You must truly want a college degree, and you must work hard to get it. Establish goals that you truly believe in and pursue these goals with dedication.
2. Form your **own** opinion about each instructor. Students talk about teachers, and you may hear conflicting reports. Decide for yourself.
3. **Be attentive.** Daydreaming, sleeping or having side conversations in class will insult your instructor. Besides, you miss what's happening. Side conversations also disturb other students.
4. We all have mental pictures about instructors. Perhaps they are unapproachable, brilliant, boring, demanding, eccentric, etc. **Assume nothing.** Get to know your teacher first-hand. Take advantage of their office hours. Some teachers best express their love and enthusiasm for their subject in private conversations rather than lectures.
5. Many instructors have special office hours. Most are delighted to talk to students. That's why they are teachers. Talking to one student allows them to focus on the area that's critical to that student and their enthusiasm can be contagious. What sounded incomprehensible in class may become clear in a one-to-one exchange.
6. **Come to class on time.** Employers expect you to arrive at work on time and so do your instructors. Even better, arrive early for classes. You can visit with your instructor or classmates, review notes, or spend a few minutes relaxing. Being on time demonstrates your commitment and interest. **Do not leave class until it is dismissed unless you have an emergency** (bathroom breaks, phone calls, etc. should take place before or after class). **Turn off your cell phones and put them out of sight.**
7. **Come to class prepared.** You should have a notebook for each class and when class starts, you should be ready to take notes – change gears each time you go to another class. You are responsible for knowing what was said in class and what is in the textbook and reading assignments. Take good notes on lectures and class discussions and take notes on your reading assignments in your notebook or the margins of your text.
8. **Participate** in class discussions. Ask questions. Provide answers. Be ready to debate and discuss. Your instructor will know you are interested and prepared. Asking questions to sidetrack your teacher or just to get noticed, however, wastes everyone's time.

9. **Accept criticism.** Learn from your teacher's comments on your work. It is a teacher's job to correct. Don't take it personally.
10. **Submit professional work** of high quality in both content and form. Prepare papers as if you were submitting them to an employer. Imagine that a promotion and raise will be determined by your work.
11. **Study! Plan on devoting at least one hour of study for every hour spent in class.** If you are taking a class that meets three hours a week, you should study at home or in the LRC at least another three hours a week. Most people should study more than an hour for each hour in class to do well.
12. **Use absences wisely.** In many classes students who over-cut are dropped from the class or penalized on their final grades. **If you do not think you can routinely attend a class or make it to the class before it starts, don't sign up for that class!!**

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ASSISTANCE

Academic Warning, Probation, Suspension	Counselors – Building 8
Adding a Class	Advisor
Admission Information	Admissions Office – Building 8
Academic Advising	Advisor
Canceled Classes	Registrar’s Office – Building 8
Career Planning	Career Center – Building 8
Counseling	Student Affairs – Building 8
Disability Services	Student Affairs – Building 8
Drop/Add Form	Advisor
Dropping a Course	Advisor
Extracurricular Activities	Student Affairs – Building 8
Fee Deferment	VP of Student Affairs – Building 8
Financial Aid, Loans, Workstudy	Financial Aid – Building 8
GI Bill, Veteran’s Benefits	
Grades	Registrar’s Office – Building 8
Health Insurance	Business Office – Building 1
I.D. Card	During Registration – Building 8
Job Placement (Full/Part-time)	Career Center – Building 8
Library Card, Fines	LRC – Building 2
Parking Permit	During Registration – Building 1
Placement Testing	Admissions Office – Building 8
Registration for Classes	Advisor
Scholarships	VP of Student Affairs – Building 8
Student Policies, Procedures	VP of Student Affairs – Building 8
Tuition Information	Student Affairs – Building 8
Tutoring	Academic Skills Center – Building 7
Transcript Requests	Registrar’s Office – Building 8
Withdrawal Forms	Advisor
VGCC Catalogs	Student Affairs – Building 8 or online

STUDENT AFFAIRS (Building 8)

Gene Purvis	Vice President of Student Affairs
Kathy Ktul	Registrar/Director of Admissions and Records
Daniel Alvarado	Director of Counseling
Frank Clark	Director of Financial Aid
Claudette Dickerson	Admissions and Records Assistant
Lori Forsythe	Placement Testing
Linda Fletcher	Director of Career Services

CURRICULUM

Angela Gardner-Ragland	Interim Dean of Arts and Sciences – Building 6
Dr. Angela Ballentine	Vice President of Instruction – Building 1

SATELLITE CAMPUSES

Bobbie Jo May	Campus Dean, Franklin County Campus
George Henderson	Campus Dean, Warren County Campus
Cecilia Wheeler	Campus Dean, South Campus

The Comprehensive Articulation Agreement and Pre-Major Articulation Agreements

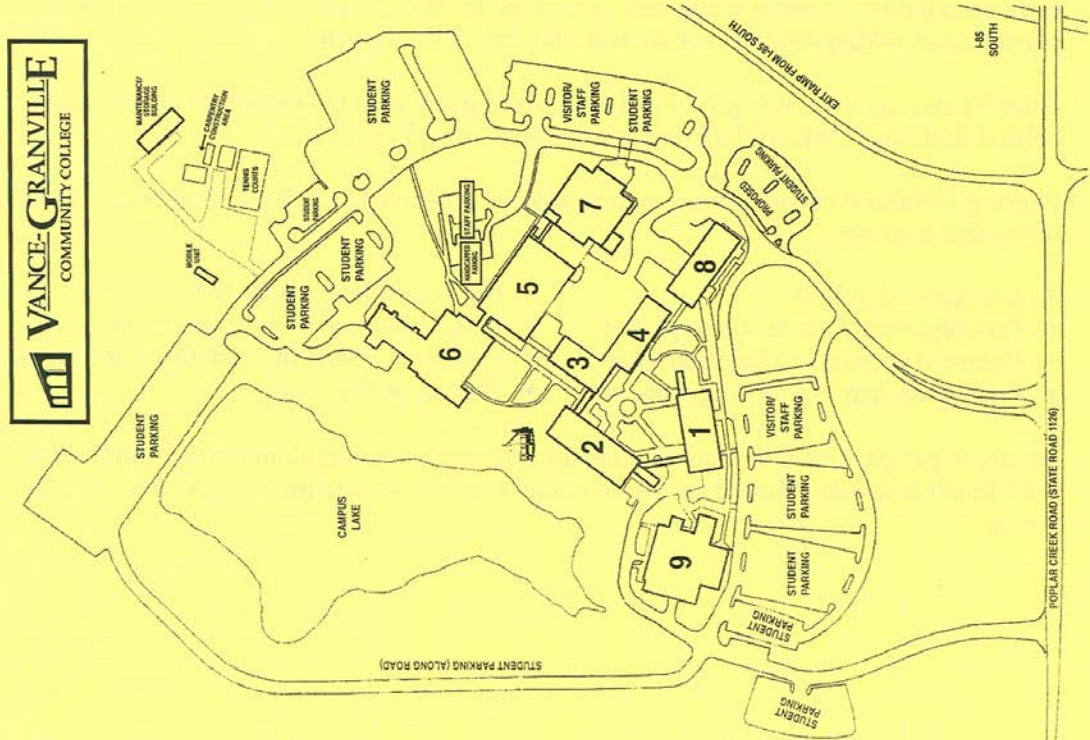
The North Carolina [Comprehensive Articulation Agreement \(CAA\)](#) is a statewide agreement governing the transfer of credits between N.C. community colleges and N.C. public universities and has as its objective the smooth transfer of students.

The CAA identifies community college courses that are appropriate for transfer as electives, along with courses that will satisfy pre-major and general education requirements.

Below is a representative list of pre-major agreements. For more detailed information, go to <http://www.northcarolina.edu/aa/articulation/index.htm>.

Anthropology	Elementary Education	Math Education
Associate in Arts	Engineering	Middle Grades Education
Associate in Science	English	Nursing
Art Education	English Education	Physical Education
Biology & Biology Education	Geography	Political Science
Business Administration, Accounting, Economics, Finance, and Marketing	Health Education	Psychology
Business Education & Marketing Education	History	Social Science Secondary Education
Chemistry & Chemistry Education	Information Systems	Social Work
Communications/Communication Studies	Liberal Studies	Sociology
Computer Science	Mass Communication/Journalism	Special Education
Criminal Justice	Mathematics	

— MAIN CAMPUS DIRECTORY —



BUILDING 1

MAIN ENTRANCE (SECOND FLOOR)
 Reception Area
 Board Room
 Business Office
 Mailroom
 Public Information/Marketing/
 Offices for Workforce Development
 Personnel/Facilities
 President's Office
 Vice President's Office

FIRST FLOOR

Human Resources Development
 Office of Information Technology
 Snack Bar
 Student Support Services

THIRD FLOOR

Classrooms
 HRD Computer Lab
 Office Systems Technology

BUILDING 2

FIRST FLOOR
 Auditorium/Theatre
 Bookstore
 Security
 Student Lounge

SECOND FLOOR

Learning Resources Center

THIRD FLOOR

Classrooms

BUILDING 3

FIRST FLOOR
 Maintenance
 Shipping & Receiving
 Welding

SECOND FLOOR

Cosmetology

BUILDING 4

FIRST FLOOR
 Automotive Mechanics

SECOND FLOOR

Career Center
 Financial Aid Office
 Workforce Investment Act
 Science Laboratory

BUILDING 5

FIRST FLOOR
 Air Conditioning, Heating
 and Refrigeration
 Carpentry
 Electrical Installation
 Electronics

SECOND FLOOR

Art
 Ceramics
 Classrooms
 Criminal Justice Technology
 Nursing (ADN & Practical)
 Radiography
 Recreation & Leisure Studies
 Science Laboratories

BUILDING 6

MAIN ENTRANCE
 Classrooms
 College Transfer
 Pharmacy Technology
 Security
DAYCARE ENTRANCE
 DayCare Center

BUILDING 7

FIRST FLOOR
 College Services
 Computer Center
 (Occupational Extension)
 Economic Development
 Services
 Emergency Medical Services
 HRD Computer Lab
 Law Enforcement
 Nursing Assistant (CNA)
 Public Services
 Small Business Center

BUILDING 7 (cont.)

SECOND FLOOR
 Adult Basic Skills/Literacy
 • Adult High School/GED
 Computer Labs
 Continuing Education/
 Personal Enrichment
 English As A Second
 Language
 GED Testing
 Information Highway
 Jailor/Law Enforcement
 Classroom

THIRD FLOOR

Information Systems
 Information Systems/
 Network Administration
 & Support
 Internet Technologies
 Open Computer Lab

BUILDING 8

MAIN ENTRANCE (SECOND FLOOR)
 Admissions
 Conference Room
 Counseling
 Placement Testing
 Records
 Registration
 Student Services

FIRST FLOOR

Industrial Systems

BUILDING 9

MAIN ENTRANCE (SECOND FLOOR)
 Civic Center
 Seminar Rooms

FIRST FLOOR

Basic Law Enforcement
 Training Classroom
 Civic Center
 Dressing Rooms
 Fitness Center
 Printshop/Marketing

How to Log In to WebAdvisor

- Log In to www.vgcc.edu
- Click on WebAdvisor (*located in the upper right corner of the home page*)
- New Users – Click on I'm New to WebAdvisor
- Complete “What’s my User ID?”
- Enter your Last Name
- Enter your Social Security Number or Colleague ID
- Click Submit
- Confirm & write down your User ID (**Do Not Lose**)
- Click OK
- Click Log In
- Enter your User ID & Password
- Your initial password is VG#### where # is the last four digits of your social security number (Example: VG9876)
- Click Submit
- Complete “Change your Password”
- Enter your User ID
- Enter your Old Password (This is VG#### where # is the last four digits of your social security number (Example: VG9876)
- Enter your New Password (Must be 6-9 characters in length and include both letters and numbers) (**Do Not Lose**)
- Enter your New Password again to confirm
- Complete “My Password Hint” (This may be entered in the form of a question or word)
- Click Submit
- Click on the Current Students icon
- Current students have access to Financial Information, Academic Profile, Registration, Communication, and Financial Aid
- Click Log Out

If you lose your password, it is difficult to reset. To have your password reset, please submit a written request to the VGCC Helpdesk. Click on CONTACT US. It may take several days to get a response.

**** Use the same User Name & Password for WebAdvisor, Campus Cruiser, Blackboard, and Moodle.***

**VANCE-GRANVILLE COMMUNITY COLLEGE
2011-2012 ACADEMIC CALENDAR**

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 (48 days) 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-July 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.*

NAME: _____ I.D. _____

(Quick Checklist)

	semester /	course /	grade /	hours
I. GENERAL EDUCATION/TRANSFER CORE44				
A. Composition.....6		/ ENG 111	/	/
ENG111				
ENG112		/ ENG 112	/	/
B. Humanities/Fine Arts12				
<i>Select 4 courses from at least 3 disciplines (at least two literature courses)</i>		/ ENG	/	/
ART111, 114, 115				
DRA111, 112		/ ENG	/	/
ENG131, 231, 232,				
233, 241, 242		/	/	/
FRE111, 112, 211 , 212				
HUM121, 122, 150, 160		/	/	/
C. Social/Behavioral Sciences.....12				
<i>Select 4 courses from at least 3 subject areas (at least one history).</i>		/ HIS	/	/
ANT210, 220				
ECO251, 252		/	/	/
GEO111, 112				
HIS121, 122, 131, 132		/	/	/
D. Natural Sciences*.....8				
<i>Select two courses and accompanying labs.</i>		/	/	/
BIO110*,111*,112 , 120,				
130 ,140 , 140A, 150		/	/	/
CHM151 ,152				
GEL111		/	/	/
PHY110*,110A ,				
151* , 152, 251* , 252		/	/	/
E. Mathematics6				
<i>Select two of the following courses.</i>		/ MAT	/	/
MAT151, 161* , 263* , 171* , 172, 271* , 272, 273		/ MAT	/	/
II. Speech3				
COM231		/ COM 231	/	/
III. Other Elective Hours.....17				
<i>Select seventeen hours from courses above or following.</i>		/	/	/
ACA122				
ACC120, 121		/	/	/
ART131, 240				
BIO168, 169 , 175 , 275		/	/	/
BUS110, 115, 137				
CHM251, 252		/	/	/
CIS110, 115				
COM110, 120		/	/	/
CSC134				
DRA122				
ECO151		/	/	/
EDU216				
ENG125		/	/	/
HEA110, 112				
HIS221		/	/	/
MAT151A, 171A, 172A				
MUS...see catalogue		/	/	/
PED...see catalogue				

GRADUATION REQUIREMENT:

64 Credit Hours

*Students taking more than one course in each group that follows will receive credit for only one course in the group:

Group 1: BIO110 and BIO111; **Group 2:** PHY110/110A, PHY151, PHY251; **Group 3:** PHY152 and PHY252;

Group 4: MAT161 and MAT171/171A; **Group 5:** MAT263 and MAT271.

NAME: _____ I.D. _____

(Quick Checklist)

I. GENERAL EDUCATION/TRANSFER CORE44

semester / course / grade / hours

A. Composition6

- ENG111
- ENG112

_____ / ENG 111 / _____ / _____
 _____ / ENG 112 / _____ / _____

B. Humanities/Fine Arts9

- Select 3 courses from at least 3 disciplines (at least one literature course).*
- ART111, 114, 115
 - DRA111, 112
 - ENG131, 231, 232, 233, 241, 242
 - FRE111, 112, 211, 212
 - HUM121, 122, 150, 160
 - MUS110 and some other MUS
 - REL110 , 211, 212
 - PHI210, 230
 - SPA111, 112, 211, 212

_____ / ENG / _____ / _____
 _____ / _____ / _____ / _____
 _____ / _____ / _____ / _____

C. Social/Behavioral Sciences.....9

- Select 3 courses from at least 3 subject areas (at least one history).*
- ANT210, 220
 - ECO251, 252
 - GEO111, 112
 - HIS121, 122, 131, 132
 - POL120, 210, 220
 - PSY150, 239, 241, 281
 - SOC210, 213, 220, 225

_____ / HIS / _____ / _____
 _____ / _____ / _____ / _____
 _____ / _____ / _____ / _____

D. Natural Sciences8

- Select one of the following sequences.*
- BIO111* and 112, CHM151 and 152, PHY251* and 252*

_____ / _____ / _____ / _____
 _____ / _____ / _____ / _____

E. Mathematics.....6

- Select two of the following courses.*
- MAT151, 263*, 171, 172, 271*, 272, 273

_____ / MAT / _____ / _____
 _____ / MAT / _____ / _____

F. Natural Science and Mathematics Electives.....6

- Select 6 hours from Categories D and E above or the list below.*
- BIO 120, 130, 140, 140A, 150
 - GEL111
 - PHY110*, 110A, 151*, 152*

_____ / _____ / _____ / _____
 _____ / _____ / _____ / _____

II. Science and Mathematics Electives14

- Select 14 hours from Categories D, E, or F above or from the following list.*
- BIO168, 169, 175, 275
 - CHM251, 252
 - CSC134
 - MAT151A, 171A, 172A

_____ / _____ / _____ / _____
 _____ / _____ / _____ / _____
 _____ / _____ / _____ / _____

III. Speech.....3

_____ / COM 231 / _____ / _____

IV. Other Elective Hours.....3

- Select three hours from courses above or following.*
- ACA122
 - ACC120, 121
 - ART131, 240
 - BUS110, 115, 137
 - CIS110, 115
 - COM110, 120
 - DRA122
 - ECO151
 - EDU216
 - ENG125
 - HEA110, 112
 - HIS221
 - MUS...see catalogue
 - PED...see catalogue

_____ / _____ / _____ / _____

GRADUATION REQUIREMENT: 64 Credit Hours

*Students taking more than one course in each group that follows will receive credit for only one course in the group:

Group 1: PHY110, PHY151, PHY251; **Group 2:** PHY152 and PHY252; **Group 3:** MAT263 and MAT271.

revised 05/2011