

BIOPROCESS TECHNOLOGY PROGRAM



Student Handbook 2011-2012

Program website: <http://www.vgcc.edu/ArtsSciences/Bioprocess-Technology/index.cfm>

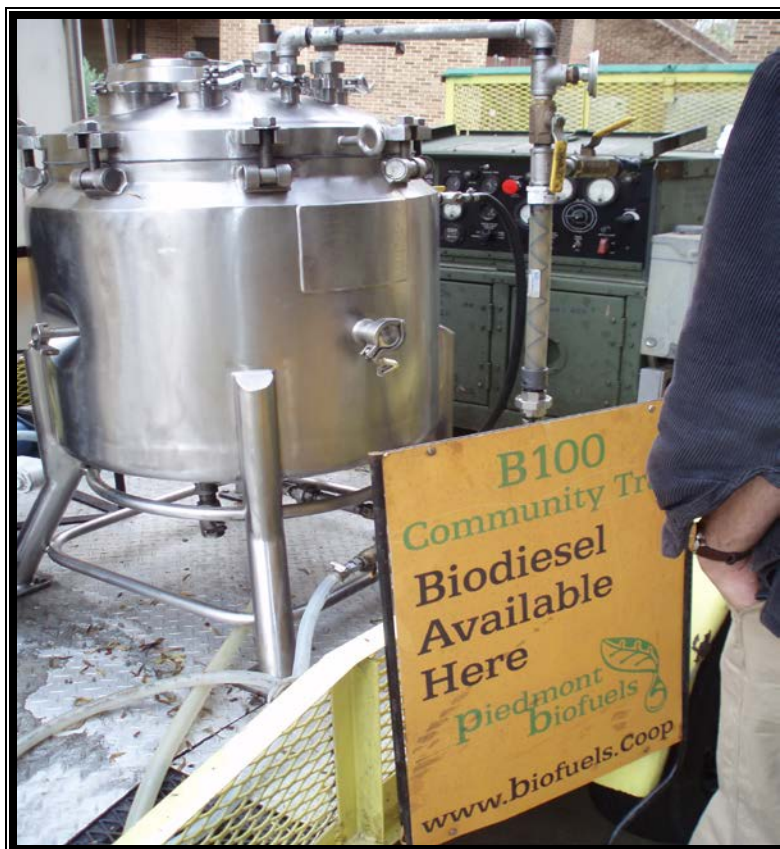


VANCE-GRANVILLE
COMMUNITY COLLEGE

www.vgcc.edu

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STATEMENT OF PURPOSE

Vance-Granville Community College is committed to providing useful, educational experiences that enhance students' lives, both personally and professionally. A community-centered institution, Vance-Granville strives for excellence in teaching and career guidance. Its "open door" policy ensures the rights of individuals to advance their skills and knowledge to their maximum potential. The college extends accessible and affordable life-long learning opportunities aimed at preparing students for the workplace of the 21st century.

VANCE-GRANVILLE COMMUNITY COLLEGE

PURPOSE AND GOALS

Vance-Granville Community College is a public, two-year, post-secondary educational institution with an open-door admissions policy. Its purpose is to extend affordable, lifelong learning opportunities to the citizens of Vance, Granville, Franklin, Warren counties and beyond that will enable citizens to acquire the education and training necessary for employment in the workforce, overcome barriers imposed by insufficient mastery of basic skills, acquire the first two years of a baccalaureate degree program, and enhance the quality of life through the development of personal interests and talents.

Specific objectives established to accomplish this purpose are:

1. Provide quality associate degree, diploma and certificate programs in technical vocational areas to prepare students for initial employment as qualified technicians and skilled craftspeople;
2. Offer a broad scope of occupational extension courses designed to prepare individuals for initial employment, upgrade the skills of workers in their present jobs and provide retraining for persons whose jobs have been eliminated;
3. Offer basic skills education, adult high school preparation and developmental programs;
4. Offer job training and consulting services to new, existing and expanding businesses and industries;
5. Provide a quality college transfer program;
6. Employ qualified instructors and staff and provide them with professional development opportunities;
7. Provide support services to maximize student success, which include academic advising, career planning, counseling, tutoring, financial aid, job and transfer placement, library and other learning resources;
8. Provide accessible educational opportunities to students with special needs;
9. Employ sound management practices and systematic planning and assessment to meet the overall objectives of the college, allocate and safeguard resources, monitor the use/expenditure of resources, and provide timely and effective reporting;

BIOPROCESS TECHNOLOGY ASSOCIATE PROGRAM OVERVIEW

The Bioprocess Technology curriculum is designed to prepare individuals to work as Process Operators in biological products manufacturing facilities. Students will combine basic science and communication skills, manufacturing technologies, and good manufacturing practices in the course of study.

Students will be expected to develop a strong basic science foundation with a sound understanding of the major technologies employed by the industry. They will also be expected to develop collaborative and disciplined work ethics while consistently practicing problem-solving skills.

Upon successful completion of the program, individuals should possess the necessary skills to qualify for employment in a variety of Bioprocessing industries.

GENERAL PROGRAM OBJECTIVES

1. Maintain effective and cooperative relationships with schools, colleges, universities, government agencies and employers;
2. Provide experiences for educational, cultural and personal growth and enlightenment that enhance the role of the college as the focal point of the community; and
3. Employ technology to enhance the effectiveness of teaching at the college and to increase the accessibility of learning opportunities to area residents.

BIOPROCESS TECHNOLOGY AT VANCE-GRANVILLE COMMUNITY COLLEGE

Associate in Applied Science

The VGCC Bioprocess Technology Program will prepare men and women to work as process technicians or quality control analysts in biological products manufacturing facilities. Some possible jobs include producing biopharmaceuticals, making industrial enzymes, working in biofuel conversion, or wastewater treatment laboratories.

Graduates will complete a two year Associates of Applied Science degree and may work for local companies such as IAMS, Novozymes, Revlon, and Merck. Graduates will help attract economic growth to our four county service area, as companies desire to open and expand in an area with a well-trained workforce.



First year courses include basics such as biology, research and reporting, college algebra and computers, as well as industrial courses in bioprocessing, microbiology and industrial environment. The second year includes specialized courses in industrial bioprocessing, chemistry and organic chemistry, statistical quality control, and cooperative work experience with a local bioscience company.

Be part of the North Carolina's future. Enroll today.

BIOPROCESS TECHNOLOGY CURRICULUM (A-50440)

I. GENERAL EDUCATION COURSES

	<u>Lec</u>	<u>Lab</u>	<u>Exp</u>	<u>Credit</u>	
Communications					
ENG 111 Expository Writing	3	0	0	3	
ENG 114 Professional Research & Reporting	3	0	0	3	
Humanities (select 3 hours)					
ART 111 Art Appreciation	3	0	0	3	
DRA 111 Theatre Appreciation	3	0	0	3	
HUM 121 The Nature of America	3	0	0	3	
HUM 122 Southern Culture	3	0	0	3	
PHI 210 History of Philosophy	3	0	0	3	
Mathematics (select 3 hours)					
MAT 121 Algebra/Trigonometry	2	2	0	3	
MAT 161 College Algebra	3	0	0	3	no transfer to ECU
Social/Behaviorial Science (select 3 hours)					
HIS 131 American History I	3	0	0	3	
POL 120 American Government	3	0	0	3	
PSY 118 Interpersonal Psychology					
PSY 150 General Psychology	3	0	0	3	
SOC 210 Introduction to Sociology	3	0	0	3	

II. MAJOR COURSES

BPM 110 Bioprocess Practices	3	4	0	5	
BPM 111 Bioprocess Measurements	3	3	0	4	
BPM 112 Upstream Bioprocessing	3	4	0	5	
BPM 113 Downstream Bioprocessing	3	3	0	4	
PTC 110 Industrial Environment (DL)	3	0	0	3	

III. OTHER MAJOR COURSES

BIO 110 Principles of Biology	3	3	0	4	
BIO 275 Microbiology	3	3	0	4	
BUS 270 Professional Development	3	0	0	3	
CHM 131 Intro to Chemistry	3	0	0	3	
CHM 131A Intro to Chemistry Lab	0	3	0	1	
CHM 132 Organic and Biochemistry	3	3	0	4	
CIS 110 Intro to Computers	2	2	0	3	
ISC 110 Workplace Safety	1	0	0	1	
ISC 121 Environmental Health and Safety	3	0	0	3	
ISC 221 Statistical Quality Control	3	0	0	3	

IV. MAJOR ELECTIVES (select 4 hours)

BUS 260 Business Communications	3	0	0	3	
COE 111 Cooperative Work Experience I	0	0	10	1	
COE 112 Cooperative Work Experience 1	0	0	20	2	
COE 113 Cooperative Work Experience 1	0	0	30	3	
CTS 130 Spreadsheet	2	2	0	3	
SPA 111 Elementary Spanish I	3	0	0	3	no transfer to ECU

TOTAL SEMESTER HOURS FOR AAS DEGREE

69

Suggested Course Sequence
 AAS Bioprocess Technology
<http://www.vgcc.edu/ArtsSciences/Bioprocess-Technology/index.cfm>

Semester 1- (Fall)	Credit Hours	Prerequisite
BIO 110 Principles of Biology	4	
BPM 110 Bioprocess Practices	5	
PTC 110 Industrial Environment (DL)	3	
ENG 111 Expository Writing	3	
CIS 110 Intro to Computers	3	
	18	

Semester 2 – (Spring)	Credit Hours	Prerequisite
BPM 111 Bioprocess Measurements	4	BIO 110 BPM 110
BIO 275 Microbiology	4	BIO 110
MAT 161 College Algebra or MAT 121 Algebra/Trigonometry	3	
ENG 114 Professional Research & Reporting	3	ENG 111
Social/Behaviorial Science (select 3 hours)	3	
	17	

Semster 3 - (Fall)	Credit Hours	Prerequisite
CHM 131 Intro to Chemistry	3	
CHM 131A Intro to Chemistry Lab	1	
BPM 112 Upstream Bioprocessing	5	BPM 111
Humanities (select 3 hours)	3	
ISC 110 Workplace Safety	1	
ISC 121 Environmental Health and Safety	3	
	16	

Semester 4 – (Spring)	Credit Hours	Prerequisite
BPM 113 Downstream Bioprocessing	4	BPM 111 CHM 131
CHM 132 Organic and Biochemistry	4	CHM 131 CHM 131A
BUS 270 Professional Development	3	
BUS 260 Business Communications or CTS 130 Spreadsheet	3	ENG 111, OST 131 CIS 110
ISC 221 Statistical Quality Control	3	MAT 161 or MAT 121
COE 111 Cooperative Work Experience I	1	
	18	

BIOPROCESS TECHNOLOGY COURSE DESCRIPTIONS

BIO 110 Principles of Biology 3 3 0 4
Prerequisites: ENG 090, RED 090

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life.

BIO 275 Microbiology 3 3 0 4
Prerequisites: BIO 110

This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms

BPM 110 Bioprocess Practices 3 4 0 5

This course provides a study of plant operations including various plant utility systems and detailed study of the varied plant environments in a bioprocessing facility. Emphasis is placed on quality mindset and principles of validation through applications of monitoring procedures. Upon completion, students should be able to demonstrate the rigors of industry regulation and its necessity.

BPM 111 Bioprocess Measurements 3 3 0 4
Prerequisites: BIO 110 and BPM 110

This course covers a variety of physical measurements. Emphasis is placed on pH, temperature, pressure and flow rates, as well as spectrophotometry, and biochemical and chemical analytical methods. Upon completion, students should be able to demonstrate and perform many aspects of process monitoring.

BPM 112 Upstream Bioprocessing 3 4 0 5
Prerequisites: BPM 111

This course introduces techniques involved in microbial and mammalian cell growth and separation. Topics include fermentation theory and application, as well as cell harvesting, cell disruption, and separation methods. Upon completion, students should be able to grow cells to produce a product.

BPM 113 Downstream Bioprocessing 3 3 0 4
Prerequisites: BPM 111, CHM 131 and CHM 131A

This course introduces a variety of techniques involved in separation procedures. Topics include extraction, precipitation, concentration, molecular filtration methods as well as different types of chromatography. Upon completion, students should be able to perform most separation procedures with an understanding of industrial scale procedures.

BUS 260 Business Communication 3 0 0 3
Prerequisites: ENG 111 and OST 131

This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place.

BUS 270 Professional Development 3 0 0 3
Prerequisites: ENG 080, RED 080

This course provides basic knowledge of self-improvement techniques as related to success in the professional world. Topics include positive human relations, job-seeking skills, and projecting positive self-image. Upon completion, students should be able to demonstrate competent personal and professional skills necessary to get and keep a job.

CHM 131 Introduction to Chemistry 3 0 0 3

This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields.

CHM 131A Introduction to Chemistry Lab 0 3 0 1
Corequisites: CHM 131

This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131.

CHM 132 Organic and Biochemistry 3 3 0 4
Prerequisites: CHM 131

This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields.

CIS 110 Introduction to Computers 2 2 0 3
Prerequisites: ENG 090, RED 090

This course provides an introduction to computers and computing. Topics include the impact of computers on society, ethical issues, and hardware/software applications, including spreadsheets, databases, word processors, graphics, the Internet, and operating systems. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems.

COE 111	Cooperative Work Experience I	0	0	10	1
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.					
COE 112	Cooperative Work Experience I	0	0	20	2
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.					
CTS 130	Spreadsheet I	2	2	0	3
Prerequisites: CIS 110 or CIS 111 or OST 137, and MAT 060					
This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.					
ENG 114	Professional Research & Reporting	3	0	0	3
Prerequisites: ENG 111					
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations.					
ISC 110	Workplace Safety	1	0	0	1
Prerequisites: RED 080					
This course introduces the basic concepts of workplace safety. Topics include fire, ladders, lifting, lock-out/tag-out, personal protective devices, and other workplace safety issues related to OSHA compliance. Upon completion, students should be able to demonstrate an understanding of the components of a safe workplace.					
ISC 121	Environmental Health & Safety	3	0	0	3
Prerequisites: RED 090					
This course covers workplace environmental, health, and safety issues. Emphasis is placed on managing the implementation and enforcement of environmental health and safety regulations and on preventing accidents, injuries, and illnesses. Upon completion, students should be able to demonstrate an understanding of basic concepts of environmental, health, and safety issues.					
ISC 221	Statistical Quality Control	3	0	0	3
Prerequisites: MTH161					
This course covers the principles and techniques of statistical process control for the improvement of productivity. Emphasis is placed on basic statistics for quality control, organization and procedures for efficient quality control including inspections, process control, and tests of significance. Upon completion, students should be able to apply statistical principles and techniques to enhance production.					
MAT 161	College Algebra	3	0	0	3
Prerequisites: MAT 080					
This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on applications involving equations and inequalities; polynomial, rational, exponential and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction.					
PTC 110	Industrial Environment	3	0	0	3
This course introduces the pharmaceutical industry, including a broad overview of work in this field. Emphasis is placed on good manufacturing practices (GMP), work conduct, company organization, job expectations, personal safety, hygiene, and company rules and regulations. Upon completion, students should be able to follow good manufacturing practice regulations and inspect a pharmaceutical manufacturing facility for compliance with GMP.					

Memo

To: Julie Kinlaw
From: Joseph Tyler
CC: Michael Ellis, Angela Ballentine, Kathy Ktul
Date: 6/10/09
Re: Credit for BPM 110 guidelines

A person who has successfully completed the BIOWORK course may receive curriculum credit for the BPM 110 (Bioprocess Practices) course under the following conditions:

- The student can present a Certified Process Technician certificate from the Partnership for Biotechnology Workforce Training, complete with certificate number and date and proof of successful completion of BIOWORK.

OR

- The student shows proof of successful completion of BIOWORK and opts to get Credit by Examination for BPM 110. The student must register and pay the standard tuition fee per credit for BPM 110 and notify the instructor during the first class meeting that they wish to challenge the course. The examination will be administered by the Arts and Sciences Department, and successful completion will result in a grade of "CE". The student must stay enrolled in the course for the remainder of the semester so that they may be awarded the "CE" grade. The credit hours of the class will count toward graduation. Please note most colleges do not accept "CE" grade as a transfer credit. (see current catalog under Credit by Examination for more information).

**Memorandum of Agreement Between
Department of Technology Systems, East Carolina University
And
Vance Granville Community College**

The Department of Technology Systems at East Carolina University agrees to accept technical and general education credit from the institution above to satisfy the requirements for the degree identified. This agreement will be revised if either entity makes substantive changes to the program content.

Community College Degree: AAS – Bioprocess Technology

East Carolina University Degree: BS – Industrial Technology concentration in Bioprocess Manufacturing

Program requirements

- Completed an AAS in Bioprocess Technology
- Transfer up to 63 semester hours of the 126 required from any accredited community college or technical institute.
- Only courses with a 'C' or better will transfer.
- At least 63 semester hours of the 126 required semester hours must be completed at a four year institution.
- At least 42 semester hours of major, technical coursework must be completed at East Carolina University.

Courses to transfer (63 hours)

Based on the technical content of the Bioprocess Technology degree, the Department of Technology Systems will award a block transfer of 37 hours for lower level technical courses after the student is accepted by East Carolina University. This block transfer is based on the course content and the instructor credentials at Vance Granville Community College.

Graduates from the Bioprocess Technology program, can receive up to 26 hours of general education applied towards their degree. The credits are based on the North Carolina Community College System and the University of North Carolina System agreement. For admission into East Carolina University, Bioprocess Technology graduates must have at least 24 hours of general education at a minimum of 2.5 GPA. Based on current course program requirements, students will receive the 23 hours of general education and 37 hours of technical content and students.

If changes in the program content or courses occur, this agreement is not valid. Review of the agreement and program should be conducted annually.

Dr. Ralph Rogers
College of Technology and Computer
Science Dean
Dr. Paul Kauffmann
Technology Systems Chair

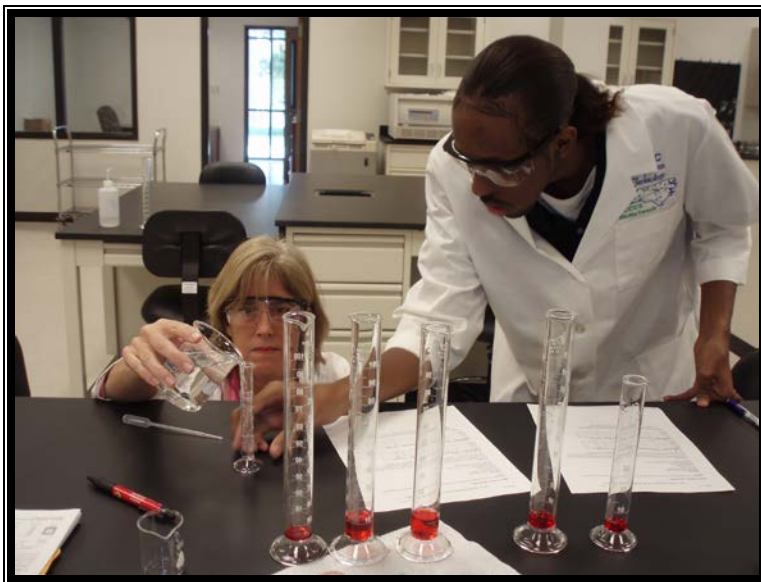
Mr. Randy Parker
Vance Granville Community College,
President

**Memorandum of Agreement Between
Department of Technology Systems, East Carolina University
And
Vance Granville Community College**

STUDENT COMPLETES:	STUDENT RECEIVES CREDIT FOR:
AAS degree in Bioprocess Technology	37 Technical Credits at ECU
General Education (community College)	26 General Education Credits **
ENG 111 Expository Writing	3 ENGL 1100
ENG 114 Professional Research & Reporting	3 ENGL 1200
MAT 121 Algebra/Trigonometry	3 MATH 1065
CIS 110 Introduction to Computers	3 DSCI 2223
Additional credits (Community College)	
Humanities 3 hours (ART 111, DRA 111, HUM 121, HUM 122, or PHI 210) – no SPA 111 credit	3 hours FA credit for ART and DRA, HU credit for HUM & PHI
Social Science 3 hours (HIS 131, POL 120, PSY 150, SOC 210) – no HIS 121 credit	3 hours SS credit for HIS, POL, PSY, SOC
Science credit (8 hours total including labs)	
CHM 131/CHM 131A Intro to Chemistry	4 hours Science credit
CHM 132 Organic and Biochemistry	4 hours Science credit
SUBTOTAL	63 hours from Community College
BS IT at ECU	42 hours technical concentration credit offered via distance learning at ECU
** (For students who did not meet the qualifications of GPA, SAT scores for 4 year school and who are under the age of 25 need at least 24 hours at a 2.5 GPA or higher)	21 additional hours to be completed at ECU or other university
TOTAL	126 hours BS Industrial Technology

Cooperative Education Measurable Learning Objectives Bioprocess Technology

1. By the end of the co-op term, student will be able to create a flowchart of the product or process they have been working with at the biotech/pharma company. The flowchart must include R&D, Manufacturing (2 steps – making, packaging), QA/QC testing and storage/distribution.
2. By the end of the co-op term, the student must be able to look at a company organization chart and describe at least 2 specific tasks performed by a person in each major department. Departments shall include R&D, QA/QC, Facilities, Engineering and Support Services.
3. By the end of the co-op term, the student should be able to describe how the FDA's cGMP (or appropriate regulations) directly impacted their specific position. A description of at least 4 tasks which were impacted by cGMP should be included.



FACULTY

Danny Monroe, Jr., Ph.D.

Program Head, Bioprocess Technology
B.S. Biology, Virginia Tech
Ph.D. Biology, UNC – Chapel Hill
Office #8102
Phone: 252-738-3232
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CONTACT INFORMATION

Please contact Dr. Danny Monroe, Program Head of Bioprocess Technology at [252-738-3232](tel:252-738-3232) for additional information.

ACADEMIC ADVISING

Academic advising is an on-going process of self-discovery and exploration in which a student clarifies an educational plan for achieving a meaningful career. The faculty advisor helps design an academic plan which reflects the student's career choice and assists in registration, drop-add, and graduation readiness.

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 services or community support agencies.
- *To ensure availability for assisting advisees with registration each term.
- *To assist students in on-going self-monitoring and self-evaluation of their educational plans and progress.

THE ADVISOR'S ROLE IS

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

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 registration and for assessment of educational plans and progress.

THE STUDENT'S ROLE IS

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

STUDY SKILLS – NOTE TAKING

- 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.

RELATIONSHIPS WITH INSTRUCTORS

Instructors are people. They are an integral part of your education. Here are some suggestions for forming a good working relationship with them.

1. Form your own opinion about each instructor. Students talk about teachers, and you may hear conflicting reports. Decide for yourself.
2. 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.
3. 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 teacher best express their love and enthusiasm for their subject in private conversations rather than lectures.
4. 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.
5. 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.
6. 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.
7. Accept criticism. Learn from your teacher's comments on your work. It is a teacher's job to correct. Don't take it personally.
8. 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.

2011-2012 ACADEMIC CALENDAR

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.*

Map of Vance-Granville Community College Main Campus

