

Public Service Programs

Student Handbook

2011-2012



- **Basic Law Enforcement Training (BLET)**
- **Cosmetology**
- **Criminal Justice**

VANCE-GRANVILLE COMMUNITY COLLEGE

Public Service Programs

Student Handbook 2011-2012

Vance-Granville Community College, Henderson, N.C. 27536

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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.

Special objectives established to accomplish this purpose are:

1. Provide quality associate degree, diploma and certificate programs in technical and 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;
10. Maintain effective and cooperative relationships with schools, colleges, universities, government agencies and employers;

11. 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
12. Employ technology to enhance the effectiveness of teaching at the college and to increase the accessibility of learning opportunities to area residents.

PUBLIC SERVICE DEPARTMENT PHILOSOPHY

The purpose of the Public Service Department of Vance-Granville Community College is to provide quality technical training for students beyond the high school level; to provide the work force with qualified, well educated graduates; and to stay abreast of the latest developments environment with little or no additional training. With these purposes in mind, the Public Service Department designs programs to meet the needs of two types of students, including: (1) students pursuing an Associate in Applied Science Degree and who plan to enter the job market after graduation; (2) students taking specific courses to assist them with their current job or to assist them with career advancement, and (3) Students enrolled in Certificate programs designed for immediate employment.

To ensure that the needs of the students and goals of the Department are met, the programs place rigorous demands on the students. Each program requires a selection of courses relating to the technical subject matter and hands-on experience. In addition, courses in English, math, humanities, and the social sciences are incorporated into the curriculum. Virtually every course in the program stresses the mastery of critical thinking—the ability to analyze, synthesizes, and evaluate knowledge. Since most courses require work outside the classroom, it is important that students learn to schedule their time effectively.

Before being admitted to a program, students must take admission tests. The Public Service Department schedules remedial classes for student who do not perform well on the placement tests.

Instructors monitor and evaluate students' progress carefully. To assist the student further, an advisor, assigned to each student, works with the student to plan a program of study and to monitor the student's progress. The Department also has an advisor who advises students, locates tutors, provides scholarship information, and provides orientation for new students. Educational assistance in the form of medial classes, tutoring, and one-on-one work is also readily available.

A student entering any of the Public Service programs can expect quality instruction, up-to-date training equipment, comprehensive classroom work, and professional guidance. Faculty members in this area are well qualified and pledge to provide quality instruction. They make themselves readily available to the student and strive to assist the student to perform to the best of his ability.

VANCE-GRANVILLE COMMUNITY COLLEGE
Public Service Programs

Vane-Granville Community college offers three public programs; Criminal Justice Technology, Basic Law Enforcement Training, and Cosmetology. As the department title indicates, these programs train individuals to provide services to the public.

CRIMINAL JUSTICE TECHNOLOGY

The Criminal Justice Technology curriculum consists of courses that include corrections, law enforcement, and security services. The core courses afford the opportunity to acquire basic knowledge, skills, and attitudes in the generally accepted subject areas associated with a two-year study.

The program offers correctional service courses such as Counseling, Introduction to Corrections and Community Based Corrections. These courses are designed to give the student an understanding of contemporary correctional practices in the United States today. The courses allow student flexibility in employment in either Law Enforcement or Corrections.

Law Enforcement courses offered include Criminology, Juvenile Delinquency, Criminal Investigation, Law Enforcement Operations, and Community Policing. These courses are designed to introduce the student to basic skills utilized in law enforcement today. General courses taught in the core area include Introduction to Criminal Justice, Court Procedure and Evidence, Constitutional Law, and Criminal Justice Administration. Taken in its entirety, the program offers entry into Law Enforcement, Corrections, Private Security and other related criminal justice positions.

Students wishing to enter the Criminal Justice Technology Program are cautioned that criminal justice agencies will conduct criminal background checks of potential employees prior to employment. For employability reasons, the Criminal Justice Technology program recommends that students entering the Criminal Justice Technology program are U.S. citizens and have not committed or been convicted of any felony, and have not committed or been convicted of four or more crimes defined as Class A or B misdemeanors.

BASIC LAW ENFORCEMENT TRAINING (BLET)

The Basic Law Enforcement Training (BLET) Curriculum is designed to prepare entry level individuals with the cognitive and physical skills needed to become certified law enforcement officers in North Carolina. The course is comprised of (35) thirty-five separate blocks of instruction to include topics such as Firearms, Driver Training, Arrest, Search and Seizure and Motor Vehicle Law. The BLET course is filled with practical exercises and an extensive Ethics section that is woven throughout the training experience.

The BLET course has been extensively research legally reviewed and contains the most current law enforcement information available. The Commission mandated 618 (624) hour course takes approximately (16) sixteen weeks to complete and ends with a comprehensive written exam and skills testing. The new law enforcement officer in North Carolina. Many agencies however include an additional Field Training Officer's experience involving several more weeks of actual field training to ensure that the new officer can perform correctly in their new locals.

With successful completion of BLET, you can obtain up to 16 hours of transfer credit toward your associate degree.

The BLET course presented by Vance-Granville Community College conforms to the prescribed course content and presentation methods dictated by the North Carolina Criminal Justice Education, Training and Standards Commission and the North Carolina Sheriff's Education and Standards Division. Successful completion of all blocks of instruction in the BLET course qualifies the student to sit for the state comprehensive examination that is administered by state personnel on the final day of the BLET course presentation. Successful completion of the state comprehensive examination is a prerequisite for anyone seeking employment as a law enforcement officer or a deputy sheriff in North Carolina, as well as a final passing course grade. This course is governed by the North Carolina Administrative code, VGCC's BLET Academy Rules and Regulations, in addition to the student code of conduct in this catalog. [ref: 12NCAC 98]

ACADEMIC ADVISING

Academic advising is an on-going process of self-discovery and exploration in which a student clarifies and 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....

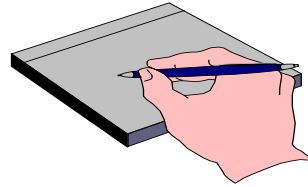
- *To provide accurate information about college policies, procedures, program requirements, courses of study, and resources
- *To make career or counseling referrals to student services or community support agencies.
- *To ensure availability for assisting advisees with registration each term.
- *To assist students in on-going self-monitoring And self-evaluation of their educational plans and progress
- *To participate in on-going advisor training Programs to improve and update skills and To carry out the policies to the Student Services Program.

THE STUDENT'S ROLE IS....

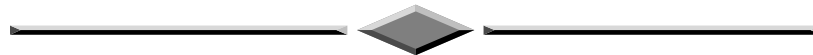
- *To ask for and to act on academic information needed for developing and following an educational plan.



- *To make appointments with an Advisor for registration and for assessment of educational plans and progress



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



FACULTY ADVISORS FOR PUBLIC SERVICE DEPT.

ADVISORS	PHONE NO.	OFFICE
<u>Criminal Justice</u>		
Cpt. Tony Clark	252-738-3348	Bldg 5 - 5247
Andrea Ferguson	252-738-3226	Bldg 5 - 5209
Angela Gardner-Ragland	252-738-3441	Bldg 7 - 7202
 <u>Basic Law Enforcement Training</u>		
Tony Pendergrass	252-738-3263	Bldg 9 - 9109
 <u>Cosmetology</u>		
Tomeka Moss	252-738-3357	Bldg 3 - 3226

Office hours each advisor are posted on their office doors. Your advisor helps you select courses during the registration period that will lead to your desired degree as well as offer assistance in other ways as the need arises. Your advisor is responsible for your academic planning and all changes, drop or add, need to be authorized by the advisor.

PUBLIC SERVICE DEPARTMENT FACULTY ADVISORS

Clark, Tony	Instructor, Criminal Justice – B.A., Degree in Criminal Justice, North Carolina Central University, M.A. Degree in Counseling, Trinity College and Theological Seminary
Ferguson, Andrea	Interim Program Head Criminal Justice – B.S., North Carolina Central University and M.S., Indiana State University
Pendergrass, Tony	Coordinator/Instructor, Basic Law Enforcement Training – A.A.S., Vance-Granville Community College
Moss, Tomeka	Program Head, Cosmetology – A.A.S., Cosmetology, Vance-Granville Community College

Clubs

The Vice President of Student Affairs' Office and the Student Government Association (S.G.A.) sponsor student activities and intramural sports. See the Student Calendar for a complete listing of VGCC Clubs.

Attendance/Test Policy

CRIMINAL JUSTICE

Attendance Policy: Students are required to attend classes and be on time. Some absences may be excused; such as illness, death in the family, or unavoidable circumstances. Students will be allowed to make up work missed due to excused absences. For unexcused absences a grade of zero will be assigned for missed work. In no case may absences exceed 15% of scheduled classes nor may consecutive absences run for two complete weeks. In either case, the instructor may drop the student from the course with a grade of "WF".

Students who miss any portion of a class because of arriving late or leaving early will be marked tardy. Two tardies will count as one absence.

Test Policy: Test will be of two (2) types: announced and unannounced. Students are responsible for all tests administered by the instructor. Students are required to take tests on the announced date. Students who fail to take a test on the announced date will be assessed a 10 point penalty. Make-up test will be taken out of class on the student's own time. Students cannot expect to miss a class and then miss another to take a make-up test. Failure to make up a test within 7 days will result in a "0" grade.

BASIC LAW ENFORCEMENT TRAINING (BLET)

Attendance Policy: The North Carolina Criminal Justice Standards Division Code requires all BLET cadets **to attend all scheduled blocks** of BLET instruction during the Academy in which he/she is enrolled. Each absence will be determined to be either excused or unexcused. This determination will be made by the School Director depending upon the circumstances and will be charged against the cadet according to the rules set forth in the remainder of this section. [ref: 12 NCAC 9B.0404 (a)]

Definitions: **Absence** – A cadet is absent from class when he/she is late to a prescribed class or practical training session by (15) minutes or more. When a cadet’s lateness is less than fifteen (15) minutes, it will be deemed as tardy and will be governed by Section 2.02. The determination of the lateness of a cadet will be determined by the instructor(s), the School Director, or any other designated representative of the Academy presiding over the class at that time.

Excused Absence – Any situation resulting in the absences of a cadet from a prescribed class or practical exercise that the School Director, in his sole discretion, deems legitimate and appropriate. Excused absences include but are not limited to:

1. An injury, illness or emergency of such severity as to preclude a cadet’s attendance;
2. A death of an immediate family member; and
3. A court subpoena

Unexcused Absence- Any situation resulting in the absence of a cadet from a prescribed class or practical exercise when the School Director, in his sole discretion, deems the absence to be illegitimate and/or inappropriate. Unexcused absences include but are not limited to:

1. Absences without prior notification by the cadet; in unusual circumstances the School Director may excuse such an absence when the cadet provides sufficient evidence that he/she made a reasonable effort to give notice as soon as possible; the unusualness of the circumstances and the reasonableness of the effort shall be the sole determination of the School Director.
2. Absences deemed inappropriate and/or illegitimate by the School Director even when notice has been properly given.

Allowable Total of Absences: The North Carolina Administrative Code allows cadets to accumulate absences, excused or unexcused, up to a total of five (5) per cent of the total class hours of the BLET program. When a cadet’s absences exceed this percentage, he/she will be immediately dismissed from the Academy. [ref: 12NCAC 9B .0404(e)]

Consequences of Unexcused Absences: When a cadet has accumulated a total of eight (8) hours of unexcused absences, he/she will be immediately dismissed from the Academy. A cadet who appeals the dismissal from the Academy will not be allowed to remain in the Academy pending the outcome of his/her appeal. [re: NCAC 9B. 0404 (e)]

Testing Policy

Evaluation: Cadets will be evaluated by written examination in each unit of instruction. In areas requiring evaluation of motor skills and performance, standards, cadet performance will be evaluated by the instructor(s) of those units of instruction.

Passing Scores on Written Examinations: A score of 70% is required for successful completion of written examinations and the state comprehensive written examination. [ref: 12 NCAC 9B .0406 (d)]

Deficiencies on Written Exams: A cadet who fails to achieve a 70% grade on a written exam will be allowed one (1) re-test examination and must achieve a score of 70% to pass the re-test. Only one (1) re-test examination is allowed per block of instruction. Cadets taking and passing a re-test examination will receive a maximum score of 70% for the re-test. Cadets will only be allowed to re-test on three (3) block tests. Cadets failing a fourth block test will be immediately dismissed from the Academy. Cadets who fail to achieve a 70% score in two or less units on the state comprehensive written examination are allowed to request a re-examination. [ref: 12 NCAC 9B 0406 (e)]

COSMETOLOGY

Attendance Policies:

Students are required to attend class and be on time as attendance is necessary to complete the required number of hours in four semesters. Some absences are excused (such as illness, death in the family) for the purpose of making up work only. Students will be allowed to make up work due to excused absences. For unexcused absences a grade of “0” will be assigned for missed work. **Absences affect your final grade. Any student missing 10 days or 6 evenings in one semester will be dropped from the course (and co-requisite) for the semester and receive an “F” grade.** In no case may absences exceed 15% of the scheduled classes nor may consecutive absences run two complete weeks.

Students who miss any portion of a class because of arriving late or leaving early will be marked tardy. Two tardies will count as one absence.

Test Policy:

Test will be of two (2) types: announced and unannounced. Students are responsible for all tests administered by the instructor. Students are required to take test on the date they are given. Students who are absent and fail to take a test on the test date will be expected to take the test upon their return to school. Students taking a make-up test will assessed a 10 point penalty or given a different test. Failure to take a makeup test within the guidelines given at the start of the course will result in a “0” grade. There are tests grades given in both concepts and salon classes.

Salon Policy:

All students are required to perform services and be responsible for kits, uniforms, stations, and any assignments given by their instructor. All of these duties are required and graded. Grade % for each will be given to you at the start of class.

STUDY SKILLS – NOTETAKING

- 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, 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

**VANCE-GRANVILLE COMMUNITY COLLEGE
PUBLIC SERVICE DEPARTMENT**

CRIMINAL JUSTICE TECHNOLOGY

Associate in Applied Technology Degree

Suggested Course Sequence

			HOURS PER WEEK					
			Grade	Class	Lab	Clinic	Cred.	Pre/ Corequisites
FALL SEMESTER (First Year)								
ACA	115	Success and Study Skills	___	1	0	0	1	
ENG	110	Freshman Composition	___	3	0	0	3	ENG 090 & RED 080, RED 090 OR ENG 095
CJC	111	Introduction to Criminal Justice	___	3	0	0	3	
CJC	121	Law Enforcement Operation	___	3	0	0	3	
CJC	141	Corrections	___	3	0	0	3	
				13	0	0	13	
SPRING SEMESTER (First Year)								
CIS	110	Introduction to Computers	___	2	2	0	3	
ENG	116	Technical Report Writing	___	3	0	0	3	ENG 110 or ENG 111
CJC	131	Criminal Law	___	3	0	0	3	
CJC	112	Criminology	___	3	0	0	3	
CJC	113	Juvenile Justice	___	3	0	0	3	
				14	2	0	15	
SUMMER SEMESTER (First Year)								
Major	Elective		___	3	0	0	3	See Elective List
Major	Elective		___	3	0	0	3	See Elective List
				6	0	0	6	
FALL SEMESTER (Second Year)								
CJC	151	Introduction to Loss Prevention	___	3	0	0	3	
CJC	231	Constitutional Law	___	3	0	0	3	ENG 090, RED 090 OR ENG 095/ ENG095A
	Major Elective		___	3	0	0	3	See Elective List
	Major Elective		___	3	0	0	3	See Elective List
	Humanities/Fine Arts Elective		___	3	0	0	3	See Catalog
	Social/Behavioral Science Elective		___	3	0	0	3	See Catalog
				18	0	0	18	
SPRING SEMESTER (Second Year)								
CJC	221	Investigative Principles	___	3	2	0	4	
CJC	241	Community-Based Corrections	___	3	0	0	0	3 ENG 090, RED 090 OR ENG 095/ENG 095A
CJC	212	Ethics & Community Relations	___	3	0	0	3	ENG 090, RED 090 OR ENG 095/ENG 095A
	Major Elective		___	3	0	0	3	See Elective List
MAT	115	Mathematical Models	___	2	2	0	3	MAT 070
	OR							
BIO	140	Environmental Biology	___	3	0	0	3	ENG 090, RED 090 OR ENG 095/095A
				15	2	0	16	
				66	4	0	68	

Elective List

BUS	115	Business Law I	___	3	0	0	3	ENG 090, RED 090 OR ENG 095/095A, MAT 060
BUS	217	Employment Law and Regulations	___	3	0	0	3	
CJC	122	Community Policing	___	3	0	0	3	
CJC	132	Court Procedure & Evidence	___	3	0	0	3	
CJC	160	Terrorism: Underlying Issues	___	3	0	0	3	
CJC	211	Counseling	___	3	0	0	3	ENG 090, RED 090 OR ENG 095/ENG 095A
CJC	213	Substance Abuse	___	3	0	0	3	ENG 090, RED 090 OR ENG 095/ENG 095A
CJC	214	Victimology	___	3	0	0	3	ENG 090, RED 090 OR ENG 095/ENG 095A
CJC	215	Organization & Administration	___	3	0	0	3	ENG 090, RED 090 OR ENG 095/ENG 095A
CJC	223	Organized Crime	___	3	0	0	3	ENG 090, RED 090 OR ENG 095/ENG 095A
COE	111/112/113	Cooperative Work Experience I	___	0	0	10-20-30	1-2-3	
COE	121/122/123	Cooperative Work Experience II	___	0	0	10-20-30	1-2-3	
COE	131	Cooperative Work Experience III	___	0	0	10	1	
HEA	110	Personal Health/Wellness	___	3	0	0	3	ENG 090, RED 090 OR ENG 095/095A
SOC	242	Sociology of Deviance	___	3	0	0	3	ENG 090, RED 090 OR ENG 095/095A
SPA	111	Elementary Spanish I	___	3	0	0	3	ENG 090, RED 090 OR ENG 095/095A
SPA	112	Elementary Spanish II	___	3	0	0	3	ENG 090, RED 090 OR ENG 095/095A

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE:**68**

**VANCE-GRANVILLE COMMUNITY COLLEGE
PUBLIC SERVICE DEPARTMENT PROGRAMS
GRADUATION REQUIREMENTS**

CORRECTIONS

Certificate

			HOURS PER WEEK					
	Grade	Class	Lab	Clinic	Cred.	Pre/ Corequisites		
CJC	111	Introduction to Criminal Justice _____	3	0	0	3		
CJC	141	Corrections _____	3	0	0	3		
CJC	241	Community-Based Corrections _____	3	0	0	3	ENG 090, RED 090 OR ENG 095/ENG 095A	
CJC	211	Counseling _____	3	0	0	3	ENG 090, RED 090 OR ENG 095/ENG 095A	

TOTAL SEMESTER HOURS NEEDED FOR CERTIFICATE: 16

LAW ENFORCEMENT

Certificate

			HOURS PER WEEK					
	Grade	Class	Lab	Clinic	Cred.	Pre/ Corequisites		
CJC	111	Introduction to Criminal Justice _____	3	2	0	4	ENG 090, RED 090 MAT 060	
CJC	121	Law Enforcement Operations _____	3	0	0	3		
CJC	221	Investigative Principles _____	3	2	0	4		
CJC	212	Ethics and Community Relations _____	3	0	0	3	ENG 090, RED 090 OR ENG 095/ENG 095A	

TOTAL SEMESTER HOURS NEEDED FOR CERTIFICATE: 13

**VANCE-GRANVILLE COMMUNITY COLLEGE
PUBLIC SERVICE DEPARTMENT PROGRAMS
GRADUATION REQUIREMENTS**

**BASIC LAW ENFORCEMENT TRAINING
(BLET)**

One Semester Certificate Program

CJC 100 BASIC LAW ENFORCEMENT TRAINING 19

**VANCE-GRANVILLE COMMUNITY COLLEGE
PUBLIC SERVICE DEPARTMENT PROGRAMS
GRADUATION REQUIREMENTS**

COSMETOLOGY

Diploma

Suggested Course Sequence

			Grade	CL.	LB.	HOURS PER WEEK		Pre/ Corequisites
						CLIN.	CR.	
FALL SEMESTER (First Year)								
COS	111	Cosmetology Concepts I	___	4	0	0	4	COS 112 (co-req)
COS	112	Salon I	___	0	24	0	8	COS 111 (co-req)
ENG	102	Applied Communications II	___	3	0	0	3	ENG 085 or RED 080
				7	24	0	15	
SPRING SEMESTER (First Year)								
COS	113	Cosmetology Concepts II	___	4	0	0	4	COS 114 (co-req)
COS	114	Salon II	___	0	24	0	8	COS 113 (co-req)
PSY	101	Applied Psychology	___	3	0	0	3	
				7	24	0	15	
SUMMER SEMESTER (First Year)								
COS	115	Cosmetology Concepts III	___	4	0	0	4	COS 116 (co-req)
COS	116	Salon III	___	0	12	0	4	COS 115 (co-req)
				4	12	0	8	
FALL SEMESTER (Second Year)								
COS	117	Cosmetology Concepts IV	___	2	0	0	2	COS 118 (co-req)
COS	118	Salon IV	___	0	21	0	7	COS 117 (co-req)
				2	21	0	9	
				20	81	0	47	

TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA:

47

**VANCE-GRANVILLE COMMUNITY COLLEGE
PUBLIC SERVICE DEPARTMENT PROGRAMS
GRADUATION REQUIREMENTS**

COSMETOLOGY

Diploma

Suggested Course Sequence (EVENING)

			Grade	CL.	LB.	HOURS PER WEEK		Pre/ Corequisites
						CLIN.	CR.	
SUMMER SEMESTER (First Year)								
COS	111A	Cosmetology Concepts Pt. I	___	2	0	0	2	COS 112 (co-req)
COS	112A	Salon I, Pt. I	___	0	12	0	4	
				2	12	0	6	
FALL SEMESTER (First Year)								
COS	111B	Cosmetology Concepts I, Pt. II	___	2	0	0	2	COS 112 (co-req)
COS	112B	Salon I, Pt. II	___	0	12	0	4	COS 111 (co-req)
ENG	102	Applied Communications II	___	3	0	0	3	ENG 085 or RED 080
				5	12	0	9	
SPRING SEMESTER (First Year)								
COS	113A	Cosmetology Concepts II, Pt. I	___	2	0	0	2	COS 114 (co-req)
COS	114A	Salon II, Pt. I	___	0	12	0	4	COS 113 (co-req)
PSY	101	Applied Psychology	___	3	0	0	3	
				5	12	0	9	
SUMMER SEMESTER (Second Year)								
COS	113B	Cosmetology Concepts II, Pt. II	___	2	0	0	2	COS 114 (co-req)
COS	114B	Salon II, Pt. II	___	0	12	0	4	COS 113 (co-req)
				2	12	0	6	
FALL SEMESTER (Second Year)								
COS	115	Cosmetology Concepts III	___	4	0	0	4	COS 116 (co-req)
COS	116	Salon III	___	0	12	0	4	COS 115 (co-req)
				4	12	0	8	
SPRING SEMESTER (Second Year)								
COS	117	Cosmetology Concepts IV	___	2	0	0	2	COS 118 (co-req)
COS	118	Salon IV	___	0	21	0	7	COS 117 (co-req)
				2	21	0	9	
				20	81	0	47	
TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA:							47	

**VANCE-GRANVILLE COMMUNITY COLLEGE
PUBLIC SERVICE DEPARTMENT PROGRAMS
GRADUATION REQUIREMENTS**

COSMETOLOGY

Certificate

			Grade	CL.	LB.	HOURS PER WEEK		Pre/ CorequisitesI.
						CLIN.	CR.	
I.	General Education Courses		None					
II.	Major Courses							
	A. Core							
	Required Courses:							
COS	111	Cosmetology Concepts I	___	4	0	0	4	
COS	112	Salon I	___	0	24	0	8	
COS	113	Cosmetology Concepts II	___	4	0	0	4	
COS	114	Salon II	___	0	24	0	8	
COS	115	Cosmetology Concepts III	___	4	0	0	4	
COS	116	Salon III	___	0	12	0	4	
Required Subject Areas:								
Cosmetology (select a minimum of 2 hours)								
COS	117	Cosmetology Concepts IV	___	2	0	0	2	
COS	118	Salon IV	___	0	21	0	7	
OR								
COS	240	Contemporary Designs	___	1	3	0	2	
	B. Concentration		None					
	C. Other Major Hours: (not applicable)							
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE:							34	
AWARD							Certificate	

**ANCE-GRANVILLE COMMUNITY COLLEGE
PUBLIC SERVICE DEPARTMENT PROGRAMS
GRADUATION REQUIREMENTS**

COSMETOLOGY INSTRUCTOR

Certificate

			HOURS PER WEEK					
			Grade	CL.LB.	CLIN.	CR.	Pre/	CorequisitesI.
III.	General Education Courses		None					
IV.	Major Courses							
	D. Core							
	Required Courses:							
FALL SEMESTER								
COS	271	Instructor Concept I	___	5	0	0	5	COS 272 (co-req) ENG 090, RED 090 or ENG 095/095A
COS	272	Instructor Practicum I	___	0	21	0	7	COS 271 (co-req) ENAG 090, RED 090 or ENG 095/095A and Cosmetology License with six months experience as a licensed cosmetologist
SPRING SEMESTER								
COS	273	Instructor Concepts II	___	5	0	0	5	COS 274 (co-req) COS 271 and COS 272
COS	274	Instructor Practicum II	___	0	21	0	7	COS 273 (co-req) COS 271 and COS 272
	E. Concentration		None					
	F. Other Major Hours: (not applicable)							

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 24

AWARD Certificate

Current Cosmetology License required before entering the instructor program

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. For 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's 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.

NEED ASSISTANCE

Academic Warning, Probation, Suspension	Vice President of Student Affairs	Bldg 8
Adding a Class	Registrar's Office	Bldg 8
Admission Information	Admissions Office	Bldg 8
Academic Advising	Counselors/Advisors	Bldg 8
Cancelled Classes	Registrar's Office	Bldg 8
Career Planning	Career Center	Bldg 8
Classes Moved	Department Dean	
Counseling	Student Affairs	Bldg 8
Disability Services	Director of Counseling	Bldg 8
Drop/Add Form	Registrar's Office	Bldg 8
Dropping a Course	Counselors/Advisors	Bldg 8
Extracurricular Activities	Student Affairs	Bldg 8
Fee Deferment	Vice President of Student Affairs	Bldg 8
Financial Aid, Loan, Work-study, GI Bill, Veteran's Benefits	Financial Aid	Bldg 8
Grades	Registrar's Office	Bldg 8
Hairstyling	Cosmetology	Bldg 8
Health Insurance	Business Office	Bldg 1
I.D. Card	During Registration	Bldg 8
Job Placement (Full/Part-time)	Career Center	Bldg 8
Library Card, Fines	LRC	Bldg 2
Parking Permit	During Registration	Bldg 1
Placement Testing	Admissions Office	Bldg 8
Registration for Classes	Academic Advisors	
Scholarships	Director of Endowment	Bldg 1
Student Policies, Procedures	Vice President of Student Affairs	Bldg 8
Tuition Information	Student Affairs	Bldg 8
Tutoring	Academic Skills Center	Bldg 7 3 rd floor
Transcript Requests	Registrar's Office	Bldg 8
Withdrawal Forms	Registrar's Office	Bldg 8
VGCC Catalog	Student Affairs	Bldg 8

STUDENT AFFAIRS PERSONNEL

STUDENT AFFAIRS

Gene Purvis	Vice President of Student Affairs
Daniel Alvarado	Director of Counseling/Disability Services
Carolyn Ayscue	Financial Aid Assistant
Maria Bailey	Pre-Health Advisor
Kelly Bondurant	Executive Assistant to Vice President of Student Affairs
Glenda Bowman	Financial Aid Assistant
Kali Brown	Financial Aid Assistant
Frank Clark	Director of Financial Aid
Brian Clemmons	Assistant Director Financial Aid
Claudette Dickerson	Admissions & Records Assistant
Lisa Edwards	Admissions & Records Assistant
Linda Fletcher	Director of Career Services/Cooperative Education
Lori Forsyth	Testing Specialist
Gaye Goode	Admissions & Records Assistant
Jasmine Hightower	Student Activities and Athletics Director
Kathy Ktul	Director of Admissions & Records Assistant
Mary Moore	Counselor
Seletha Pherribo-Bumphus	Counselor
Carol Piper	Receptionist
Tonya Strum	Financial Aid Assistant
Deborah Sullivan	Administrative Assistant to VP of Student Affairs
Tonya Waddle	Assistant Director of Admissions & Records
Herbert Washington	Advisor
Sharon Williams	Admissions & Records Assistant

SATELLITE CAMPUSES

Bobbie Jo May	Dean, Franklin Campus
Anthony Pope	Director, Franklin Campus
Vetta Pierce-Cappetta	Counselor, Franklin Campus
Derrick Cameron	Director, south Campus
Phyllis Thomas	Counselor, South Campus
Cecilia Wheeler	Dean, South Campus
George Henderson	Dean, Warren Campus

ACADEMIC SKILLS CENTER

Evelyn Hall	Director of Academic Skills
Jason Snelling	Assistant Coordinator of Academic Skills Center

CURRICULUM ADMINISTRATION

Dor. Ray Goldberg
Angela Gardner-Ragland
Bobby Van Brunt

Dean, Health Sciences
Interim Dean, Arts and Sciences
Dean, Business and Applied Technologies

PROGRAM HEADS

Carl Hann

Wesley Smith
Erica Jastrow,
Fred Brewer
Keith Tunstall
Tomeka Moss
Andrea Ferguson
Ross Ragonese
Renee Alston-Thompson
Jennifer M. Johnson
Robert Hudson
Wesley Williams
Wendy Frandsen
Scott Garrison
Walter Martin
Tracy Wallace
Spring Tucker
Tammy Johnson-Leach
Spring Tucker
Christal Swilley
Carla May
Lydia Powell
Angela Thomas
Steve McGrady
Aaron Randall
Jacquelin Heath
Spring Tucker
Rusty Pace

Accounting/Business Administration/
Entrepreneurship Technology
Air Conditioning, Heating and Refrigeration
Associate Degree Nursing/Practical Nursing
Automotive Systems Technology
Carpentry
Cosmetology
Criminal Justice
Culinary Arts
Developmental Studies
Early Childhood Associate
Electrical/Electronics Technology
Electronics Engineering Technology
English
Fine Arts & Humanities
Global Logistics Technology
Human Services
Information Systems Technology
Medical Assisting
Networking Technology
Office Administration/Legal/Medical Office Administration
Pharmacy Technology
Psychology
Radiography
Science
Social Sciences
School-Age Education
Web Technologies
Welding Technology

**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.*

