

On behalf of the GTCC Board of Trustees, our students, staff and faculty, I proudly welcome you to Guilford Technical Community College. Thanks for selecting GTCC to create your successful future. We are committed to supporting your energy and ambition with a wealth of resources to help you achieve your goals. Our exceptional programs, taught by an excellent faculty and supported by a professional staff, will empower you to compete competitively in the 21st century.

GTCC welcomes you at a crucial time in our nation's history. As our leaders search for a new direction through uncharted waters, education and training comprise your first line of defense against unemployment. We will help you prepare yourself for a productive career in a transitional economic climate. Our institutional adherence to the high principles and qualities of employability skills has made GTCC a respected and diverse community college.

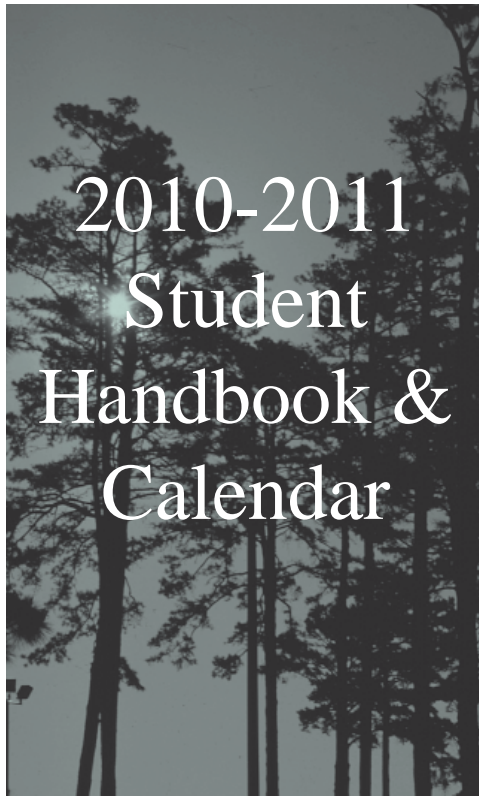
We understand the challenges you face while struggling to manage a job, a family, and a demanding college schedule. Personal organization is essential and communication is vital if we are to partner in your success. Talk to your teachers and counselors when the going gets tough. Giving up and dropping out is not the solution. Let us help you create your successful future.

GTCC is proud of its national and international image as one of society's great community colleges. We want our students to share and reflect this pride. Respect yourself and the institution by dressing to fit the image you want to exhibit to your employer. The more you think and dress like a professional, the more professional and employable you become.

Respect for yourself and the college extends to the rules. Students are expected to demonstrate professional adult behavior on the college campuses. As a reminder, GTCC is a tobacco-free campus. Please observe our regulations against the use of tobacco products.

GTCC provides an exciting universe of opportunities. Explore the numerous paths to learning and leadership opportunities. Get involved with your colleagues through student clubs and activities and pursue positive friendships with faculty and staff. And remember, GTCC is committed to taking you as far as you wish to go in the process of creating your successful future.

Dr. Donald W. Cameron  
President, GTCC



# 2010-2011 Student Handbook & Calendar

The Office of Student Life extends its thanks to everyone that contributed to the 2010-2011 Student Handbook & Calendar.

The contents of the Handbook reflect information obtained during spring 2010. However, all information in this publication is subject to change. Students are advised that it is their responsibility to read and understand all information, including College policies published in the Student Handbook. If you have any questions, comments or suggestions, please submit them to the Office of Student Life.

The Student Handbook/Calendar is an annual publication produced by the GTCC Student Life Office. Eighteen thousand copies of this public document were printed at a cost of \$1.38 each. Contents 2010 Student Life, GTCC.

GUILFORD TECHNICAL COMMUNITY COLLEGE  
• PO Box 309 • Jamestown, NC 27282 •  
An Affirmative Action/Equal Opportunity College

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Assessment/Testing Center	2672	Medlin 217
Automobile Registration	2666	Medlin 270

### b

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### c

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### l

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### the college mission

Guilford Technical Community College provides lifelong learning opportunities for personal growth, workforce productivity, and community service. We serve all segments of Guilford County's diverse population, delivering quality educational programs and services through partnerships with business, community groups, and other educational institutions.

### VALUES

- \* We value learning.
- \* We value our students.
- \* We value challenging, innovative instruction and targeted services that meet the needs of individual students.
- \* We value employees who are committed to providing services that insure student success.
- \* We value diversity.
- \* We value honesty and integrity.
- \* We value institutional effectiveness achieved through planning and teamwork.

### the college goals

### RESULTS

- \* GTCC students will learn the skills and knowledge that will enable them to reach their educational goals.
- \* GTCC will be respected and valued by residents of Guilford County. It will be regarded as a major contributor to the quality of life in the county.
- \* GTCC will be a partner in attracting and retaining business and industry, contributing to the economic development of the county.
- \* GTCC will attract and retain qualified and caring employees.
- \* GTCC will be accountable to students, taxpayers, and the public.
- \* GTCC will be a benchmark by which other community colleges measure their progress.

### PROCESSES

- \* GTCC will provide excellent/innovative teaching, appropriate technology for learning, and targeted student services.
- \* GTCC will pursue excellence in all it does, will make its facilities available to the public, and it will support good citizenship by students and employees.
- \* GTCC will respond promptly with high-quality programs that meet the needs of both new and existing businesses and industries, and that support area economic development efforts.
- \* GTCC will empower, reward, and develop the skills and abilities of its employees.
- \* GTCC will identify and measure desired outcomes both in the operation of the college and in the classroom.
- \* GTCC will be alert to new approaches, technologies, and knowledge, and will apply them in the context of its mission and goals.

## **get involved!**

There are several ways for you to become involved at GTCC. The most important type of involvement is participation. You can show your support for student life by attending events or participating in various club activities on campus.

The second type of involvement is in the area of leadership and decision making. This is a good opportunity to gain skills in leadership, budgets, decision making and group interaction which will be very useful when you begin to compete for future employment. Getting involved at GTCC is easy. Stop by the Student Life Office or SGA and speak to a student or staff member. Whether you have half-an-hour or two years, there are opportunities for you in many fields of interest.

### **the student life office**

The Student Life Office is responsible for the Student Government Association (SGA), student clubs, and student IDs. There are three staff members and thirteen student board members in the area to assist you with all the programs and services listed in this chapter of the handbook. SGA leaders are available to meet with you to address your needs as a participant in student life at GTCC.

The Student Life Office is located on the first floor of Medlin Campus Center on the Jamestown campus of GTCC and SGA is located on the ground level of Medlin Campus Center. Any student who has a question, would like to volunteer his/her time to SGA, or who would like to share an idea is welcome to visit the Student Life Office Monday through Friday between 8:00 am and 6:00 pm.

The quality of student life outside the classroom is very important at Guilford Technical Community College. Great effort is made to offer leadership, recreational, social and cultural opportunities which will enhance a student's educational experience. Co-curricular activities are stressed, and students are encouraged to plan and implement their own activities and programs through the Student Life Office and the Student Government Association.

### **student government association**

The purpose of the Student Government Association (SGA) is to promote the college by representing the student body's interests, needs, and concerns by keeping students informed of issues of which they are affected. Through partnerships with faculty, staff, and students, the Student Government Association provides activities that promote diversity, education, and entertainment.

### **officers and representatives**

The officers of SGA are the SGA President, Vice President for Clubs, Vice President for Special Events, and Secretary. The representatives are composed of nine positions: Aviation Campus, Community Service, Evening Student, Food Pantry, Greensboro Campus, High Point Campus, Promotions, Multicultural, and Travel Representatives. Representatives are chosen by application in September, with officers chosen in spring for the upcoming year. Stop by the SGA office for more information about how to apply.

### **gtcc institutional committees**

An important part of the student voice at GTCC is representation on institutional committees. In these committees, students meet with representatives of the faculty and staff to address campus issues and services. Students serve on these institutional committees: Curriculum, Diversity, Grievance, Institutional Effectiveness, Disciplinary Review, eLearning, Student Learning and Success and Traffic Appeals. If you have an interest in serving on one of these committees, please contact the Student Life Office.

### **clubs council**

SGA's Clubs Council is comprised of all club presidents or their designees and meets monthly for the purpose of increasing student involvement in co-curricular activities. The Clubs Council also encourages joint sponsorship of projects which might be of interest to more than one club or which might be too expensive for one club's budget.

### **funding of the student government association**

The programs and services of the Student Government Association are funded mostly through student activity fees. A copy of the SGA Budget is available to all students and the Student Life Office maintains the records for use of the funds. Any student may make an appointment with the Director of Student Life to review and discuss the budget, funding and financial procedures. All records regarding SGA funds are open to any student or member of the community.

An important philosophy of the GTCC Student Life Office is to maintain as many services and programs free of cost to the student body. The majority of the cultural and social programs are free to students with a valid curriculum student ID. All student activity programs at GTCC are open to all curriculum paying students regardless of race, creed, color, national origin or ability.

### **student IDs**

It is important that every curriculum student receive and carry the GTCC Student ID as it may be required for identification on campus and for participation in selected activities. The student ID can be used as a library card and copy/printing card. The first ID is given free while there is a duplicate ID cost of \$5.00. Student ID's may be obtained on the Jamestown Campus in room 132 Medlin Campus Center, upon presenting a copy of your paid receipt. Hours are Monday-Thursday 8:00 am -6:00 pm and Friday 8:00 am - 5:00 pm (office hours may vary depending on staff availability and peak times of year such as registration). Greensboro and High Point Campus hours vary by semester. Please check appropriate offices for updated information.

### **registered gtcc student clubs & organizations**

Presently, there are thirty five registered clubs/organizations at Guilford Technical Community College. While the majority are curriculum related, some such as International Student Association, Ambassadors for Christ, and Rotaract cut across curriculum lines. All clubs enhance student life by supporting speakers, talent shows, fundraisers, community service projects, and other-leadership opportunities during the year. For more information, see Tonya England in the Student Life Office or call ext. 2537. All clubs and the advisor are listed on the Campus Life tab in Titan Cruiser.

## **student facilities**

### **medlin campus center**

This area provides facilities for assembly, entertainment, club meetings, and lounging.

### **student life office - First Level**

The Student Life Office houses space for the Student Life staff as well as Student IDs.

### **student government association (SGA) offices - Ground Level**

This area houses the offices of the SGA Executive Officers (President, Vice Presidents, Secretary and Representatives) and provides a work area for SGA committees.

### **titan cafe' - Ground Level**

The cafeteria serves breakfast and lunch. The cafeteria usually features a salad bar, sandwiches, quick items and hot foods. There are vending machines in the cafeteria area as well.

### **bookstore - First Level**

The bookstore sells snacks, textbooks, and other supplies students may need.

### **jamestown campus outdoor recreation areas**

There are picnic tables and park benches provided throughout the campus for student enjoyment. Please remember to help keep the campus clean, trash cans are provided.

### **bulletin boards**

Information of general interest and notification of lost and found items or rentals may be posted on college bulletin boards. These bulletin boards are placed at various locations on campus. All items being posted on the Jamestown Campus must be approved by the Director of Student Life prior to posting. On the Greensboro Campus, material should be approved by a member of the counseling staff. Material to be posted on the High Point Campus should be approved by an office staff member. Information to be placed in kiosks needs to be approved through the Student Life Office. (Note: The College assumes no responsibility for the validity of notices other than official college notices). No notices may be placed on windows, doors, walls or glass in any building.

### **housing & transportation**

If you have any housing or transportation needs, contact the Student Life Office, room 132, of the Medlin Campus Center. Roommate/apartment information is available year round. Greensboro Transit Authority and HiTran both have service to the Jamestown Campus. Limited bus tickets may be available.

## **student information**

### **Titan Cruiser & WebAdvisor**

Titan Cruiser is the information portal for students, faculty, and staff of the college. It's where to go if you want to know what's going on at GTCC. Titan Cruiser provides a place for email, news, announcements, campus calendar, and clubs. The system may be accessed from any computer with an internet connection. Students also have access to an unofficial transcript, registration capability, grades, account status, and their schedule on WebAdvisor, located within Titan Cruiser.

Your login ID for Titan Cruiser is usually your first initial, middle initial, and last name. The initial password is your birthdate in the mmddyy format (ex: January 1, 1984 is 010184). If you need help logging into Titan Cruiser, please call the help desk at ext. 2916.

## **instructional services**

GTCC offers many services to students as aids to education. These services range from peer tutoring and developmental education skills lab to writing assistance.

### **academic advising**

The Academic Advising Center, located in the Medlin Campus Center on the Jamestown Campus provides academic and career services for current and prospective students at GTCC.

Academic advising is the process whereby advisors and students work together to attain educational and life goals. Academic advising is an integral part of your educational experience. Advisors provide support as you make decisions regarding academic success, higher education, and lifelong learning. The more you see your advisor, the more you will benefit from his or her expertise and personalized assistance. Through frequent communication and collaboration, initiated by both student and advisor, students will realize their maximum education potential. Academic Advising services are also available at High Point and Greensboro campuses, and upon request at the Aviation Center.

## library

### Library Locations:

M.W. Bell Library in Learning Resource Center on Jamestown Campus; 3505 E. Wendover Ave., Adult Education Center, Rm. 224 on Greensboro Campus; 901 S. Main St., High Point Campus, Building H4, Rm 216 on High Point Campus.

Library collections include: electronically accessible information sources, books, audio-visual materials, magazines and newspapers, reference collection, popular videos, and fiction.

Equipment Includes: Computer workstations, printers, photocopiers, microform reader/printers, fax machine, wireless access on throughout the building, and wireless laptops for use anywhere in the Jamestown LRC.

Facilities at the Jamestown Campus include: Quiet areas for reading and studying (bottom floor), open computer lab and study areas (second floor), individual study carrels, spaces for group study (third floor), computer labs for instruction, conference rooms, and accommodations for the specially abled. Facilities at the Greensboro and High Point Campuses are similar but more limited.

Services include: Library reference, computer assistance, instruction for developing information literacy skills, and interlibrary loan. Students at all GTCC library locations receive the same services and access to materials.

### Operating Hours:

#### Jamestown:

##### Fall and Spring

Monday - Thursday, 7:30 am - 9:00 pm

Friday, 7:30 am - 5:00pm

Saturday, (beginning the 4th Saturday of the semester), 9:00 am - 1:00 pm

#### Summer

To be posted

#### Greensboro/Wendover Campus

##### Fall and Spring

Monday - Thursday, 8:00 am - 12:00 pm, 1:00 pm - 5:00 pm, 6:00 pm - 8:00 pm

Friday, 8:00 am - 12:00 pm, 1:00 pm - 5:00 pm

#### Summer

To be posted

#### High Point Campus

##### Fall and Spring

Monday - Friday, 8:00 am - 12:00 pm, 1:00 pm - 5:00 pm

#### Summer

Monday - Thursday, 8:00 am - 12:00 pm, 1:00 pm - 5:00 pm

## MIS Audiovisual Services

MIS Audiovisual Services technicians can provide technical support for student events. Your instructor or club advisor may request these services and equipment for events using R25, the school's scheduling software. They may also checkout a variety of equipment from the library for classroom use. Students may checkout laptops from the library customer service desk for use in the LRC only. The MIS Audiovisual Services technicians are located in LRC 321 and LRC 323. Office hours are 7:30AM - 4:30PM Monday through Friday. To learn more about our policies and

procedures please call Susan Marshall at ext. 2226

### **applied tech open computer lab**

The AT Open Computer Lab is available to all students and staff and is designed so that students can work on their homework, on-line classes, and projects. There are over 100 state of the art computers in the open lab which have the same software programs that are used in the classes. The AT Open Computer Lab consists of a coordinator, lab technician and student workers who are available to assist students with questions and/or problems. For more information, call ext. 2916. The hours of operation for fall and spring semesters are:  
Monday – Thursday from 7:00 am - 8:00 pm Friday from 7:30 am - 5:00 pm

\*Summer Schedule may change due to needs of students or availability of staff. All hours and changes will be posted on doors on Open Computer Lab.

### **writing center**

The Writing Center is located in the Applied Technologies Center's open computer lab, first floor Room 140. Services are free and available to all GTCC students needing individual assistance on any writing assignment. The Writing Center makes available computers and appropriate software for student use. Access to the internet is also provided. A printer is also housed in the area. Appointments for writing help are encouraged but not required. Hours are posted each semester. Evening hours vary depending upon demand and instructor availability. The Writing Center may be reached by phone at ext. 2917.

### **assessment center**

The Assessment Center, located on the Jamestown Campus in the Medlin Campus Center room 217, administers more than 20 types of tests, including the COMPASS Placement Test; the Test of Essential Academic Skills (TEAS); classroom make-up, web-enhanced, online, and telecourse tests; College Level Examination Program (CLEP) tests; and Correspondence tests for other schools. Please see our schedule below. The last time you may start a test is 1 hour before closing. All testing will be stopped or suspended 5 minutes prior to closing. CLEP and Correspondence testing is offered via appointment only. Special testing is only offered during special date ranges. The Assessment Center policies state that all cell phones and electronic devices are to be powered off while testing. You may not wear hats, hoods, or sunglasses while testing, unless it is noted as an ADA accommodation. A photo I.D. is required in order to take a test in the center. Children may not stay in the center while you take a test, and are not allowed to be left unattended on campus. Proctoring fees may apply for special testing. You must contact the Assessment Center at least 24 hours in advance to schedule an appointment for testing or special accommodations, such as a separate room. All appointments are based upon availability. The Assessment Center follows the GTCC Campus Closings and holiday schedule.

#### **General Testing**

Monday – Thursday, administering tests from 8:00am – 6:00pm, and closing at 7:00pm  
Fridays, administering tests from 8:00am – 2:30pm, and closing at 3:30pm  
Saturdays, administering tests from 9:00am – 11:00am, and closing at 12:00pm

#### **Special Testing (CLEP, TEAS, WorkKeys, Correspondence, etc.)**

Monday – Thursday, 9:00am – 3:00pm

Greensboro and High Point Campuses administer faculty make-up tests, placement tests, and Discover tests. They administer these tests by appointment only. Please contact x4171(GSO) or x4113(HP). Please visit us online at [www.gtcc.edu/departments/assessment](http://www.gtcc.edu/departments/assessment) for more information.

### **learning assistance center – Jamestown Campus**

If you need help in a course you are taking, come to the Learning Assistance Center located in James Williams Hall 102 on the Jamestown campus. Free tutoring is offered in the Learning Assistance Center for curriculum students who seek assistance with their coursework. The purpose of the tutoring program is to help students become independent and successful learners by developing strong study skills, a better understanding of course content, enhanced self-confidence and a positive attitude toward learning. Professional and peer tutors are available to meet the individual needs of students. Peer tutors are currently enrolled students who have shown proficiency in the course in which they are tutoring and have been recommended by their instructor to be a tutor. If you are interested in receiving tutorial assistance or becoming tutor, see the Learning Assistance Center staff for further information.

The Developmental Education Skills Lab is a component of the Learning Assistance Center and is a support service for students enrolled in developmental math, English, and reading courses. The Skills Lab provides supplementary instructional resources including web-based technology and worksheets; instructor assistance and peer tutoring; and a place to study.

### **learning assistance center – Wendover Campus**

The Learning Assistance Center on the Wendover campus offers professional tutoring and supplemental instructional resources including web-based technology and worksheets; instructor assistance; and a place to study. These resources are available for students enrolled in developmental math, English and reading courses. In addition, assistance is offered in writing for any student enrolled in curriculum courses. For help, come to Campus Center Building, room 132.

### **cooperative education**

Cooperative Education (Co-op) at GTCC is a structured academic program designed to expand on a student's academic learning by offering opportunities for a career related work experience. Cooperative Education helps students to (1) explore potential career interests (2) develop professional work habits (3) gain practical, on-the-job, career-related experience and (4) earn academic credit in positions approved by faculty. Many graduating students will be faced with the most commonly asked question by recruiters and employers, "What work experience do you have?" As a Co-op student, you will have worked in a professional environment and will have documentation that you have performed as a professional in your field. Cooperative Education is available to students in most two year Associate in Applied Science programs. To participate, students must have earned a minimum cumulative grade point average of 2.0 and have successfully completed a minimum of nine semester credit hours in their program of study with three of the credits in a core course. Interested students should talk to their Department Chair and/or faculty advisor or visit the Co-op office located in the Applied Technologies Building on the Jamestown Campus.

## **institutional and student support services**

### **GTCC Bookstores**

- Jamestown Bookstore is located in the Medlin Campus Center Level 1, 336-334-4822, ext. 2887.
- Greensboro Bookstore, located CEC Bldg and can be reached at ext. 4460,4202.
- High Point Bookstore, located in front of H1 Bldg., ext. 4109
- Aviation Bookstore, located in the T.H. Davis Aviation Center, ext. 4901

### **Website and Online Ordering:**

The GTCC Bookstore operates its own web-site for each campus at [www.gtcc.bkstr.com](http://www.gtcc.bkstr.com). This site is constantly updated with new information including special sales, ISBN's, Titan gear, gradu-

ation info, the laptop program, and links to some of our vendor web sites. You can avoid long lines, by ordering and “reserving” your books before the semester begins and pick up your books at your campus store or have them shipped (Visa/MC purchases) to your home. \$5 shipping for all online Visa and MasterCard orders. Financial Aid Students may reserve your books online during the dates listed on our website and pick them up during the posted F.A. purchase dates at the stores. Save time and order online at [www.gtcc.bkstr.com](http://www.gtcc.bkstr.com)

Also look for us on FACEBOOK, key word: GTCC Bookstore ....we post some sales and other good info that is helpful to our students!

#### Textbook Info Center and Special Orders:

Need information on a book, an ISBN, Author, edition or package info? Be sure to visit our Textbook Info Center at the Jamestown Campus. If we are out of a book, be sure to Special Order it! Especially if you are a Financial Aid Student, so that it is deducted from your financial aid award and you will not have to pay out of pocket. There is no extra charge for Special Orders. We always work hard to make sure you have the course material you need for your classes!

#### Hours of Operation:

Jamestown Campus: 8:00 am - 8:00 pm Monday - Thursday and

8:00 am -4:00 pm Friday (1:00 pm on Fridays during Summer Semester)

High Point Campus: 9:00 am - 7:00 pm Monday - Thursday and Friday 9:00 am - 12:00 pm

Greensboro Campus: 9:00 am - 7:00 pm Monday - Thursday and Friday 9:00 am - 12:00pm

Aviation Center: 9:00 -5:00pm Mon-Friday

#### Tax-Free Weekend:

The Jamestown Bookstore will be open the Saturday of Tax Free Weekend from 8:00 am-12 Noon.

#### What we offer:

The Bookstore offers new books and used books at 25% off regular prices. We don't mark up our books drastically and you can always be assured that your getting all the required pieces and the right ISBN when you buy from the GTCC Bookstore. We also sell laptop computers from Apple & Dell and discounted Microsoft and Adobe software to help you “get your tech on.” Don't forget we have great prices on school supplies, cards & balloons, class rings, and lots of snacks and drinks. TITAN UP!....Check out our Titan Gear from Nike, Jansport and CI and come out and support our new Titan athletic teams. Where else can you get green hair, mega-phones, awesome hoodies, sweat pants and shorts....we've got everything you need to support your Titans! The Bookstore also offers gift cards for purchase to use in any of the stores.

#### Book Buyback:

We offer cash on the spot for some or all of your books if they are in resalable condition year-round (except in August and Jan during rush) at the Jamestown Campus during regular store hours. Greensboro and High Point Campus Bookstores conducts buyback for several days at the end of each semester. Please look for posted dates on your campus. We also offer online buyback now for our Distance Learners at [www.gtcc.bkstr.com](http://www.gtcc.bkstr.com)

#### Textbook/Supply Refunds:

A Receipt is Required for ALL refunds and exchanges. Books purchase from other web sites or local stores may not be refunded or exchanged at GTCC. A word of

- Books must be in same new condition as purchased for refunds. Textbook and supply refunds are given with a valid receipt, 10 days from the start date of classes. Following RUSH, only 48 hours from the date of purchase.
- Supplies should be accompanied by all packaging and in new condition within 10 business days after the first day of class.(See the back of your receipt for all return information)

- Full Refund within 10 business days from the first class day.
- Please Note: Textbooks purchased after the 10th day of class are subject to the 48 hour return policy and during finals week.

Payment Policies:

- Imprinted personal checks should contain address, telephone, Student ID number & driver's license number. • \$25 fee on all returned checks.
- MasterCard, VISA are accepted.
- We reserve the right to refuse any check or charge card.

Financial Aid Students: Student I.D. required for all Financial Aid purchases. Please have it made before coming to the store.

Financial Aid and Sponsored Students:

You may charge on your Student I.D. card at the start of each semester in the Bookstore. These charges will be billed against your Financial Aid award. This usually begins 1 week before the 1st day of classes, lasting for approximately 10 days after classes begin and is advertised each semester on our website as well as in the Financial Aid Office, the Bookstores, and the Cashier's office. Students must have all financial aid paperwork completed and a Student I.D. before coming to the bookstore. You may want to double check with the Financial Aid office if your award is not showing in web advisor. Be sure to print your schedule from WebAdvisor before coming to the store. This will ensure that you obtain the correct course materials for the section of your class. You can now print your schedule using WebAdvisor.

Sponsored Students Include:

Financial Aid Recipients; and students receiving assistance from:

- Employment Security Commission • Dept of Social Services • VA Winston
- Employer/Employee Paid • Vocational Rehabilitation • JobLink

Thank you for supporting your GTCC Bookstores! All our proceeds directly benefit GTCC and our students in the form of student scholarships, SGA support, and Titans athletics support. Have a great year and thanks again for shopping the GTCC Bookstores!

**campus police department**

The mission of the Campus Police Department is to provide a safe educational environment for faculty, staff, students and visitors on the property of Guilford Technical Community College. Uniformed officers with the Campus Police Department are certified police officers through the NC Criminal Justice Education and Training Standards Commission with the power of arrest and the authority to enforce all state and federal laws and college regulations. Officers have this authority on all GTCC property and roads that run through or adjacent to the Campus. Students are considered to be adults and will be treated accordingly. Students will be held accountable for their actions and when such actions rise to the level of criminal offenses can be criminally charged and arrested. Campus Police Offices are located at: Jamestown – Medlin Campus Center, Room 101; High Point – Building H1; the Greensboro Campus—Continuing Education Center, Room 149 and an officer rotates between Aviation 1 and Aviation 2 as well.

**PARKING AND TRAFFIC**

Parking regulations are in effect at all times. There is no grace period for parking at the beginning of new semesters. You must display a parking permit on your car, motorcycle or bicycle unless you are a visitor. You can obtain a permit from Campus Police or the Cashier's Office. You must have proof that you are enrolled as a current student. Permits are valid on all GTCC campuses. There are reserved parking spaces for faculty, staff, cosmetology patrons, dental clinic patients, visitors and people with disabilities. Parking lots and spaces are clearly marked, and it is your responsibility to find a legal parking space. Visitor parking is not authorized for faculty, staff or student parking for any reason. Parking tickets will be issued for the following offenses, but are

not limited to:

- \*parking in cosmetology or dental spaces without a permit.
  - \*parking in any area posted "No Parking Anytime"
  - \*parking in any area posted "No Parking Anytime Fire Zone."
  - \*taking more than one space.
  - \*blocking a sidewalk or walkway.
  - \*blocking a handicap access cut on a sidewalk or roadway.
  - \*not displaying a current GTCC parking permit decal.
  - \*parking on the grass.
  - \*parking in a posted faculty/staff space without the correct decal.
  - \*parking in an area not designated as a parking place.
  - \*parking in visitor parking.
  - \*parking the wrong direction in a one-way posted zone.
  - \*parking in a reserved space or parking lot.
  - \*blocking a lane of traffic.
  - \*blocking a building entrance.
  - \*parking on the shoulder of the road
  - \*parking too long in a posted time zone.
  - \*parking a motorcycle, moped or bicycle in an area not designated for that type of vehicle.
  - \*any other parking violation that impedes the flow of traffic on the campus
- All parking fines are \$5.00.

Your car will be towed if you:

- \*park in a disability-only zone without the proper permit.
- \*park within fifteen feet of a fire hydrant.
- \*leave your vehicle unattended in a loading zone.
- \*park in a designated tow zone.
- \*accumulate more than two parking citations in the same semester.
- \*otherwise affect the safe conduct of traffic.

Towing fees range from \$110 and up. Once an officer begins the process of towing a vehicle, the vehicle has been impounded and any interference by the owner or other party may result in their arrest.

If you let unpaid parking fines accumulate, the college will withhold your grades and transcripts and you will not be able to register until you have paid the fines. If you want to appeal a parking citation, you can use a form available from the Campus Police Office or Human Resources, both in Medlin Campus Center on the Jamestown campus or from the information desk at the High Point and Greensboro campuses.

**IMPORTANT NOTE:** Handicapped Parking is strictly enforced. Handicap parking is limited to persons who have been issued a handicap placard by the NC Department of Motor Vehicles. The placard must be displayed when the vehicle is parked in a handicap space. The placard cannot be used by anyone else unless the person the placard is assigned to is on campus and being chauffeured by the operator of the vehicle the placard is displayed in. Misuse of a handicap placard subjects the violator to a state citation with a fine of \$250 plus confiscation of the placard. Applications for a State of North Carolina issued handicapped placard are available at the GTCC Campus Police Office. Campus Police Officers will on a regular basis check to see that individuals parking in handicap spaces are authorized to be there.

**Speed Limit:** The 20-miles per hour speed limit is strictly enforced with radar on all campuses to insure the safety of pedestrians. Campus police will issue state speeding citations. All persons operating vehicles on GTCC property must meet the same standards for licensing and insurance as required by NC Law.

A brief summary of a few of the most misunderstood Rules and Regulations are:

- \*Parking regulations are subject to enforcement 24 hours a day and 365 days a week.
- \*Any vehicle parked in any traveled portion of a street or parking lot, at a fire hydrant, fire lane, or any grassed area, may be towed away at the owner’s expense.
- \*All areas not specifically designated for parking shall be considered “No Parking” zones.
- \*Lack of convenient space is not considered a valid excuse for violation of a regulation.
- \*Faculty, staff and students are not visitors and are in violation when parked in visitor spaces.
- \*The Speed Limit on Campus is 20 MPH.

**TRAFFIC ACCIDENTS**

All traffic accidents occurring on the GTCC Campuses are to be reported to the Campus Police. They will investigate such accidents as required by N.C. Law. Failing to report an accident is a chargeable offense under N.C. Law.

**IMPORTANT NOTE:** North Carolina General Statutes prohibit the possession of alcohol, drugs and weapons on campus.

**NOTICE:** GTCC is not responsible for loss or damage to vehicles or any articles left therein resulting from theft, accident, or fire.

**Campus Police Phone Numbers:**

- Greensboro Campus Police Office (East Wendover Ave).....334-4822, ext 4401
- Jamestown Campus Police Office.....334-4822, ext 2398
- High Point Campus Police Office.....334-4822, ext. 4125

**EMERGENCY INFORMATION**

**Fire:** The Campus has a fire alarm system. Upon hearing an alarm, students and staff will evacuate classrooms and office areas to the outside away from the building and out of the way of responding emergency personnel. Students should become familiar with the exits from their classrooms. Fire extinguishers are strategically placed for use against minor fires. Any person discovering a fire should sound the alarm and then call the campus telephone operator by dialing “0” immediately, giving the location of the fire and the name of the caller. **Medical:** The College does not maintain a medical staff on campus to administer to visitors, students, staff or faculty. Since all personnel and students reside off-campus, the expense of medical and dental care are individual responsibilities. The College does not provide emergency treatment (see First Aid). The contact number for emergencies is 334-4822, ext. 2208.

**FIRST AID**

First Aid Kits are located in all shops and departmental offices on campuses. A First Aid Station is located in Room 112 of the Medlin Campus Center for the Jamestown Campus. A First Aid Station is located in the GTCC Campus Police Office at the Greensboro and High Point Campuses.

In case of an accident, students should report the accident to an instructor or other college personnel and request that Campus Police be contacted. Students may also notify the campus operator by dialing “0” or contact the GTCC Campus Police Department at 2398 for assistance. **NOTE:** All accidents must be reported to the Campus Police Department as soon as possible.

**LOST AND FOUND**

All personal items found on any GTCC campus should be turned in to the Campus Police Department. Items will be held for forty-five days

**OTHER INFORMATION:** Please be mindful of the fact that Campus Police is on campus for

your protection. GTCC is an educational facility with a wide variety of students. Rules are in place for you to follow. If you violate those rules, you subject yourself to disciplinary actions. When Campus Police becomes involved, it is usually because the offense has been elevated to a criminal matter. Should an arrest occur, the individuals involved subject themselves to expulsion from the school, lose of grades and an inability to complete their education at this facility. We are glad you are here but we urge you to act like an adult. You are held accountable for your actions.

### **children's center**

The GTCC Children's Center is a 5-star licensed facility located on the Jamestown Campus. Children are engaged in a variety of activities during the day with their teachers and peers. Breakfast, lunch, and an afternoon snack are served each day. The Center operates from 7:00 am to 5:30 pm M-F and is closed on college holidays and official inclement weather closings. Children are accepted on a full-time enrollment basis only - no drop-in care is accepted. Rates per month: Infants - \$820.00, Toddlers - \$820.00, 2's - \$760.00, and preschool - \$725.00. Applications for the Children's Center can be obtained from the Center Director in Service Careers Room 100 or you can call (336) 334-4822, ext. 2389 for more information. Children are accepted on a first-come, first-serve basis.  
*Rates are subject to change July 1st pending Board of Trustees approval.*

### **cosmetology department**

The Cosmetology Department is located on the second floor of the Service Careers Building on the Jamestown Campus, ext. 2655. The purpose of the program is to provide competency based knowledge and hands-on fundamentals associated with the cosmetology industry. The department provides a simulated salon environment which allows students the opportunity to offer their services to the GTCC faculty and staff, students, and the general public. The hours are 9:15 am - 1:00 PM Tuesday - Thursday and 8:15 am - 1:00 PM on Friday. All Chemicals services must be started by 11:00 am. All clients must be signed in 1 hour prior to salon's closing. Many services are available, please check out the website for further information and prices.

### **counseling center**

The Counseling Center is located on the first level of Davis Hall on the Jamestown Campus. Counseling services include personal counseling, crisis intervention, support groups, community resource referral, and workshops on topics such as "Study Skills" "Time Management" and "Test Anxiety."

The counselors are trained professionally to help students cope with a wide variety of challenges, educational adjustment, and other issues. Counseling allows students to confidentially discuss their personal thoughts and feelings. Services are available free of charge to current and prospective students at GTCC. Appointments are preferred; however, walk-ins are always welcome. Call extension 2312 to schedule an appointment.

### **culinary dining**

All GTCC students are invited and encouraged to dine in the Culinary Technology Department's own fine dining room which offers elegant meals served at a fraction of the cost of a similar experience in a restaurant. Luncheons and dinners are served each semester. The cost is usually \$7.00 for lunch, \$9.00 for dinner and includes a full course, complete with entree, beverage and dessert. Sample menus feature International and American Regional cuisines, classical French, and special theme buffets. The Main Dining Room is located on the ground floor of the Hospitality Management Building. Reservations are required and can be made by e-mailing [culinarydining@gtcc.edu](mailto:culinarydining@gtcc.edu).

### **dental hygiene services**

The Dental Hygiene Clinic is located in the Dental Science building on the Jamestown Campus.

Services offered include:

- oral prophylaxis (teeth cleaning)
- pit and fissure sealants
- dental x-rays
- fluoride treatments
- plaque control instruction

Appointment times vary semester-to-semester and generally last 3 hours. Call ext. 2213 to arrange an appointment. Both clinics are open to GTCC students, faculty/staff and the general public. Rates for services offered by the clinics are nominal. Contact the clinic for more information, ext. 2213.

### **disAbility Access Services**

DisAbility Access Services can help you if you have a disability. To receive services you must provide documentation of your disability and request accommodations in a timely manner. Services include but are not limited to the following: sign language interpreters, note takers, readers, scribes, textbooks on tape, testing accommodations, and adaptive equipment. To learn more about services for students with disabilities, call extension 2325 or 2363. The TTY number is 336-841-2158. Disability advisors/counselors are located on the second level of the Medlin Campus Center in the Advising Center, and the first level of Davis Hall in the Counseling Center on the Jamestown campus. Services for students with disabilities are also available in the Advising Centers on the Greensboro and High Point Campuses.

### **enrollment services:**

Enrollment Services consists of three departments Admissions, Financial Aid, and Records. Enrollment Services is GTCC's one-stop student services center where you can get information about enrolling, financial aid, and all of your student records.

Enrollment Services is located on the Second Floor, Medlin Campus Center, on the Jamestown Campus. Hours: 8:00 am - 6:00 pm Monday-Thursday, 9:00 am - 5:00 pm Friday. Summer hours vary.

The Admissions Office serves prospective students and provides information to schools, community and civic groups, business, industry and other colleges and universities. Admissions advisors conduct interviews with prospective students that include determining placement testing requirements, discussing program information and requirements, general information about GTCC and career goals. Prospective student information is mailed to individuals upon request.

The Records Office staff maintain and house all curriculum student records on permanent file for the institution's three campuses. A variety of services are provided to students and faculty in the records-keeping and maintenance process. Students may print unofficial transcripts and view grades through WebAdvisor. Students may e-mail, call, or stop by the Records Office to inquire about:

- Curriculum and Continuing Education Registration
- Schedule Changes - Rosters
- Official Transcript requests - Graduation clearance and degree printing
- Enrollment verifications - Name and address updates
- Transfer credit posting - TRACS (Telephone Registration and Communication System)

### **international students**

The International Students Office provides admissions and counseling services for all international students. The advisor assists students, faculty, and staff with questions concerning immigration regulations, academic and personal matters. The office is located on the Jamestown campus in the Medlin Campus Center, 2nd floor ext. 2356. The hours are 8:00 am to 5:00 pm Monday -Friday.

### **telephones**

There are pay phones on each campus for students use. Students are not allowed to use office phones unless it is an emergency. Neither faculty nor students will be interrupted during class for phone calls except in case of an emergency. Jamestown campus pay phones are located in Applied Technologies (level 1), Montgomery Circle, Public Safety building (back lobby). All are High Point lines. There is also a pay phone on the Wendover campus in the AEC building in front of the elevator for the building, which is a Greensboro number. There is one pay phone at the Aviation Center, which is a Greensboro line. Pay phones at the High Point Campus are in the H3 building and are High Point lines.

## **cashier and finance office services**

### **cashier's office**

The Jamestown Campus Cashiers Office hours are 8 a.m.-5 p.m., Monday - Friday. You can use the drop box after hours until 10 p.m. All drop box payments will be processed the next business day. Please do not leave cash in the drop box. You can pay at the High Point Cashiers Office or Greensboro campus bookstore. The Greensboro bookstore is open Monday through Thursday, 9 a.m. - 7 p.m. and Friday from 9 a.m. - 12 noon. The High Point Cashiers Office is open Monday through Thursday from 9 a.m. - 7 p.m., and Friday 9 a.m. - 12 noon.

### **student financial responsibilities**

You are responsible for buying books and supplies for your courses and for paying tuition and any other financial obligations. You will not be allowed to register if you owe money to the college. GTCC can withhold your transcript, degree, diploma or certificate and bar you from graduation ceremonies until you have paid your college bills.

Should it become necessary for GTCC to refer unpaid balances to a collection agency or an attorney, the student will be expected to pay all fees associated with the collection of the unpaid balance.

Students with outstanding obligations shall be subject to disciplinary action as described in the student conduct policy. Uncollectible debts shall be placed with the NC Department of Revenue Set Off Debt Collection Program; referred to NC Attorney General's Office and the state contracted collection agency. Should it become necessary for GTCC to refer unpaid balances to a collection agency or an attorney, the student will be expected to pay all fees associated with the collection of the unpaid balance.

### **payment of tuition and fees**

After you have registered, you must pay your tuition and fees. Tuition and fees may be paid by credit or debit card (VISA or Mastercard only) using Titan Cruiser/WebAdvisor. Staff members cannot accept telephone payments. You can pay in person with cash, check, money order, credit or debit card (card must be present). You can also pay by mail with a check or money order. If paying by check, the accountholder's name, address, and account number must be pre-printed on the check. **\*\*Checks are not accepted for transcripts\*\***

A \$25.00 service charge will be assessed on each check returned by the bank. A student with a returned check will not be eligible to register for future semesters, to graduate, to receive transcripts

or grades, or to have access to other student services until the obligation is satisfied. Students with outstanding obligations shall be subject to disciplinary action as described in the student conduct policy. Uncollectible debts shall be placed with the NC Department of Revenue Set Off Debt Collection Program; referred to NC Attorney General's Office and the state contracted collection agency. Accounts referred to a third party for collection are subject to applicable collection fees.

### **tuition rates**

The North Carolina General Assembly sets tuition rates for in-state and out-of-state residents. They are subject to change by the General Assembly without notice. Senior citizens, age 65 or older, who qualify as legal residents of North Carolina, may enroll for up to six credit hours of credit instruction and 96 contact hours of non-credit instruction per academic semester with no tuition (effective July 1, 2009). Registering for more than six credit hours or 96 contact hours of non-credit instruction in one academic term requires tuition payment.

#### **In-state Tuition**

You are an in-state resident if you have been a legal resident of North Carolina for 12 months before the date you enroll. Tuition is \$50.00 per credit hour for in-state students. The maximum tuition for in-state students for a semester is \$800.00.

#### **Out-of-state Tuition**

Tuition is \$241.30 per credit hour for out-of-state students. The maximum tuition for out-of-state students for a semester is \$3,860.80.

### **fees**

All students must pay a campus access, parking, and security fee (CAPS Fee) each semester. The fee covers expenses associated with providing campus access, parking, and security at the college. The fee is \$25 for all credit students taking 1 - 11 credit hours, and \$50 for all credit students taking 12 credit hours or more. All students must pay a student activity fee each fall and spring semester. The fee covers activities and student publications. The fee is \$10.00 for students taking 1-11 credit hours and \$17.50 for students taking 12 credit hours or more. A \$50 YMCA fee will be charged for classes held at the YMCA. All students must pay a technology fee for each semester. The fee is \$10 for all credit students taking 1-11 credit hours, and \$16 for all credit students taking 12 credit hours or more. Students enrolled in a course with shop/lab or clinic hours will have to pay a shop/lab/clinic fee. This fee varies by academic program. These fees are under review and are subject to change without notice. The rates listed were in effect when this publication went to press. When you complete the requirements for a certificate program, you must apply for your certificate in Enrollment Services and pay a \$5.00 fee. When you are eligible to graduate with a degree or diploma, you must apply for graduation and pay a \$35 fee which buys your cap and gown, the degree or diploma and cover. You must pay the fee at the time of the application. Copies of your official transcript must be requested in writing from Enrollment Services. There is a \$5.00 fee for each official transcript. GTCC cannot provide copies of transcripts that aren't your own and cannot provide transcripts from other institutions. GTCC does not accept checks for payment of transcript requests.

### **insurance**

If you are enrolled in a program of study, you must buy accident insurance. This insurance covers you when you're on campus for classes, and while you're taking part in official school sponsored activities. Accident insurance costs \$2.75 for fall semester, \$2.75 for spring semester and \$1.60 for summer session. The cost and coverage can change from year to year. If you need more information, stop by the Finance Office in the Luther R. Medlin Campus Center. These fees are under review and are subject to change without notice. The rates listed were in effect when this publication went to press.

Some programs require that you buy malpractice insurance when you register. Rates are:

Program	Semester Total	Rate Per Year
Cosmetology	\$8.50	\$17.00
Dental Assisting	\$8.50	\$17.00
Dental Hygiene	\$8.50	\$17.00
Early Childhood	\$8.50	\$17.00
Emergency Medical Science	\$8.50	\$17.00
Human Services	\$8.50	\$17.00
Certified Medical Assisting	\$8.50	\$17.00
Medical Transcription	\$17.00	\$17.00
Nursing	\$8.50	\$17.00
Physical Therapist Assistant	\$8.50	\$17.00
Surgical Technology	\$8.50	\$17.00

### textbook costs

If you are a full-time student, you can expect to spend several hundred dollars for textbooks and supplies. The GTCC bookstores at Jamestown, Greensboro, and High Point locations sell textbooks. Information on textbook refunds and textbook buy-backs is available at the bookstore.

### refunds

In compliance with current State Board policy: GTCC will refund 100% of tuition and fees if you officially withdraw from class before the first day of classes of the academic semester.

GTCC will refund 100% of tuition only if you withdraw from class before the last day of the published ADD period. GTCC will refund 75% of tuition only if the student officially withdraws from class(es) on or after the last day of the ADD period and prior to or on the official 10% point of the semester.

No refunds will be given to students who drop courses after the 10% date. During the drop/add period, if you are changing sections, or dropping and adding a class—BOTH the drop AND the add transaction MUST be performed in the same registration session in order to receive full credit for the course you are dropping. Other fees, such as shop/lab/clinic fees, YMCA fees, campus access/parking/security fee, computer use/technology fee, student activity fee, student accident insurance fee, and malpractice insurance fees are not refundable after classes start. The 10% point of mini-mesters varies and may be obtained from Enrollment Services, instructors, or the Finance Office.

The college refund policy is established by state legislative action and therefore is subject to change without prior notice to students. Please allow six to eight weeks from the 10% date for refunds.

## financial assistance

### financial aid

#### financial aid

The Financial Aid Office is located on the Jamestown Campus in the Medlin Campus Center. Students should apply for Financial Aid online between January 1st and March 15th each year, thus assuring consideration for all types of federal and state financial assistance as well as scholarships for the upcoming year. Students can apply online for financial aid at [www.fafsa.gov](http://www.fafsa.gov). GTCC's school code is 004838. GTCC sets deadlines each year to turn in all required documentation in order for aid to be processed in time for tuition due dates. Please check the GTCC Financial Aid website for these dates each year. If you need financial aid assistance at the Greensboro or High Point campuses, there is a Financial Aid Advisor available. Please visit W4 Room 101 at the Greensboro campus and the Counseling Center at the High Point campus for assistance.

Financial Aid workshops are held throughout the year as requested by clubs and faculty. Please call to request a workshop for your club or class. Individual assistance with the financial aid application is available in the Financial Aid Office. The Veterans/Military Assistance Program Office is located in Enrollment Services on the Jamestown Campus. Students may visit the VA/Military Assistance web page on-line through the “Military Assistance” link.

## **food service**

### **vending machines**

Vending machines are conveniently located on all campuses, either in buildings or outside kiosks. The machines offer a variety of cold beverages, coffee/hot chocolate, snack foods and sandwiches selections, depending on location.

### **titan cafe'**

Titan Cafe' is located on the ground floor of the Medlin Campus Center, Jamestown Campus. Breakfast is served from 7:30 am - 10:00 am; lunch from 10:30 am - 2:00 pm Monday - Friday. Weekly menus are posted daily in the cafeteria, on E-mail and Titan Cruiser.

The cafeteria is a non-smoking 250-seat facility. The Titan Cafe' also offers catering services for group meetings. For more information call Titan Cafe', ext. 2205 or 2548.

## student rights & responsibilities

The following statements are a summary of the rights and responsibilities of the GTCC student.

### student rights

#### academic

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.  
Process: Students should submit to the Registrar, Vice President, Dean, Division or Department Chair, or other appropriate office, written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the students of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.  
Process: Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the records, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.  
Rules: One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Guilford Technical Community College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.
5. Students have the right to participate in a college-approved process of course evaluation.
6. Students have the right to attend classes under the guidelines established by the college's attendance policy; when students are late for classes, they can be admitted as "tardy" as long as they are not disruptive to the ongoing class.

#### student records

7. Students have the right of access to their official academic records and assurance that official student records are free from information on personal, social, religious or political activities or beliefs.
8. Students have the right to privacy of individual official student records. Access to student records will be granted to parents of a dependent student, appropriate college officials and persons or agencies having a legitimate educational interest. Others wishing access must have written consent from the student. An exception to the above right will be made in the event of legal action or when the safety of persons or property is involved.
9. Students have the right to have protected the privacy of personally identifiable information contained in student records.

10. Students who complete an academic course of study have the right to have their academic transcript permanently maintained by the Records Office.

#### **student life**

11. Students have the right to express their views on issues of college policy on matters of interest to the student body.
12. Students have the right to a clearly defined means of participating in the formulation of college policy affecting academic and student affairs issues.
13. Students have the right to representation on committees that involve student life.
14. Students have the right to be represented by Student Government Association officers in accordance with the college-approved procedures set forth in the SGA Constitution and the SGA selection code.
15. Students have the right to sponsor and produce publications free from undue censorship provided proper journalism techniques and general college publication guidelines are followed.
16. Students have the right to organize and join clubs and associations and to plan and participate in activities sponsored by those college clubs and associations.
17. Students have the right to invite non-classroom guest speakers to the college according to the guidelines of the Non-Classroom Guest Speakers Policy/Procedure.

#### **student conduct**

18. Students have the right to receive through publications such as a student handbook or a generally available body of institutional regulations, written statements of policies, rules, regulations and penalties regarding the standards of behavior considered essential to the college's educational mission, its community life, and the educational progress of the individual.
19. Students have the right of access to a clearly defined, official grievance review process and the right to appeal a disciplinary action.
20. Students who are formally charged with an infraction of college rules and regulations are entitled to attend classes until the charge is adjudicated unless it is determined that the student's presence is a danger to person(s) or college property.
21. Students have the right to the same protection of their rights and liberties as provided to any citizen of the United States or resident of North Carolina where infractions of Federal or State law are being investigated.

#### **student responsibilities**

1. Students are responsible for an awareness of and for abiding by institutional rules, regulations and policies.
2. Students are responsible for maintaining individual honor in their academic pursuits by neither participating in nor condoning acts of academic dishonesty.
3. Students are responsible for maintaining the standards of academic performance established for each course in which they are enrolled.
4. Students are responsible for learning the content and demonstrating the competencies of any course of study in which they are enrolled.
5. Students are responsible for maintaining in each course the standard of classroom conduct deemed by the institution to be conducive to the learning process.
6. Students are responsible for complying with institutional procedures governing tardies and absences.
7. Students are responsible for periodically reviewing their institutional academic record for completeness and accuracy.
8. Students are responsible for conducting themselves in an appropriate manner while on campus or while functioning as a representative of GTCC.
9. Students are responsible for the credible expression, individually and collectively, of views on issues of institutional policy and matters of interest to the student body.
10. Students are responsible for producing credible student publications that follow proper journalism techniques and general college publication guidelines.

11. Students are responsible for conducting the business of student clubs and associations in a fair and equitable manner.
12. Students are responsible for adhering to and complying with prescribed institutional grievance procedures.

### **student right to know**

In 1991, Congress passed legislation requiring colleges to inform students and prospective students of their students graduation and transfer-out rate. The legislation mandates that the report include all full-time students who enroll in the summer or fall term, which have never been enrolled in any post secondary institution before enrolling in the reporting institution. Students considered in the report must also enroll with the intent to earn a degree, diploma, or certificate. The Act further states that students are to be allowed 150 percent of the normal length of the program to graduate. Students who enroll in another institution of higher learning are counted as transfers. GTCC, in accordance with legislation, submits the following report on the Fall 2005 class (cohort).

graduation rate of the fall 2005 cohort

GTCC's Fall 2005 cohort had a graduation rate of 14% percent.

transfer-out rate of the fall 2005 cohort

GTCC's Fall 2005 cohort had a transfer-out rate of 19% percent.

### **academic regulations**

The information in this section will aid students in becoming aware of their responsibility for the proper completion of their academic program, in being familiar with all requirements of the GTCC catalog under which they plan to graduate, in maintaining an acceptable grade point average, in knowing their academic standing and in meeting all other certificate, diploma or degree requirements. Students will also gain some insight into the services offered by GTCC as aids in attaining these goals.

### **academic honors**

Honor rolls are the President's List, Dean's List and Honors List. The President's List includes all program students who complete at least 12 credit hours for the semester and earn a 4.0 grade point average (9 credit hours for summer term). The Dean's List includes all program students who complete at least 12 credit hours for the semester and earn a grade point average of less than 4.0 but no lower than 3.5 with no grade below a C (9 credit hours for summer term). The Honors List includes all program students who complete at least two courses for the semester for a minimum of six credit hours, but no more than 11 credit hours, and earn at least a 3.5 grade point average with no grade lower than a B (6 credit hours and no more than 8 for summer term). If you have an incomplete (I) for any course, you are not eligible for honor rolls. Grades of S, U, X or AU, will not be considered for honor rolls, and those courses will not be considered in the minimum hours for honor rolls. Grades you earn in courses that do not carry credits but can be applied to graduation do not count in determining honor rolls. You will be notified if you are named to an honor roll.

### **academic load**

The normal academic load for a student is twelve to fifteen credit hours. The minimum full-time load is twelve credit hours; a minimum of twelve credit hours meets full-time definition for veterans and financial aid benefits. Students should consider taking an academic load that will be compatible with their work schedule, family commitments, health and/or other obligations. A student who has been placed on academic probation is strongly advised to take less than the normal load for the next semester and to seek academic counseling at the Counseling Center. The full-time load for summer term is 9 hours (12 hours is full-time for financial aid purposes).

### **academic honesty**

Academic dishonesty is unacceptable and could result in disciplinary action under the college's disciplinary policy. Academic dishonesty includes, but is not limited to: taking or getting academic material from a college employee or student without permission; giving or getting unauthorized help on assignments or during tests; turning in papers that aren't your own; not giving credit for someone else's work (plagiarism); altering or misrepresenting grades, reports or laboratory/clinic records.

### **instructional evaluation**

All instructors have full responsibility for evaluating the achievement of their students. During the first week of class the student will be informed of the evaluation methods to be used. Instructors will provide for reasonably frequent evaluation, including the grading and timely return of all work submitted by the student. Instructors will evaluate performance in accordance with the grading scales listed under the Grading and Quality Point System.

### **early alert system**

In a typical 16-week semester, you will receive an early alert notice if you are not making satisfactory progress at the end of the first four weeks. The early alert notice will indicate the reason(s) for your lack of progress, and it will suggest campus services that are available to assist you with any problems interfering with course work. Your primary contact should be the instructor for the course in which you received the early alert notice. You may be required to have a conference with your academic advisor.

### **academic performance/minimum grade point average (GPA)**

To remain in good academic standing, you must keep a semester grade point average of 2.0 or better. A student will be sent an academic warning letter after any semester in which the student earned a semester GPA below 2.0 on 6 or more attempted credit hours. Developmental education courses will not be included in the attempted credit hours.

### **academic warning/probation**

At the beginning of each semester, all students who are not in good academic standing will be sent a letter informing them that they are being placed on academic warning or probation status until they return to good academic standing or until they are academically suspended.

A student will be sent an academic warning letter after any semester in which the student earned a semester GPA below 2.0 on 6 or more attempted credit hours. Developmental education courses will not be included in the attempted credit hours.

A student will be sent an academic probation letter after two consecutive semesters with semester GPA's below 2.0 on 6 or more attempted credit hours.

Students in health programs will maintain a grade no lower than "C" in each course with a prefix of BIO, CHM, DEN, EMS, MED, NUR, PHY, PTA, and SRG.

There will be no probation status for students in the Associate Degree Nursing program, the Dental Hygiene Program, or the Physical Therapist Assistant Program. In these programs, a grade of "D" in any of the identified courses results in automatic suspension.

Students on academic probation status are directed to meet with their faculty advisors or department chairs to discuss ways to improve their academic performance.

### **academic suspension**

A student will be sent an academic probation letter after two consecutive semesters with semester GPAs below 2.0 on 6 or more attempted credit hours. A student will be sent an academic suspension letter after three consecutive semesters with semester GPAs below 2.0 on 6 or more attempted credit hours. The student will be suspended for one semester commencing at the end of the semester in which the student receives the suspension letter. If the student earns a semester GPA of 2.0 or higher on 6 or more attempted credits in the current semester, the suspension will

be lifted, the hold will be removed, and the student may register for the following semester. The student must meet with his/her department chair to get the hold removed after the semester of suspension.

#### Health Program Students

Students in health programs will maintain a grade no lower than "C" in each course with a prefix of BIO, CHM, DEN, EMS, MED, NUR, PHY, PTA, and SRG. There will be no probation status for students in the Associate Degree Nursing Program, the Dental Hygiene Program, or the Physical Therapist Assistant Program. In these programs, a grade of "D" in any of the identified courses results in automatic suspension. Health program students making a grade of "F" in any health or health related course will be suspended from the program at the end of the term in which the "F" occurs. Health program students who are not eligible to continue at clinical sites may be suspended. Students in the Associate Degree Nursing or Licensed Practical Nursing Diploma Programs who make a "D" or an "F" in a NUR or BIO prefixed course will be suspended from the Nursing Program. Students in the Physical Therapist Assistant Program who make a "D" or an "F" in a PTA, BIO, or PHY prefixed course will be suspended from the Physical Therapist Assistant Program. Students in the Dental Hygiene Program who make a "D" or "F" in a course with the prefix DEN will be suspended from the Dental Hygiene Program. Students in the Dental Assisting Program who make a "D" or "F" in any of the clinical courses, (DEN101, 106, or 107) will be suspended from the Dental Assisting Program. Students in the Emergency Medical Science program (EMS) must earn a final grade of "C" or better in EMS 110 to be eligible to sit for the State EMT Exam. Students earning less than a "C" in EMS 110 will be suspended from the EMS program. A student enrolled in selected health programs (Dental Assisting, Emergency Medical Science, Surgical Technology, and Medical Assisting) who earns a grade of "D" in a course with one of the above listed prefixes, will be placed automatically on academic probation. Health students with one "D" in these programs will remain on probation until graduation from the program. Health program students making a second grade of "D" in any health or health-related course (see list above) shall be suspended from their programs at the end of the semester in which the second "D" occurs.

#### appealing academic suspension

Suspended students have the right to appeal. A student may appeal an academic suspension to the appropriate Division Chair prior to the last day to add classes for the semester in which the suspension takes effect. During the appeal process the student may register and attend classes until the final disposition of the appeal. To appeal the decision, the student must complete the Academic Suspension Form and submit it to the Division Chair through the Department Chair. The Division Chair will review pertinent records, such as the student's transcript, may consult with faculty, counselors, the student involved, and others who can aid in the review process, and make a decision within five school days after receiving the appeal. The Division Chair will render one of the following two decisions: Lift the suspension with or without provisions. All provisions will be monitored by the Department Chair; or let the suspension stand. The Division Chair will notify the suspended student of the decision in writing within five school days. Once the decision has been communicated to the student, the Division Chair will notify the Department, the Dean of Enrollment Services, Financial Aid, and the Veterans Office. There is no further appeal beyond the Division Chair. Students who register while appealing their suspensions will be required to pay normal tuition and fees. If an appeal is denied, the student will be entitled to a full refund of tuition and fees.

#### readmissions

You can reapply if you have been suspended or dismissed, or have withdrawn for academic or other reasons. If you have been suspended, you cannot apply until at least one semester has passed. You will be on probation the semester you re-enter and you must earn a C or better in all the courses you take. If you do not make C's or better, you will be suspended for a period of two

semesters. To be readmitted, you must complete the admission procedures

### **readmission: Health Program Students**

If you want to be readmitted to a health program, you must meet with the program's department chair and follow the steps outlined for you. If you have withdrawn from a health program for non-academic reasons before you complete the first semester of the program, you must reapply and will be considered a new applicant. If you have been suspended or dismissed from a health program and reapply, you must meet with the appropriate program department and the program's readmission committee will decide whether to accept or deny your application. The Department Chair will notify you of the committee's decision. If you are reaccepted to the health program, you must follow the committee's recommendations on courses that you must repeat or substitute

### **admissions**

GTCC has an open door admissions policy. The college is open to anyone at least 18 years old or high school graduates younger than 18. Admission to the college, however, does not ensure applicant's admission to the program of their choice. Interested persons should contact the Admissions Office for detailed criteria for admission to a particular program or for admission to the college as a special credit student.

### **advanced standing**

If you are interested in advanced standing or waiver of prerequisites please see the appropriate division or department chair.

### **attendance policy**

Regular attendance in class is essential to receiving maximum benefit from the educational experience. A curriculum student is to attend and be on time for all classes and lab/shop/clinic sessions. A student who has missed more than the number of clock hours the class meets each week may not be permitted to continue in that class, shop, lab or clinic without permission of the instructor. In all cases of absence, the student is responsible for making up all missed work and for coming prepared to class following the absence.

1. Tardiness will be determined by the instructor and stated on the course syllabus.
2. Instructors are encouraged to give consideration for absences caused by college-related activities and other extenuating circumstances.
3. It may not be possible to make up work missed in selected labs or clinics. Therefore, absences from certain labs or clinics may not be forgiven.
4. Notification of the Financial Aid Office by the instructor of a student's excessive absences does not constitute official withdrawal. The student must follow the withdrawal procedures in order to receive a grade of "W."
5. Failure to be re-admitted to class after excessive absences does not constitute an official withdrawal. The student must follow the withdrawal procedures in order to receive a grade of "W."
6. Military leave absence(s) will not constitute an absence when the instructor has received prior official notification. Responsibility for initiating such notification rests with the student.
  - a. A student reporting for military drill must present a letter from the commanding officer prior to the absence(s).
  - b. The student is responsible for making up all work missed in a timely manner.

### **attendance procedure**

You'll get the most benefit from your classes if you attend class regularly and are on time for all classes. The college attendance policy states that you cannot miss more than the number of clock hours the class meets in a typical week, and if you are late to class three times, that equals an absence. Some departments may establish stricter attendance requirements.

Each instructor will include attendance requirements and criteria for tardiness on the course syl-

labus. If you are absent or late beyond the course requirements, the instructor will decide if you can continue in the class, and will notify you of his or her decision. You can ask to be readmitted and, if denied, appeal the instructor's decision to the instructor's supervisor, whose decision is final. You are responsible for making up all missed class work and for coming prepared to the class following the absence. You are responsible for letting the instructor know why you are absent and for initiating a contract to complete missed course work in a timely manner.

Instructors can forgive absences although that may not be possible for some labs or clinics. If you stop attending class or are not readmitted to class after excessive absences, you will get an F unless you officially withdraw from the class in accordance with the withdrawal policy.

If you receive financial aid or veterans benefits and miss two weeks of classes, the instructor will inform the Financial Aid Office or the Coordinator of Military Assistance programs. This notification is not the same as an official withdrawal. You must follow the withdrawal procedures to avoid getting an F.

### **withdrawal procedures**

If you formally withdraw from a class after the end of the schedule adjustment period and before 70% of the scheduled class hours are over, you will earn a grade of W. If you do not formally withdraw, after you have stopped attending class or are not readmitted after excessive absences before 70% of the contact hours have elapsed, you will earn a grade of F. If you stop attending class or are not readmitted after excessive absences after 70% of the contact hours have elapsed, you will get an F. An exception may be allowed if your absences are because of extenuating circumstances such as accident, illness or death in the family. If this is the case, you must contact the instructor who may assign you an I, W or F. Note: Normally 70% of the scheduled course contact hours equals the end of the 11th week of a 16-week term.

You can withdraw from a class or the college after the end of the schedule adjustment period by contacting the class instructor, who will help with withdrawal procedures. You must:

- Get a Schedule Change form from Enrollment Services or your faculty advisor and complete the form;
- Have the instructor sign the completed Schedule Change form; and
- Give the form, along with a photo ID, to Enrollment Services on the Jamestown campus, the main office on the Greensboro or High Point campuses or the Aviation Center departmental office.

If the course instructor is not available, you can see the Department Chair or a counselor, who will try to get the instructor's signature or who will sign the form. Complete the form for all courses if you are withdrawing from college.

### **auditing courses**

To audit a course, you must indicate that you want to audit it when you register or before the end of the drop/add period for the term, or you must get the instructor's approval to change to an audit grade before the 5/8 point of class.

### **cancelled classes**

If a class is cancelled, students will receive a full refund for that particular class if another class is not selected by the student and provided the remaining credit hours for the student total less than 16 semester hours. Students must complete a Schedule Adjustment Form in order to receive a refund.

### **change of program**

If you think you want to change your program of study, you should first meet with your program advisor or an admissions advisor. If you decide to change programs, you must file a Program Change form, available in the Advising Center. An admissions advisor or faculty advisor must

approve the change, and the form must be delivered to Enrollment Services. The program change will be effective at the beginning of the next semester or later, depending on what you specify on the form. Credits may transfer, but the department chair of your new program will make the final decision.

If you are receiving financial aid or veterans education assistance, check with the Financial Aid Office or Veterans Affairs before you change programs to be sure you will still be eligible for benefits in the new program.

### **commencement**

Graduation exercises are held to honor students who successfully complete a diploma or degree program of study. All graduating students will pay a non-refundable graduation fee and are encouraged to participate in the ceremony. Graduates will wear caps and gowns, available through the bookstore.

### **consortium**

GTCC is a member of the Greater Greensboro Consortium, which includes Bennett College, Elon University, Greensboro College, Guilford College, High Point University, North Carolina A & T State University, and the University of North Carolina at Greensboro (UNCG). As a member of the consortium, GTCC students may take courses at the other institutions at GTCC tuition rates. To take courses at these institutions, the GTCC student must be enrolled in a curriculum program, take courses applicable to their program at GTCC, and be enrolled at GTCC for more courses than taken concurrently at another consortium school. This program is not available in the Summer session. There are additional requirements which must be met. Full information and the cross-registration form may be obtained from the Enrollment Services, 2nd floor, Medlin Campus Center, Jamestown Campus.

### **dropping & adding courses**

Schedule changes may be done using WebAdvisor throughout the registration period and until the end of the schedule adjustment period. After that, if you need to withdraw from a class, fill out a Schedule Change Form in the Enrollment Services, Jamestown Campus. On the Greensboro or High Point campuses, schedule changes are handled through the main administrative office. On-line students should contact their instructors to initiate the process.

Courses may be officially dropped through the 7/10 point of the semester (usually 11 weeks) for a grade of "W." A student may not officially withdraw from a course in the last five weeks; student/instructor arrangements in the last five weeks will result in a grade of W, F or I depending on the student's academic standing and at the discretion of the instructor.

### **grading & quality points**

Evaluation of your academic achievement at GTCC is reported by letter grades. Except for developmental classes, each grade also earns quality points (QP's) used to compute your grade point average (except I, X, W, S, U, and AU).

A,B,C, D, F Grades

A - Superior	90-100	4 grade point/credit hour
B - Above Average	80-89	3 grade points/credit hour
C - Average	70-79	2 grade points/credit hour
D - Below Average	60-69	1 grade point/credit hour
F - Failure	below 60	0 grade points/credit hour
AU (Audit credit)		0
Tx (where x is [specific grade]-Transfer)		0
Px (where x is [specific grade]-Proficiency)		0
Rx (where x is [specific grade]-Repeat Grade)		0
Nx (where x is [specific grade]-Forgiven Grade)		0
NS (No Show)		

The college computes grade point average (GPA) by adding the quality points earned for each course in which you received an A, B, C, D or F and dividing by the total number of credit hours for those courses. Every student will have a program GPA, which is based only on courses in your program of study. Every student also will have a cumulative GPA, which includes all courses you have taken for credit at GTCC. To earn a degree, diploma or certificate, you must have a program GPA of 2.0 or higher, a grade of A, B, C, D or S in each course in your program of study, and must have successfully completed all program requirements. You may appeal an instructor's grading to the instructor's immediate supervisor, whose decision is final.

#### **previously earned credit forgiveness**

You may petition, in writing, to the Vice President of Student Learning and Success through the Registrar to have credits earned at the college, which are at least five years old, forgiven. You will need to justify the request and provide evidence of reenrollment or continued enrollment after the approval of the request. Students not currently enrolled will need to complete a minimum of six semester hours with a C average or better for the petition to be considered favorably. If approved, the course(s) grade will be prefixed with an N and the grade and credit hours will not be calculated in the cumulative nor program grade point average. A new transcript will be mailed to you by the Registrar when the process is satisfactorily completed. (Veterans must be approved by the Military Assistance Programs Office.)

**CLASSIFICATION:** Students are classified as freshmen until they have successfully completed 32 semester hours of credit. Students are classified as sophomores after they have successfully completed more than 32 hours of credit. Transferred credits are included when accepted to meet degree requirements at GTCC.

**STATUS:** Students are considered full-time students if they carry twelve or more credit hours a semester. Students are considered part-time students if they carry less than twelve credit hours a semester. Nine semester hours are full-time in the summer term; however, for students receiving financial aid, twelve semester hours are full-time.

#### **transfer to another institution**

Students planning to transfer to a four-year college or university should acquaint themselves with that institution's requirements, and the requirements for their major. The Academic Advising Center can assist students in developing an educational plan to transfer to a specific college.

#### **withdrawal from school**

To withdraw from school, you must fill out a Schedule Adjustment Form and get the signature of your instructor(s). Return the form to the Enrollment Services on the Jamestown Campus, the Main Office on the Greensboro or High Point Campuses, or the departmental office at the Aviation Center. If an instructor is unavailable, the student may contact the department chair or an advisor for assistance.

### **miscellaneous**

Information in this section will advise students of policies regarding the general learning atmosphere at GTCC, their rights concerning these policies, and their personal obligations in assuring an equal opportunity for all students within the learning process.

#### **children on campus**

While all visitors are welcome at GTCC, the college does have rules concerning children on campus. For the safety of young visitors, anyone who brings children to campus should supervise them constantly and never leave them alone. The college does not allow children in classrooms, labs or shops while a class is in session without the permission of the instructor.

### **computer lab**

Students can use the computer lab in the Percy H. Sears Applied Technologies Center. The lab has more than 100 computers and is open Monday – Thursday from 7:30 am – 7:00 pm and Friday from 7:30 – 3:00 pm. See page 30.

- Computer labs are for current GTCC students or employees.
- Food and drink are not allowed in the computer lab.
- Children are not allowed in the computer lab.
- All disks used in the computer lab must be scanned for viruses.
- You cannot copy, install or save anything to the hard disk of a computer without approval from your department chair.
- It is illegal to copy any copyrighted software from lab computers.
- You should use computers only for class assignments.
- Do not tamper with computer hardware or software configurations.
- Cell phones and pagers must be turned off during lab use.
- Students are not allowed in computer labs without faculty or staff present.

Additional computer labs are provided at all campus locations for instructional purposes.

### **dress**

Your clothes must comply with health and safety regulations, and you must dress appropriately for your program. In cases where a student's dress or hygiene interferes with the learning process, the instructor shall conduct initial counseling with the student. Repeated occurrences will result in referral to the Dean of Student Support Services.

### **inclement weather**

The college cancels, delays or dismisses classes when weather conditions make it unsafe to drive or keep the college open. Procedures for closing the college are published on Titan Cruiser each year. If classes are cancelled, you can listen to area radio or television stations for an announcement or call the college switchboard for a recorded message. The college will have make-up classes at the end of the semester as listed in the academic calendar.

### **internet use**

GTCC students can use the college's internet services for educational needs. You must use the internet efficiently, ethically and lawfully. You cannot misuse internet services, including non-student use of the service; advertising or selling personal services; interfering with other users in any way; misusing copyrighted material; or engaging in computer hacking or fraud.

### **privacy**

Guilford Technical Community College will protect the privacy of personally identifiable information contained in a student's records. The exception to this rule is directory information. GTCC considers the following directory information: name, address, field of study, most recent previous school attended, dates of attendance, degrees, awards and telephone number. General access to student records will be granted to the student, parents (of a dependent student), appropriate school official, and/or persons/agencies having a legitimate educational interest. Other persons/agencies wishing to review a record must have a written consent from the student.

### **smoking**

Tobacco use will not be permitted at any time at any Guilford Technical Community College campus or center, except that minimal use will be permitted for educational purposes only. Students who violate the policy are subject to disciplinary action as provided in the Student Conduct Policy (III-2.010). Faculty and staff who violate the policy are subject to disciplinary action according to the Disciplinary Action Policy (IV-1.052).

Procedure:

1. Any student, staff member, or faculty member may inform a violator that he/she is in violation of the policy and ask him/her to cease tobacco use on campus. An uncooperative student violator

should be identified and reported to the appropriate Campus Disciplinary Officer. An uncooperative staff or faculty violator should be identified and reported to the Human Resources Office.

2. After receiving reports of three or more violations, or of open refusal to comply with the policy, the Campus Disciplinary Officer or the Human Resources office, as appropriate, shall notify the violator that he/she is subject to disciplinary action. Additional reports of violation may result in actions up to and including suspension or termination according to the appropriate policy cited above.

### **students freedom of expression policy**

The First Amendment to the Constitution of the United States protects your freedom of expression. Students have the right to determine the content of any publications produced for a student club or organization. However, students cannot publish obscene or libelous material or material that will cause a disruption of school activities. GTCC cannot ban non-school sponsored publications on campus, but may regulate distribution. Definitions and procedure can be found in the college Management Manual in any GTCC library.

### **drug and alcohol policy**

The consumption, possession or distribution of beer, wine, ale, malt, alcoholic beverages or controlled substances on GTCC premises is not permitted. (An exception to the controlled substance rule would be via a physician's description). Students violating this regulation are subject to formal disciplinary procedures and/or possible prosecution.

### **program & policy**

Promoting a drug and alcohol-free environment is everyone's responsibility. GTCC supports this nationwide movement and is committed to maintaining such an environment for all employees and students. The college sponsors annual programs to prevent alcohol and drug use.

The unlawful\* manufacture, distribution, dispensing, possession, or use of a controlled substance by employees or students at any official college location while engaged in activities on behalf of the college is prohibited. "Controlled substance" generally refers to drugs which have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, and "crack." They also include "legal drugs" which are not prescribed by a licensed physician. Likewise, possessing, consuming, or serving alcoholic beverages at any college location is also prohibited.

### **disciplinary action**

If an EMPLOYEE is convicted of violating any criminal statute while in the workplace, he or she will be subject to disciplinary action up to and including termination. Likewise, the violation of the college Alcohol Policy is also subject to disciplinary action. This action may include, but is not limited to, probation, suspension, termination, or the required successful completion of a drug or alcohol treatment program sponsored by an approved private or governmental institution as a precondition for continued employment. A penalty will be imposed on STUDENTS through the Student Conduct Procedure as a result of unacceptable conduct which includes violation of the college's drug and alcohol policies. Disciplinary actions may include: a written reprimand; probation; being dropped from a class; receiving a failing grade on a test or course; suspension from the college; dismissal from the college; or possible prosecution.

### **alcohol and controlled substance use**

No person shall manufacture, distribute, dispense, sell, possess or use alcoholic beverages or controlled substances on the premises of Guilford Technical Community College or at any location while engaged in activities on behalf of the college. "Alcoholic beverage" means any beverage containing at least one-half of one percent (0.5%) by volume, including malt beverages, unfortified wine, fortified wine, spirituous liquor and mixed beverages and any other beverages regulated by the North Carolina ABC Commission under Chapter 18B of the North Carolina General

## Statues.

“Controlled substances” means any drug included in 21 CFR Part 1308, Article V of Chapter 90 of the North Carolina General Statutes or any other drugs or substances regulated under any federal or state laws or regulations, including, but not limited to, heroin, cocaine, methamphetamine and all of its derivatives, marijuana, PCP, and crack, and otherwise legal drugs when possessed or used by persons without a prescription. Any student who violates this policy shall be subject to disciplinary action determined to be appropriate in the college’s discretion based on the circumstances and consistent with the college’s Student Conduct procedure. Disciplinary actions may include, but are not limited to, a written reprimand, being dropped from a class, receiving a failing grade on a test or course, probation, suspension from the college, dismissal from the college, referral for prosecution, or required successful completion of a drug or alcohol treatment program sponsored by an approved private or governmental institution as a precondition for continued enrollment at the college.

While on College property or at a College-sanctioned event, a person who is believed to be impaired by alcohol, a controlled substance, or prescription medication (either from side effects or improper use) may be referred to the Campus Police Officer on duty

### drug counseling and rehabilitation services

If you need to seek assistance for any reason related to the use/abuse of drugs or alcohol, a member of the GTCC counseling staff or the Director of Student Life will act as a referral source to the following services in Guilford County:

In Greensboro:

Narcotics Anonymous.....1-800-721-8225  
Mental Health Clinic.....641-4993  
Alcohol and Drug Services of Guilford, Inc.....882-2125

In High Point:

Mental Health Center.....845-7946  
Alcoholics Anonymous.....885-8520  
NC General Statutes 90-95 states that it is unlawful for any person:

- to manufacture, sell or deliver, or possess with intent to manufacture, sell or deliver, a controlled substance;
- to manufacture, sell or deliver, or possess with intent to manufacture, sell or deliver, a counterfeit controlled substance;
- to possess a controlled substance.

GTCC Board of Trustees policies also prohibit:

- possessing, consuming, or serving alcoholic beverages or controlled substances; or use, manufacture, and/or sale of controlled substances at any college location. Applies to all employees.
- possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind. Applies to all students.

Full texts of all applicable laws and GTCC Board of Trustees Policies are available in the office of the Dean of Student Support Services, Medlin Campus Center, room 323.

## disciplinary policy

### STUDENT CONDUCT POLICY

A student who displays conduct on GTCC premises or at GTCC sponsored events which adversely affects the College’s educational objectives or whose conduct is counter to the rules and regulations of the College is subject to disciplinary action. The student has the right to appeal the disciplinary action. A full text of the Student Policy and disciplinary procedures is available at

Educational Support Services, Medlin 323 in the office of the Dean of Student Support Services.  
A detailed description of prohibited conduct and sanctions follows:

**PROHIBITED CONDUCT:**

- a. All forms of Academic Dishonesty including, but not limited to, the following: taking or acquiring possession of any academic material (test information, research papers, notes, etc.) from a college employee or student without permission; receiving or giving unauthorized help on assignments or during tests; submitting papers or reports (that are supposed to be original work) that are not entirely the student's own; not giving credit for other's work (plagiarism); altering or misrepresenting grades, or laboratory/clinic records or reports.
- b. Theft of, misuse of, damage, or defacement to college property, or theft or damage to property of a member of the college community or a campus visitor on college premises or at college functions; unauthorized entry upon the property of the college or into a college facility or portion thereof which has been restricted in use and thereby placed off limits; unauthorized presence in a college facility after closing hours.
- c. Possessing, manufacturing, using, distributing, selling or being under the influence of alcohol and/or any controlled substance in violation of any local, state, or federal law on college premises, at any college-sponsored activity, or in college-owned vehicles.
- d. Lewd or indecent conduct, including physical or verbal action, or distribution of obscene or libelous material or that which may cause a material and substantial disruption of school activities.
- e. Assault on, or communicating a threat to, any person on college premises or at college-sponsored or college-supervised functions including verbal or physical actions which threaten or endanger the health or safety of any such persons.
- f. Any unsolicited or unwelcome act, comment, or behavior which is of a sexual nature or which has sexual implications and which interferes with a student's or an employee's performance or creates an intimidating, hostile, or offensive environment. See Prohibition of Sexual Harassment Policy and Procedures.
- g. Obstruction or disruption of study, teaching, research, administration or disciplinary proceedings, or other college activities, including public service functions, and other duly authorized activities on college premises.
- h. Occupation or seizure in any manner of college property, a college facility or any portion thereof for a use inconsistent with prescribed, customary or authorized use.
- i. Participating in or conducting an assembly, demonstration, or gathering in a manner which threatens or causes injury to person or property; which interferes with free access to, ingress or egress of college facilities; which is harmful, obstructive or disruptive to the educational process of the college; remaining at the scene of such an assembly after being asked to leave by a college employee.
- j. Possession, use, sale, or distribution of a gun, rifle, pistol, dynamite cartridge, bomb, grenade, mine, powerful explosive, any type of ammunition, bowie knife, dirk, dagger, sling shot, leaded cane, switchblade, blackjack, metallic knuckles, or other weapon of like kind.
- k. Issuing a bomb threat; setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment.
- l. Gambling.
- m. Smoking and/or using other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas.
- n. Violation of college regulations regarding the operation and parking of motor vehicles.
- o. Forgery, alteration, or misuse of college documents, records, or instruments of identification with intent to deceive or providing false information to the College.
- p. Failure to comply with the instructions or directions of college employees acting in the performance of their duties.
- q. Violation of the terms of disciplinary probation or any college regulation during the period of probation.
- r. Fiscal irresponsibility such as failure to pay college-levied fines, failure to repay college-funded loans, or the passing of worthless checks to college officials.

- s. Violation of local, state, or federal criminal law on college premises adversely affecting the college community's pursuit of its educational purposes.
- t. Behavior of a student enrolled in a class, lab, shop, or clinical setting which conflicts with safety essential to others and/or which conflicts with safety rules for the area.
- u. Theft or other misuse of computer time, including, but not limited to, unauthorized entry into a file to use, read, or change the contents or for another purpose, unauthorized transfer of a file, unauthorized use of another's identification and password, use of computing facilities to interfere with another student, college employee or administrator, use of computing facilities to send obscene or abusive messages, use of computing facilities to interfere with normal operation of the college computing system.
- v. Abuse of Judicial System, including, but not limited to: failure to respond to the summons of a judicial body or college official; falsification, distortion or misrepresentation before a judicial body; disruption or interference with the orderly conduct of a judicial proceeding; institution of a judicial proceeding knowingly without cause; attempting to discourage an individual's proper participation in or use of, the judicial system; attempting to influence the impartiality of a member of the judicial body prior to, and/or during the course of the proceeding, harassment or intimidation of a member of the judicial body, failure to comply with the sanctions imposed, influencing or attempting to influence another person to commit an abuse of the judicial system.
- w. Serving as an accessory to a violation or aiding another individual in the commission of an offense as defined by the Student Conduct Policy.

## SANCTIONS

**INTERIM SUSPENSION:** Exclusion from class and/or other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged violation.

**REPRIMAND:** A written communication which gives official notice to the student that any subsequent offense against the Student Code of Conduct will carry heavier penalties because of this prior infraction.

**GENERAL PROBATION:** An individual may be placed on General Probation when involved in a minor disciplinary offense: General Probation has two important implications: (1) the individual is given a chance to show capability and willingness to observe the Student Code of Conduct without further penalty; (2) if the individual errs again, further action will be taken. This probation will be in effect for no more than four (4) semesters.

**RESTRICTIVE PROBATION:** Restrictive Probation results in loss of good standing and becomes a matter of record. Restrictive conditions may limit activity in the college community. Generally the individual will not be eligible for initiation into any local or national organization, and may not receive any college award or other honorary recognition. The individual may not occupy a position of leadership or responsibility with any college or student organization, publication, or activity. This probation will be in effect for not less than two (2) semesters. Any violation of Restrictive Probation may result in immediate **SUSPENSION**.

**SUSPENSION:** Exclusion from class(es), and/or all other privileges or activities of the college for a specified period of time. Students who receive this sanction must get specific written permission from the Conduct Officer before returning to campus.

**EXPULSION:** Dismissing a student from campus for an indefinite period losing student status. The student may be readmitted to the college only with the approval of the President.

**RESTITUTION:** Paying for damaging, misusing, destroying or losing property belonging to the college, college personnel, or students.

**LOSS OF ACADEMIC CREDIT OR GRADE:** Imposed as a result of academic dishonesty.

**WITHHOLDING TRANSCRIPT, DIPLOMA, DEGREE, CERTIFICATION OR RIGHT TO REGISTER OR PARTICIPATE IN GRADUATION CEREMONIES:** A student will not be allowed to register until all financial obligations are met.

**GROUP PROBATION:** This is given to a college club or other organized group for a specified period of time. If group violations are repeated during the term of the sentence, the charter may be revoked or activities restricted.

**GROUP RESTRICTION:** Removing college recognition during the semester in which the offense occurred or for a longer period (usually not more than one additional semester). While under restriction, the group may not seek or add members, hold sponsored events in the college community, or engage in other activities as specified.

**GROUP CHARTER REVOCATION:** Removal of college recognition for a group, club, society, or other organizations for a minimum of two years. Recharter after that time must be approved by the President.

### **discrimination complaints**

GTCC does not discriminate nor does it condone discrimination against students or applicants on the basis of race, color, gender, age, national origin, handicap, or religious or political belief/affiliation. If a student or applicant believes that s/he has been the object of discrimination, s/he may contact the following person for assistance in the complaint process:

College Compliance Officer (Dean of Student Support Services), Medlin Campus Center, PO Box 309, Jamestown, NC 27282 (336) 334-4822 ext. 2425 (from Greensboro) • (336) 454-1126 ext. 2425 (from High Point).

### **grievance**

Students have the right to be officially heard in matters where they have general grievances and for which there is not another approved grievance or review process. The aggrieved student must first discuss the grievance with the immediate supervisor in the area in which the alleged wrong occurred with the objective of arriving at a satisfactory resolution of the complaint. If a satisfactory resolution is not reached, the student may appeal in writing within five working days to the supervisor of the person with whom the student first discussed the grievance. The supervisor has ten school days to render a written decision.

If the student still believes that the grievance has not been resolved, a written appeal may be made within five school days to the appropriate Vice President/Dean. The VP/Dean will request the Dean of Student Support Services to convene a grievance advisory committee composed of faculty, staff, student, and civil rights designee. This group will submit a written recommendation to the VP/Dean within five days. A written decision to the student will be rendered within ten days. The decision of the VP/Dean is final with no further appeal.

### **prohibition of sexual harassment**

The following definition applies to all employees, prospective employees, students and prospective students of GTCC.

### **sexual harassment**

It is the policy of GTCC that all students and employees shall have the right to work and/or learn in an environment free from sexual harassment. No employee, student or visitor to the campus may engage in conduct that falls under the definition of sexual harassment. For the complete policy, visit the GTCC Website or go to the Dean of Student Support Services Office, Medlin Campus Center.

Sexual Harassment is defined as deliberate, unsolicited, and unwelcomed verbal and/or physical conduct of a sexual nature or with sexual implications which:

- a. has or may have direct employment consequences resulting from the acceptance or rejection of such conduct;
- b. has or may have direct academic consequences resulting from the acceptance or rejection of such conduct;
- c. creates an intimidating, hostile, or offensive working or learning environment; and/or interferes with an employee's work performance or a student's academic performance.

Sexual harassment does not include personal compliments welcomed by the recipient or social interaction or relationships freely entered into by employees, prospective employees, students, or prospective students.

Sexual offenders are subject to arrest, prosecution through the state courts, and incarceration. They are also subject to college disciplinary proceedings that may result in permanent expulsion from GTCC. (See Student Conduct Policy) The Student Support Services Office shall offer annually educational programs dealing with sexual offenses and drug and alcohol education. Members of the Student Support Services staff will be trained to provide initial support and referral for ongoing services to victims of sexual offenses.

Sexual harassment is considered a form of discrimination based on sex and as such is prohibited by Title IX of the Educational Amendments of 1972, which prohibits sex discrimination against students and employees in educational institutions receiving federal funds.

Procedure: Students

A student must report incidents of sexual harassment to the Compliance Office or Dean of Student Support Services within 180 calendar days of the alleged incident, for a confidential review, investigation and response. (The 180 calendar days time limit does not preclude the use of allegations of prior offenses to substantiate a more recent complaint.) The complainant may expect written response within 20 working days of the complaint. The student has the right to initiate the student grievance procedure if incidences or circumstances of sexual harassment are not resolved or if he/she is not satisfied with the results of the investigation.

Penalty: Employees and students should be aware that violation of this policy will lead to serious disciplinary action up to and including dismissal or expulsion.

### **sexual assault response and policy**

Guilford Technical Community College values the health and safety of every individual on campus and expects its employees and students to treat other persons with respect and dignity. Sexual assault, abuse, or behavior that results in sexual assault or abuse will not be tolerated. A full text of the Sexual Assault and Response Policy is available in the Office of the Dean of Student Support Services, Medlin Campus Center, Room 323. If you are the victim of sexual assault, you should take the following steps:

- a. Go to a safe place as soon as possible.
- b. Call 7070 from on campus. Call 911 from off campus. Campus police or a local police agency will respond if the alleged assault occurred on one of the GTCC campuses.
- c. Stay on the phone with the dispatcher as long as you are needed.
- d. The preservation of physical evidence may be critical for successful prosecution of the offender:
  1. Do not change your clothes. If you do, put the clothing you were wearing in separate paper bags (not plastic) and take them to the hospital.
  2. Do not clean your body or your clothes. Preserve all physical evidence. Wait until after you have a medical examination.
  3. Do not alter or disturb the crime scene.
- e. Campus police will need your assistance to make a crime report. You may ask for a victim advocate to be present during the report taking. GTCC has a trained group of staff members who will support you and can assist you in accessing medical and counseling services, and reporting the incident.

### **annual campus crime statistics**

GTCC in compliance with the Crime Awareness and Campus Security Act of 1990, maintains crime statistics for review by prospective students, enrolled students, faculty, staff, and prospective employees of the college. The crime statistics are available in the Dean of Student Support Service's Office and on the GTCC website, [www.gtcc.edu](http://www.gtcc.edu). These statistics will also be sent annually to each email account on Titan Cruiser, the email address used to communicate to all students during their enrollment at the college.































































































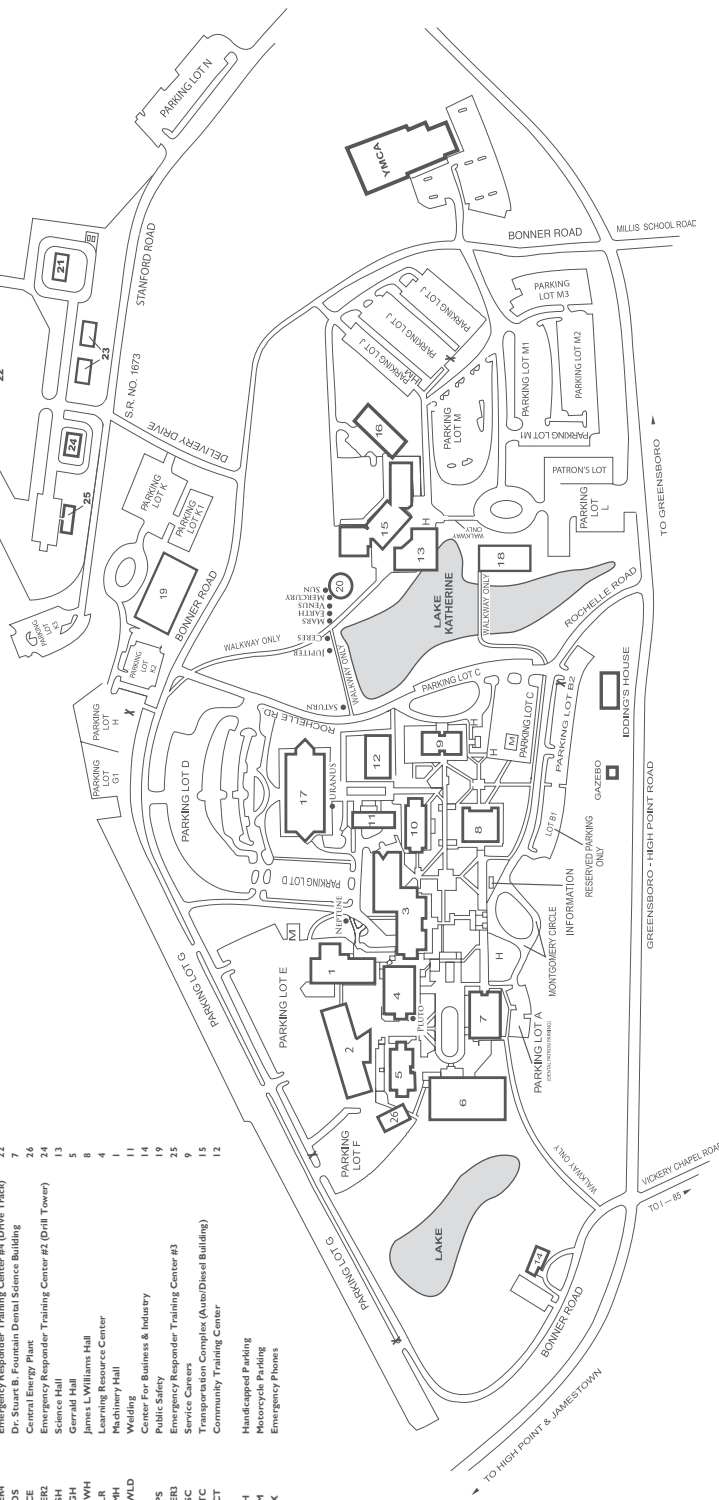


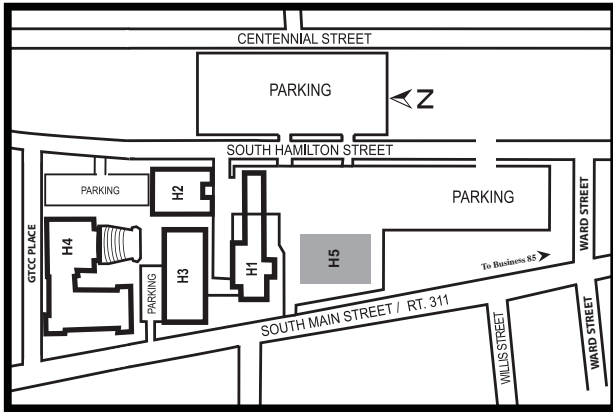




# Jamestown Campus 601 High Point Road • Jamestown, NC 27282

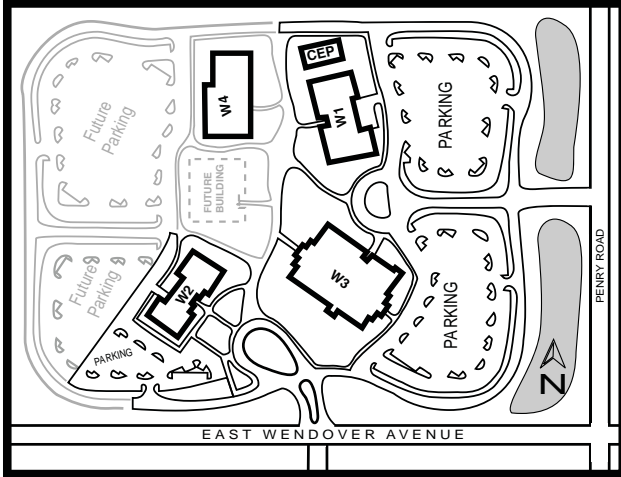
Building Code	Building Name	Map Location
AB	Auto Body Repair Building	16
AT	Sears Applied Technology Center	17
BH	Business Hall	6
BL	Burns Hall	21
EBL	Emergency Responder Training Center #1 (Burn Tower)	20
CO	Clinic Observatory	18
HM	Konry Hospitality Careers Center	2
HT	Hassell Health Technologies	3
CC	Medlin Campus Center	10
DH	Davis Hall	22
EBM	Emergency Responder Training Center #4 (Drive Truck)	7
DS	Dr. Stuart B. Fountain Dental Science Building	26
CE	Central Energy Plant	14
ER	Emergency Responder Training Center #2 (Drill Tower)	13
SH	Scholar Hall	5
GH	Gerrald Hall	8
JWH	James L. Williams Hall	4
LR	Learning Resources Center	1
MH	Machinery Hall	11
WLD	Welding Center For Business & Industry	14
PS	Public Safety	19
EDU	Emergency Responder Training Center #3	25
TC	Transportation Complex (Auto/Diesel Building)	15
CT	Community Training Center	12
H	Handicapped Parking	
M	Motorcycle Parking	
X	Emergency Phones	





**High Point Campus**

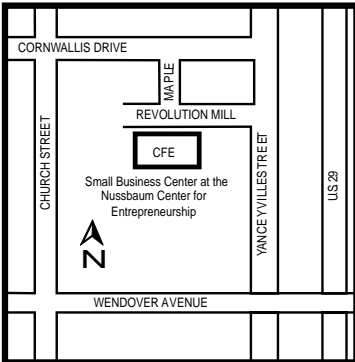
- H1 901 South Main Street (Main Office)
- H2 Upholstery Building
- H3 Basic Skills Building
- H4 Entertainment Technology Building
- H5 Classroom Building (under construction)



**Greensboro Campus**

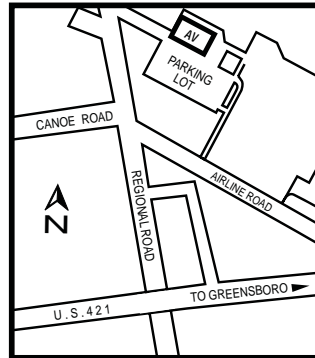
3505 E. Wendover Ave, Greensboro

- W1 Adult Education Center
- W2 Continuing Education Center
- W3 Technical Education Center
- W4 Classroom Building



**Small Business Center**

CFE Small Business Center at the Nussbaum Center for Entrepreneurship  
2007 Yanceyville Street, Greensboro



**Aviation Center**

AV GTCC Aviation Center  
260 Regional Road, Greensboro

