

This planner belongs to:

Name

Student ID

@students.abtech.edu

Phone

Student E-mail (first name, middle initial, last name)

Address

City/Town

Zip Code

## Using your student email is a requirement. Forward your student email to your primary email.

1. Login to your student email. Instructions are at: [www.abtech.edu/Student\\_Services/email/](http://www.abtech.edu/Student_Services/email/)
2. Click the "Settings" link.
3. Click the "Forwarding and POP/IMAP" link
4. Select the "Forward a copy of incoming mail to:"
5. Enter your preferred email address.
6. Click the "Save Changes" button.

You're done. Now the emails we send to you will go to your primary email account.

*Make checking  
your student  
email easy!*

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## 254-1921 Directory Assistance

### Admissions Ext. 7520

- All Admissions questions
- Transcript Evaluations
- Residency for Tuition Purposes

### Child Care

### Financial Aid Ext. 7520

- Grants and Scholarships
- Work Study Jobs
- Short/Long Term Loans

### Records and Registration Ext. 7520

- Official Withdrawals
- Drop/Add Forms
- Transcript Requests
- Registration Information
- Name and Address Changes
- Graduation

### Advisors/Counselors Ext. 7520

- Academic Advising
- Academic Counseling
- Personal Counseling
- Career Guidance
- General Information
- Placement Testing
- Change of Major
- Veterans' Benefits
- Disability Services

### Bookstore Ext. 208, 274

- Textbooks
- School Supplies
- A-B Tech Logo Merchandise

### Business Office Ext. 152, 156, 155

- Charges and Payments
- Refunds
- Accident Insurance, Ext. 109
- Sponsored Student Transactions
- Parking Permits

### Transfer Advising Center Ext. 7580, 183, 345

- Academic Advising for A.A., A.S. and A.F.A.
- Transfer program questions

### Security Ext. 0, 115, 870

- Lost and Found
- Stolen Items
- Dead Batteries
- Keys Locked in Car
- Medical Problems

For emergencies during school hours call Ext. 125 or 911. (Dial 9 then 911)  
For security, nights and weekends, dial 279-3166.

### Student Government Association Ext. 203, 205

- Clubs
- Student Activities
- Diversity Activities

## Tuition and Fees\*

### Fall, Spring, and Summer Semester

North Carolina residents 65 years of age or older are exempted from payment of tuition for curriculum courses.

### North Carolina Residents

N.C. resident per semester..... \$800.00  
(16 or more credit hours)

N.C. resident per credit hour per semester ..... \$50.00  
(15 or fewer credit hours)

### Nonresidents

Nonresident of N.C. per semester..... \$3,860.80  
(16 or more credit hours)

Nonresident of N.C. per credit hour per semester ..... \$241.30  
(15 or fewer credit hours)

### Fees

Accident Insurance ..... \$2.00

Activity Fee, Fall and Spring Semester:

9 or more day, on-campus credit hours ..... \$14.00  
1-8 day, on-campus credit hours ..... \$10.00

Activity Fee, Summer Semester:

9 or more day, on-campus credit hours ..... \$10.00  
1-8 day, on-campus credit hours ..... \$6.00

*\*All tuition and fees are subject to change without notice.*

## Computer Use and Technology Fee

For Curriculum students, a computer use and technology fee will be charged each semester based upon the number of credit hours taken at the rate of \$1 per credit hour to a maximum of \$16.



*This handbook is designed as a brief orientation for students at A-B Tech. For further information on campus rules, regulations, procedures and activities, students should consult the College Catalog, available on the web. Guidelines, events, and dates are subject to change as necessary.*

*Asheville-Buncombe Technical Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees.*



## **Hours of Operations**

### **Academic Learning Center (tutoring and testing labs):**

#### **Ferguson 114, 116, 118**

Mon-Thu: 9:00 a.m.-6:30 p.m., Fri: 9:00 a.m.-1:00 p.m.

#### **Computer Labs:**

Holly – Mon-Thu: 8:00 a.m.-9:00 p.m. and Fri: 8:00 a.m.-4:30 p.m.

Ferguson – Mon-Thu: 9:00 a.m.-6:30 p.m., Fri: 9:00 a.m.-1:00 p.m.

Rhododendron – (RHO 117, RHO 243) are scheduled around class use. Please call Ext. 228 or check the lab door for open hours.

#### **Basketball & Weight room**

Posted in gym each semester

#### **Bookstore:**

Mon-Thu: 8:30 a.m.-7:00 p.m., Fri: 8:30 a.m.-4:00 p.m.

#### **Business Office Hours:**

Mon-Thu: 8:30 a.m. - 7:00 p.m., Fri: 8:30 a.m. - 4:00 p.m.

#### **Café (Coman Student Activity Center)**

Mon-Thu: 7:00 a.m.-3:00 p.m., Fri: 7:00 a.m.-2:00 p.m.

#### **Holly Library:**

Mon-Thu: 8:00 a.m.-9:00 p.m. and Fri: 8:00 a.m.-4:30 p.m.

## **Quick Reference to College Services**

**Career and Personal Counseling** – Need assistance determining your future career path? Or do you need assistance with academic difficulty, distress or other personal counseling needs? Please visit the Counseling Center in the K. Ray Bailey Student Services Center. To schedule a Career Counseling appointment, please visit [www.abtech.edu/Student\\_Services/career](http://www.abtech.edu/Student_Services/career).

**Child Care Assistance** - Child care assistance is available through the Vice President for Student Services.

**College Events** - For an updated list of college sponsored activities and events, please click on the events tab on the college website: [www.abtech.edu/calendar](http://www.abtech.edu/calendar)

**Dental Services** – Get your teeth cleaned for \$17-\$24. Have X-rays taken for \$20-\$35. Call 254-1921 Ext. 255 for an appointment or more information.

**Diversity Awareness Activities** – For more information contact Michele Hathcock at 254-1921 Ext. 203 or [mhathcock@abtech.edu](mailto:mhathcock@abtech.edu) or online at [www.abtech.edu/student\\_services/activities/committee](http://www.abtech.edu/student_services/activities/committee)

**Student Business Incubator Program** – Start your own business! For more information contact Jill Sparks at 254-1921 Ext. 5849 or [jsparks@abtech.edu](mailto:jsparks@abtech.edu)

## **Mission Statement**

A-B Tech, the community's college, is dedicated to student success. As a comprehensive community college, A-B Tech is committed to providing accessible, quality educational opportunities for lifelong learning to meet the diverse and changing needs of our community.

## **Vision Statement**

A-B Tech's vision is to develop strategies for student success through Invitational Education.

Four Principle Assumptions of Invitational Education:

1. People are able, valuable, and responsible and should be treated accordingly.
2. Education should be a collaborative, cooperative activity.
3. People possess untapped potential in all areas of human endeavor.
4. Human potential can best be realized by places, policies, programs, and processes that are specifically designed to invite development AND by people who are intentionally inviting with themselves and others, both personally and professionally.

## **Welcome To A-B Tech**

Asheville-Buncombe Technical Community College has adopted these quality assurances and responsibilities, promising to treat you with respect and courtesy and in a professional manner.

### **Student Assurances**

1. College services will be given impartially and without regard to race, color, sex, age, national origin, religion, disability, veterans' status, creed, sexual orientation or political affiliation.
2. You will be treated with respect and consideration.
3. You will receive reasonable continuity of academic advice.
4. Academically trained professionals who are familiar with College policies will offer academic advice.
5. Information you share with College employees and your academic records will be kept in confidence in compliance with the Family Educational Rights and Privacy Act of 1974.
6. You will be placed in mathematics, English, and perhaps, reading classes on the basis of your performance on a high-quality, nationally standardized placement test.
7. Academic advice offered to you will be personalized to meet your needs regarding other obligations such as childcare, work, and family. (Keep in mind that tailoring curricula to meet your needs is not possible with some programs. Also keep in mind that deviation from a curriculum as published in the Catalog may delay your graduation.)
8. You will participate in course selection, course load, and other academic decisions made with any academic advisor.
9. You will receive relevant information from your advisor in order to make informed decisions regarding your education and future.
10. You will be notified through the College Catalog or other appropriate media of deadlines or rules which affect your enrollment and fees.
11. You may request an exception to any College rule or deadline, knowing that it may not always be practical or prudent to make such an exception.

12. You will be provided with a statement of fees that you incur each semester and notification of the day by which they must be paid.
13. You will be offered career counseling given by a trained professional counselor, if it is needed.

### **Student Responsibilities**

1. You must provide accurate and complete information about your education history, both in high school and any other postsecondary institution.
  2. You are expected to follow any academic prescription detailed for you. This especially includes adult basic and developmental classes recommended as a result of placement testing.
  3. You assume responsibility for any changes to approved academic advising that you make on your own.
  4. You are expected to comply with the Code of Student Conduct as detailed in the College Catalog and Student Handbook.
  5. You must pay fees promptly and by the established deadline or make arrangements with the Financial Aid Office or the Vice President for Student Services for any exceptions.
  6. You agree to be respectful and considerate of College employees, even when the information they are imparting to you is not to your liking.
  7. You must notify the Records and Registration Office of any course you repeat in order to eliminate a previous lower grade.
  8. You must drop at the Records and Registration Office any course you do not choose to complete.
  9. You must assume responsibility for meeting the requirements for graduation as outlined in the Catalog under which you were accepted into a program.
  10. You must meet the prerequisites of any course you take as established at the time you take the course.
  11. You must keep your address and phone number current at the Records and Registration Office.
4. Transcript Evaluation: Transcripts from colleges previously attended may be mailed or faxed to A-B Tech by the originating college and can be evaluated for transfer credit upon receipt. You will receive a written summary of transfer credits.
  5. Application for Graduation: Applications for graduation are available in the schedule of classes each semester and may be mailed to the Records and Registration Office for evaluation. They are also available on the College web page. You will receive a written or e-mail response.
  6. Catalog: The catalog is available on the College web page.
  7. A-B Tech Transcripts: Transcript request forms are available on the College web page.
  8. Dropping Classes: Distance classes may be dropped online via WebAdvisor or by e-mailing the Distance Learning Advisor. [jgrunder@abtech.edu](mailto:jgrunder@abtech.edu).
  9. Schedule of Classes: In an effort to be good stewards of our environment and financial resources, the College is no longer mailing curriculum class schedules. Curriculum Schedules of classes will be available online.
  10. Financial Aid: Applications for federal financial aid (FAFSA) are available on the Internet. Financial Aid advice is available by e-mailing the Director of Financial Aid. [dtturner@abtech.edu](mailto:dtturner@abtech.edu).
  11. Academic Advising: Academic advice is available as follows: students classified into programs may receive academic advice by e-mailing their assigned advisor at the College. Unclassified students who are not in any program may receive academic advice from the Distance Learning Academic Advisor. [jgrunder@abtech.edu](mailto:jgrunder@abtech.edu)
  12. Veterans' Services: Veterans' services and advice are available by e-mailing the Veterans' counselor: [lszymanski@abtech.edu](mailto:lszymanski@abtech.edu).
  13. Disability Services: Students with disabilities as defined by the Americans with Disabilities Act may seek services by e-mailing the Academic Advisor for students with disabilities: [aclingenpeel@abtech.edu](mailto:aclingenpeel@abtech.edu) for college transfer students or [lburke@abtech.edu](mailto:lburke@abtech.edu) for Applied Science students.
  14. Career Counseling Services: For those who need assistance in choosing a major, researching specifics of various occupations, writing resumes, and/or interviewing skills, counselors are available by appointment. Career Center information is also available on-line. To contact the Career Center: [pbulla@abtech.edu](mailto:pbulla@abtech.edu).
  15. Placement Assessment: Placement assessment may be accomplished at any college which offers the Accuplacer placement test. Scores can then be faxed by the originating college. Also, SAT or ACT scores may be used instead of testing. For information, e-mail the testing coordinator: [kedwards@abtech.edu](mailto:kedwards@abtech.edu). For programs other than Allied Health, the College will accept Compass or ASSET scores. One of these tests is available at every Community Colleges in North Carolina as well as at other colleges throughout the country.
  16. Payment of Tuition and Fees: Tuition and fees may be paid online at the College web page.
  17. Purchase of Books: Books may be purchased online from the College Bookstore.

*Rev. July 2009*

### **Student Services for Distance Learners**

It is our intention to provide as many student services to distance learners as possible. In doing so, we strive to minimize the inconvenience of visiting campus for those students who choose to study off campus exclusively. What follows is a list of student services you can expect to access away from campus as a student enrolled in distance learning classes:

1. Student Welcome (Orientation): The Student Welcome is available on local cable television.
2. Student Handbook: A copy of the annual Student Handbook will be mailed upon request to distance learners. The Student Handbook is also available on the College web page at [www.abtech.edu](http://www.abtech.edu).
3. Application: Application to the College may be made at the College web page. Applications may also be mailed in; they are available in the schedule of classes each semester and on the College web page.

18. Distance Learning: Visit the Distance Learning Website for additional information: [www.abtech.edu/vcampus](http://www.abtech.edu/vcampus)
19. College Events: For an updated list of college sponsored activities and events, please click on the events tab on the college website: [www.abtech.edu](http://www.abtech.edu)

## Services for Students with Disabilities

The Academic Advisors for Students with Disabilities are located in the K. Ray Bailey Student Services Center. Asheville-Buncombe Technical Community College fully complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Students with disabilities as defined by the Americans with Disabilities Act may seek services by e-mailing [aclingenpeel@abtech.edu](mailto:aclingenpeel@abtech.edu) if a transfer student or [lburke@abtech.edu](mailto:lburke@abtech.edu) for Applied Science students.

If you are a student with a disability who requires the services of interpreters, readers, note takers, or who needs other reasonable accommodations, it is your responsibility to request these services from the coordinator. Information provided by students is voluntary and strict confidentiality is maintained. For more information, visit [www.abtech.edu/Student\\_Services/disability/default.asp](http://www.abtech.edu/Student_Services/disability/default.asp).

## Americans with Disabilities Act Compliance

Students wishing to file a complaint of alleged discrimination on the basis of disability should contact the ADA Coordinator at Ext. 113. For more information regarding disabilities, view our website: [www.abtech.edu](http://www.abtech.edu).

## Books

College Bookstore: Students may purchase textbooks, school supplies, and items of special interest from the College Bookstore located in the K. Ray Bailey Student Services Center. Used books are available on a first-come, first-served basis. A used book buyer will be in the Bookstore the last three days of each semester. Payment may be made by cash, check, Visa or MasterCard. Hours of operation are:

**Monday-Thursday: 8:30 a.m.-7:00 p.m.**

**Friday: 8:30 a.m.-4:00 p.m.**

***Return Policy:** All returns or exchanges must be accompanied by a sales receipt, NO EXCEPTIONS. New books must be in new and resalable condition. Defective books will be exchanged if returned within thirty days from date of purchase. Purchases paid for by check will be refunded by cash 15 days after the date of purchase. Credit card purchases will be credited back to the account and cash purchases will be refunded by cash.*

## Student Insurance

Since certain risks are inherent in any work involving regular contact with mechanical and electrical equipment, all students are required to subscribe to a group insurance policy maintained by the College. All students are responsible for taking proper precaution to protect themselves when studying in or passing through any hazardous area.

## Tuition Refund Policy

A 100 percent refund shall be made if the student officially drops a class prior to the first day of classes of the term as noted in the College Calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is registered is cancelled.

A 75 percent refund shall be made if the student officially drops a class prior to or on the official 10 percent point of the term as published in the Catalog and the Student Handbook/Calendar.

For contact hour classes, a 75 percent refund shall be made if the student officially drops the class prior to or on the tenth calendar day from the first day of the class.

### Tuition Refund Procedures: To be eligible for a tuition refund the student must:

1. Register and pay tuition and fees.
2. Process a Registration Change Notice online or in the Transfer Advising Center or K. Ray Bailey Student Services Center on or before the 10 percent point of the term as defined above.

*Insurance and student activity fees are not refundable.*

## Financial Aid

Many students underestimate the cost of attending A-B Tech. Thus they find themselves without sufficient funds to complete their studies. It is highly recommended that all students apply for the full range of financial assistance. Approximately 90% of all applicants receive some form of assistance.

Several types of aid are available to students who demonstrate financial need and who are maintaining satisfactory progress in their course of study. The satisfactory progress standards for Financial Aid recipients are outlined later in this section.

Students desiring financial aid for an academic year (August through May) are encouraged to apply early (January through March) to be given priority consideration for the funds available. Applications will be processed until all available funds are awarded. Applications should be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

Financial Aid is awarded only to fully-accepted curriculum students working toward a diploma or degree. Enrollment in six or more credit hours is required for most sources of assistance.

Financial Aid is awarded as scholarships, grants, loans and employment, or in any combination of these types. The College's Financial Aid Office determines the type and amount of aid a student will receive based upon the student's individual circumstances.

Students encountering financial problems during their enrollment are urged to contact the Financial Aid Office at once. Only U.S. citizens and eligible noncitizens may apply for financial aid. Persons in the U.S. on F1, F2, J1 or J2 visa are not eligible to receive aid.

The Financial Aid Office is located in K. Ray Bailey Student Services Center. Office hours are 8:30 a.m. to 7 p.m. Monday through Thursday and 8:30 a.m. - 4:00 p.m. on Friday.

### Satisfactory Academic Progress Standards for Financial Aid

Introduction: The Higher Education Act of 1965, as amended by Congress in 1980, mandates institutions of higher education to establish minimum standards of "satisfactory progress" for students receiving financial aid. For the purpose of maintaining a consistent policy for all students receiving financial aid administered by the College's Financial Aid Office, these standards are applicable to all financial aid programs including all Federally sponsored Title IV programs.

### Satisfactory Progress Defined: Generally, a student is considered to be making satisfactory progress toward his/her curriculum program of study when three requirements are satisfied:

1. Maintain a minimum cumulative grade point average of 2.0.
2. Complete a minimum number of credit hours with grades of A, B, C, or D.

3. Successfully complete the curriculum program of study within a pre-established maximum time frame.

*Students not meeting the satisfactory progress standards will have their financial aid eligibility terminated. See the College Catalog for more details.*

## **Federal Return of Title IV Funds Policy**

The Higher Education Act of 1965, as amended Oct. 1, 1998, allows institutions participating in any Title IV program (e.g. Pell Grant, Federal Work-study, Federal Family Educational (Stafford) Loan, etc.) to implement the policy and make a “good faith effort” to enforce it prior to the writing of the final regulations, which became effective on Oct. 7, 2000.

A-B Tech implemented the policy during the 1998-99 academic year and has applied the required return of funds formula for calculating liabilities for those students who have completely withdrawn from the college thereafter.

In general, the law focuses on the return of Title IV Funds received for the semester the student was enrolled if that student completely withdraws from the college prior to the 61 percent point of the semester.

If a student withdraws after the 60 percent point of the semester, the student will be considered to have earned all funds disbursed and no return of funds will be required unless, of course, a student had received a loan which was subject to repayment under the terms of the loan.

Any student who decides to completely withdraw from the College prior to the 61 percent of the semester and who has been disbursed Title IV funds may be required to repay a portion of those funds based on the federal formula calculation.

Students may request a copy of the policy and the calculation sheet used to determine liability from the Financial Aid Office located in the K. Ray Bailey Student Services Center.

## **Veterans’ Service Office**

The Veterans’ Service Office provides assistance to veterans and other eligible persons in applying for educational benefits. The VSO is located in K. Ray Bailey Student Services Center. Office hours are: Monday, Tuesday, Thursday 8:30 a.m. - 4:30 p.m., Friday 8:30 a.m.- 4:00 p.m. and Wednesday 12:30 p.m. - 7:00 p.m.

## **Campus Visitors, Including Children in the Classrooms**

Staff and students should make off campus arrangements for the care of their children during scheduled closing of public schools and emergency situations of more than one day duration.

All visitors must have the instructor’s approval before visiting classrooms and no child under 10 years of age may attend class with a parent.

## **Parking**

Any vehicle to be parked on campus must have a parking decal. Parking decals are valid from August through July and must be renewed by the start of the fall semester each year. Parking decals are free and available in the Express Lane in the Bailey Student Services Building. Students should bring their vehicle information, including make, model, and year of the vehicle to be registered, in addition to the license plate number and state. To facilitate the process, students should also bring their Student ID number. For parking regulations, including where to display parking decals, please go to: [www.abtech.edu/security/index.htm](http://www.abtech.edu/security/index.htm)

Students needing special parking should apply for a temporary placard through the North Carolina Department of Motor Vehicles. A-B Tech does not issue special parking permits.

Tickets are issued and fines imposed for improper parking. Repeat violations of parking regulations can lead to disciplinary action by the Vice President for Student Services.

## **Shuttle Service**

- Begin: 8:00 am; End: 3:00 pm Monday through Friday
- Hours may fluctuate as class days and times are evaluated (Example: Tuesdays and Thursdays are usually slower days with different class times). After evaluating traffic volume for the first two weeks, shuttles may begin later or end sooner than other days. Appropriate announcements will be made if the schedule is changed.

Two 15-passenger vans will make about seven stops at various campus locations at fifteen to thirty minutes intervals. Shuttles have a basic cycle of stops; however, they will stop for students flagging them down. The cycles are timed for minimum wait times but may be delayed for stops not listed below. Shuttles will run in opposite directions to keep the shuttle wait to a minimum and to offset students coming to and leaving campus.

## **Right to Know: Program Completion**

The federal government requires that the College provide current students and prospective students with the program completion rates for its academic programs. These data are available on the college web page at [www.abtech.edu](http://www.abtech.edu).

## **Dress and Personal Appearance**

All students are expected to dress in a manner which is modest, neat, clean and safe and are expected to practice good personal hygiene and grooming. Shirts and shoes are required at all times.

## **Counseling Services**

Counseling services are provided by the Student Services Division located in the K. Ray Bailey Student Services Center. Students are encouraged to use the counseling services at any time. Services include career and vocational counseling, academic, personal problem counseling, and testing. Referral services to other helping agencies are available. The Counseling Center is open Monday through Thursday 8:30 a.m. to 7:00 p.m. and Friday 8:30 a.m. to 4:00 p.m.

## **Privacy Of Student Records**

1. Definitions:
  - a. “Directory information” means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. For purposes of this section, directory information includes: name, address, telephone number, date and place of birth, major field of study, dates of attendance and degrees received.
  - b. “Education record” means records that are directly related to a student and maintained by an educational agency or institution or by a party action for the agency or institution.
  - c. “Eligible student” means a student who is eighteen years old (or starts attending any postsecondary institution) and has complete control of his or her education records.

d. "Law enforcement purpose" means enforcing state, local or federal law; referring possible violations of such law to law enforcement agencies or enforcement; or otherwise maintaining the physical security or safety of the school.

e. "Law enforcement unit" refers to the A-B Tech Campus Police Force which is officially authorized by A-B Tech to:

- enforce any local, State or Federal law, or refer to appropriate authorities a matter for enforcement of any local, State or Federal law against any individual or organization other than the agency or institution itself; or
- maintain the physical security and safety of the agency or institution.

f. "Law enforcement unit record" means any records, files documents and other materials that are:

- created by a law enforcement unit;
- created for a law enforcement purpose; and
- maintained by the law enforcement unit.

Records created and maintained by a law enforcement unit exclusively for a non-law enforcement purpose, such as a student disciplinary action or proceeding conducted by the education agency or institution, are not law enforcement unit records, even if created and maintained by law enforcement unit personnel.

g. "Legitimate educational interest" means the need for an individual to know the content of a student's education record for purposes of educational related matters (included but not limited to academic and disciplinary issues). For purposes of this section, the personnel of the A-B Tech Campus Police are designated as school officials with a legitimate educational interest in student's education records.

2. In compliance with the Family Educational Rights and Privacy Act of 1974 ("FERPA"), commonly known as the Buckley Amendment, Asheville-Buncombe Technical Community College (A-B Tech) will not disclose education records concerning its students except for directory information and as otherwise stipulated herein.

Directory information will be released to anyone who requests it, unless the student specifies in writing to the Records and Registration Office that his or her directory information be withheld. In such case, no directory information will be released.

3. A parent of an eligible student does not have access to the student's education records. In order for parents to have access to an eligible student's education records, beyond directory information and without written permission from the student, a parent must certify that the student is economically dependent as defined in Section 152 of the Internal Revenue Code of 1954. If a parent can prove dependency to the Records and Registration Office by showing a copy of the parent's current tax report form or another acceptable report of current dependency, then the parent may have total access to the student's education records.

4. A-B Tech will release a student's educational records without his or her approval only under the following circumstances:

- to Asheville-Buncombe Technical Community College officials who have legitimate educational interest in the records.
- to officials of another college or university in which a student seeks to enroll.
- to certain federal and state educational authorities for purposes of enforcing legal requirements in federally supported educational programs.
- to persons involved in granting financial aid for which the student has applied.
- to testing and research organizations conducting certain studies for or on behalf of the school.
- to accrediting organizations.
- in compliance with a court order or lawfully issued subpoena.
- in very narrowly defined emergencies affecting the health and safety of the student or other persons.
- to state and local authorities, within a juvenile justice system, pursuant to specific state law.
- to parents of eligible students under the provision of paragraph 2 above.

5. Law enforcement unit records are not education records and may be disclosed by the A-B Tech Campus Policy Force to College Officials, other law enforcement personnel and court officials without parental consent. Parents do not have an automatic right to inspect law enforcement unit records. Public inspection of law enforcement unit records is subject to the Chapter 132 of the North Carolina General Statutes (the North Carolina Public Records Act). All public records requests for law enforcement unit records must be reviewed by the College Attorney for legal compliance.

6. Questions regarding student records should be directed to the College's Records and Registration Office.

### **Academic Difficulty? Ask For Help!**

The College has a sincere interest in helping all students attain their goals. Students who find that they need additional help outside of class should investigate the following sources of assistance:

**Instructors:** All instructors will post their office hours during which they will be available to help students.

**Student Tutors:** Group tutoring is sometimes available, paid for by the College, to assist students. Ask your instructor to assist you in finding a tutor.

**Academic Learning Center:** The Academic Learning Center provides several types of academic assistance to students. The tutorial component serves curriculum students needing assistance outside of class in math or English related subjects. Tutoring is accomplished through individual help, small groups, and computer assisted instruction. These labs are staffed by an instructor and assistants or peer tutors. Students are referred to the labs for tutoring by their instructor and should bring the signed referral form (green sheet) on their first visit. The tutoring labs are not to be used for working on homework assignments.

The Academic Learning Center houses computer labs in Ferguson, Holly and Rhododendron. These labs may be used by students to

complete assignments using computers or may be reserved by an instructor for occasional use by a class.

The testing center has been established to facilitate online testing, re-testing, make-up testing, extra-time testing or other special needs testing. Contact staff for schedules.

**Faculty Advisor:** Associate in Applied Science and diploma students are assigned a faculty advisor, usually the major area department chairperson. Students who are experiencing academic problems should see their advisor for assistance. Unclassified students should see an Academic Advisor in Student Services. Transfer Program students should talk to the staff in the Transfer Advising Center in Elm 200.

**Student Services Counseling Service:** Academic, educational and occupational information, scheduling, or personal counseling is available in the Student Services Division located in the K. Ray Bailey Student Services Center. Do not forget to pick up a copy of the excellent brochure titled "Directions For Improving Your GPA."

## Activity Day Class Schedule

This schedule will be used for three student activity day events : September 1, December 4, and April 23.

Normal Class Time	Activity Day Class Time
8 a.m.	8-8:40 a.m.
8:30 a.m.	8:20-9 a.m.
9 a.m.	8:45-9:25 a.m.
9:30 a.m.	9:05-9:45 a.m.
10 a.m.	9:30-10:10 a.m.
10:30 a.m.	9:50-10:30 a.m.
11 a.m.	10:15-10:55 a.m.
11:30 a.m.	10:35-11 a.m.*
Noon	11 a.m.-1 p.m. free for activities
12:30 p.m.	1:00-1:40 p.m.
1 p.m.	1:20-2 p.m.
1:30 p.m.	1:45-2:25 p.m.
2 p.m.	2:05-2:45 p.m.
2:30 p.m.	2:30-3:10 p.m.
3 p.m.	2:50-3:30 p.m.
3:30 p.m.	3:15-3:55 p.m.
4 p.m.	3:35-4:15 p.m.
	4 p.m.

\*25 minute period

## Inclement Weather Schedule

The College will close when weather conditions are such that driving is hazardous. The following procedure will be observed for inclement weather conditions:

1. A decision concerning school operation will be made by 5:30 a.m. and posted on the College website at [www.abtech.edu](http://www.abtech.edu). Students may also tune into local radio and television stations for announcements about day classes. A voice message will also be recorded on the College switchboard. One of the following three options will be used: (1) College closed for staff and students; (2) College closed for students, staff report at 10 a.m.; (3) College open at 10 a.m. for staff and students. If option 3 is used, curriculum students should

follow the schedule below. Continuing Education classes scheduled to begin prior to 10 a.m. will commence at 10 a.m. Continuing Education classes beginning after 10 a.m. will follow their regular schedule.

Normal Class Time	Delayed Opening
8 a.m.	10-10:40 a.m.
8:30 a.m.	10:20-11 a.m.
9 a.m.	10:45-11:25 a.m.
9:30 a.m.	11:05-11:45 a.m.
10 a.m.	11:30 a.m.-12:10 p.m.
10:30 a.m.	11:50 a.m.-12:30 p.m.
11 a.m.	12:15-12:55 p.m.
11:30 a.m.	12:35-1:15 p.m.
Noon	1:00-1:40 p.m.
12:30 p.m.	1:20-2 p.m.
1 p.m.	1:45-2:25 p.m.
1:30 p.m.	2:05-2:45 p.m.
2 p.m.	2:30-3:10 p.m.
2:30 p.m.	2:50-3:30 p.m.
3 p.m.	3:15-3:55 p.m.
3:30 p.m.	3:35-4:15 p.m.
4 p.m.	4 p.m.

2. If weather conditions become worse after the 5:30 a.m. announcement, an additional announcement closing school for the day will be made no later than 8:30 a.m.
3. Closing or delaying the day programs does not automatically close evening classes. Announcements will be made on radio stations no later than 3 p.m. concerning the evening classes.
4. When weather conditions dictate early dismissal of the day or evening classes, the announcement will be made by telephone to each building on campus.
5. Commuters should exercise personal judgment concerning highway conditions regardless of College announcements, particularly those commuting from outlying areas.
6. Adjustments in the school calendar for time missed because of inclement weather may be made at the end of the semester.
7. Coman Student Center will open at 8 a.m. for early arrivals.

## Final Exams

Final exams for all classes are given during the last 1-2 hours of the regular class schedule.

## Code of Student Conduct Policy

Almost 26,000 students, faculty, and staff are part of the A-B Tech family. Every year hundreds of people graduate from the College, and hundreds of new freshmen take their places. To protect all these students and employees from the irresponsible actions of others, the College has adopted basic rules of student conduct.

Students who have been charged with a violation of these rules may be assigned consequences based upon the seriousness of the offense. A hearing will be conducted by the Vice President for Student Services. In some situations, a Threat Assessment Team may review and make recommendations to the Vice President for Student Services prior to a hearing. If a student engages in criminal activity or demonstrates threatening behavior that constitutes a clear and

present danger to the physical and/or emotional well being of the student and/or other students, faculty and staff, the Vice President for Student Services shall immediately suspend the student and remove him/her from campus for no more than ten school days pending a hearing. In this situation, the Vice President for Student Services must convene a Team. See Threat Assessment Policy.

Consequences for violations include verbal warnings, written warnings, disciplinary probation, particular consequences adapted to the violation, suspensions, expulsions and recommendations by a Threat Assessment Team. Any disciplinary decision rendered by the Vice President for Student Services may be appealed to the President.

Any student charged with a violation of the Code of Student Conduct will receive a written copy of the charges and an appointment for a hearing. At a hearing, a student shall receive certain due process rights. It shall be the responsibility of the President or his/her designee to create and amend these rights and list them each year in the A-B Tech catalog.

The following actions are specifically prohibited on this campus under the Code of Student Conduct:

1. Academic Dishonesty – You may not deceive any official of the College by cheating on any assignment, examination, or paper. This includes plagiarism, which is the intentional theft or unacknowledged use of another's words or ideas. Plagiarism includes (but is not limited to) paraphrasing or summarizing another's words or works without proper acknowledgement, using direct quotes of material without proper acknowledgement, or purchasing or using a paper or presentation written or produced by another. The faculty at A-B Tech may also consider presenting as original work a paper written for one class to satisfy a requirement in another class to be academic dishonesty.
2. Alcoholic Beverages – You may not possess or use alcoholic beverages on campus. You may not be under the influence of alcoholic beverages on campus.
3. Animals – You may not have an animal of any kind on campus. This includes animals left within a vehicle. Working dogs, such as police dogs and Seeing Eye dogs, are permitted.
4. Damage to Property – You may not damage property of the College or of any other person working at or attending the College.
5. Disobedience – You may not disobey the reasonable directions of College employees, including administrators, faculty members, security officers, and other staff employees.
6. Disorderly Conduct – You may not conduct yourself in a way which will interrupt the academic mission of the College or which will disturb the peace of the College.
7. Disruption – You may not disrupt the normal activities of the College by physically or verbally interfering with instruction, meetings, traffic, or scheduled administrative functions.
8. Drugs – You may not possess, use, or be under the influence of any narcotic or illegal drug on campus in violation of the laws of the state of North Carolina or of the United States.
9. False Information – You may not present to the College or its employees false information; neither may you knowingly withhold information which may have an effect on your

enrollment or your status in the institution and which is properly and legally requested by the College.

10. Assault and/or Battery – You may not strike or threaten to strike another person for any reason whatsoever. Threatening to strike another person is defined as assault, and striking another person is defined as battery.
11. Gambling – You may not gamble on campus.
12. Possession of Weapons – You may not have a weapon of any kind, including a knife, stun gun, or any firearm in your possession on campus. Law Enforcement officers are exempt from this prohibition. This includes facsimiles of weapons.
13. Professional Conduct – Various curricula have specific codes of professional conduct for which you may be held accountable, if you are enrolled in those curricula.
14. Theft – You may not steal the property of another individual or of the College. Students who are caught stealing will be required to make restitution and may be eligible for civil or criminal prosecution as well as College discipline.
15. Public Laws – You may not violate the laws of the state of North Carolina while on campus. Doing so may lead to legal actions as well as campus discipline.
16. Sexual and Other Unlawful Harassment – You may not harass any member of the College community, including other students, employees, or other persons on the College campus. This prohibition includes sexual, verbal or physical harassment for any reason including race, color, religion, sex, national origin, disability, veteran's status, creed, sexual orientation, or political affiliation.
17. Use of the Internet – The College has an extensive policy for appropriate use of the Internet. Users of the College computers acknowledge the policy whenever they sign on. You may not use the College's access to the Internet for access to sexually explicit material or for downloading music. E-mail accounts are provided for student use; however, no right of privacy exists for use of e-mail.
18. Tobacco - You may not use tobacco of any form on campus.
19. Threats – You may not engage in any behavior that constitutes a clear and present danger to the physical and/or emotional well being of yourself and/or other students, faculty and staff.
20. Code of Classroom Conduct – You may not violate any of the rules pertaining to the Code of Classroom Conduct. It shall be the responsibility of the President or his/her designee to create and amend these rules and list them each year in the A-B Tech Catalog.
21. Skate Boards and Roller Skates - Skate boards and roller skates are not permitted to be used on the campus.

*Rev. May 4, 2009*

## **Code of Classroom Conduct**

Asheville-Buncombe Technical Community College is an institution for adult learning. It is a partnership between instructors with the desire to teach and students with the desire to learn. In order to create an appropriate environment for teaching and learning to flourish, there must be respect for the instructor and fellow students. Listed below are guidelines for classroom

behavior, which the College has established to ensure that the learning environment is not compromised.

1. Attendance - You are expected to be in class the entire class time. Do not enter late or leave early. Rare exceptions may be excused, particularly under emergency circumstances, but you should be prepared to explain your tardiness to the instructor after class. Likewise, the need to leave early should be explained to the instructor before class.
2. Absences - Inform the instructor in advance, if you know you are going to miss class. Also, take responsibility for getting missed assignments from other students. Do not expect that you will be allowed to make up work, such as unannounced quizzes or tests, after an absence. Instructors are not responsible for reteaching the material you missed because of absence.
3. Conversation - Do not carry on side conversations in class.
4. Other Activities - You may not work on other activities while in class. This includes homework for other courses or other personal activities.
5. Internet - In classes where Internet access is provided, you may use the Internet for valid, academic purposes only. You may not use it for open access to other nonacademic sites, which are unrelated to the course.
6. Sleep - Do not sleep in class.
7. Attitude - You are expected to maintain a civil attitude in class. You may not use inappropriate or offensive commentary or body language to show your attitude regarding the course, the instructor, assignments, or fellow students.
8. Profanity and Offensive Language - You may not use profanity or offensive language in class.
9. Cell phones and pagers - You may not receive or send telephone calls or pages during class. You are responsible for turning off cell phones and beepers upon entering class.
10. Guests - You may not bring unregistered friends or children to class.
11. Food or Drink - You may not have food or drink in class.
12. Personal Business - You may need to transact personal business with the instructor, asking him or her to sign forms. Plan to do this before instruction begins or after class.

Typically, violations of the Code of Classroom Conduct will be dealt with as minor infractions. However, repetition of minor infractions or other more serious violations of the Code of Student Conduct may lead to removal from the classroom while the matter is resolved and referral to the Vice President for Student Services for disciplinary action.

## **Rights of Due Process**

**If you are accused of a violation of the Code of Student Conduct, A-B Tech guarantees you the following hearing rights:**

1. You have the right to written notice of the provision of the Code of Student Conduct, which you are accused of violating, and a summary of the relevant facts.
2. You have the right to a hearing before the Vice President for Student Services.
3. You have the right to review all evidence, including written statements made against you. (Strict rules of evidence do not apply in the hearing.)

4. You may cross-examine witnesses.
5. You may present witnesses and evidence.
6. You may be represented by counsel, if you notify the Vice President for Student Services in advance of the hearing.
7. You have the right to a record of the hearing.
8. You have the right to a written notice of a decision within two days of your hearing.
9. You have the right to appeal any action taken by the Vice President for Student Services to the President. Any appeal must be in writing and be submitted within five days. The decision of the President is final.

## **Student and Grade Appeals**

If you feel that you have been disciplined unfairly or wish to appeal some other decision that you consider to be unjustified, unfair, or a violation of your rights, then you should appeal that decision. In order to appeal the decision, you should use the Student Appeal Policy, which is summarized below. A complete copy is available from the Vice President for Student Services in the K. Ray Bailey Student Services Center.

The intention of the Student Appeal Policy is that the faculty member or other employee who has been responsible for the act that you consider to be unfair will attempt, in good faith, to resolve the dispute. You are encouraged to discuss the matter with him or her in an attempt to resolve it. If it is not possible to resolve the matter at this level, then you should bring the matter to the attention of the Vice President for Student Services.

The Vice President will hold an informal session to which you and the employee concerned are invited. Every attempt will be made to resolve the matter at that level, even if multiple sessions are required. If the problem is not resolved, then the Vice President for Student Services will inform you of the formal appeals procedure and provide you with an appeal form.

The appeal form must be filled out and returned to the Vice President for Student Services within five days. The appeal form must be signed by the student and the employee involved. It should also be signed by the supervisor or supervisors of the employee involved up the chain of command through the appropriate Vice President. Each of these supervisors may propose solutions to the disagreement which, if accepted by both parties, will result in resolution of the problem. Failure to reach agreement at any level in the appeal process will require that the matter be taken up to the next higher level.

Particular attention will be paid to ensuring that night students can have access to supervisors who are otherwise available during the day hours only.

If the matter remains unresolved through the level of the appropriate Vice President, then you should return to the Vice President for Student Services who will then turn the matter over to the Student Appeals Committee. This Committee, which is composed of two students, two faculty members, a Student Services employee, and a non-teaching professional who will serve as chairperson, is called together by the Vice President for Student Services. The chairperson will conduct the meeting and render a decision which reflects the popular opinion of the Committee. If further appeal is necessary, the matter is referred to the President whose decision is final. When this policy is used to appeal a disciplinary action taken by the Vice President of Student Services in his or her capacity as the College discipline officer, the appeal will go directly to the President whose decision is final.

Appeals pertaining to grades issued in courses must be initiated with the Vice President for Student Service within six weeks of the awarding of the grade.

As stated earlier, a complete copy of this policy is available from the Vice President for Student Services, and you are encouraged to see him or her if you feel that an appeal is necessary.

## **Distribution Of Material**

A-B Tech is a limited public forum and use of all College buildings and grounds are available primarily for programs offered by and intended for the campus community and are subject to the rules contained herein and in Policy 2.21 "Use of Facilities". A-B Tech considers the sidewalks on both sides of its Victoria Road campus as a public area and any group or individual shall be allowed to use that area as provided by federal, state and local law.

### **Distribution of Material(s) on the College Campus**

#### **A. Distribution of Material(s) by Students and Recognized Student Groups**

1. Student groups shall be recognized in accordance with Student Services Procedures 6.01- Recognition of Student Groups.
2. Any student and/or recognized student group that wish to distribute informational material(s) to other students must obtain a permit from the Director of Student Activities. In order to obtain a permit, the student and/or student group must present a copy of the material(s) for distribution and complete an application to reserve a space on campus no later than 54 hours prior to the date for the distribution.
3. While material(s) will not be screened for a particular viewpoint, the Director of Student Activities shall deny any application if the proposed material(s) substantially disrupt the educational environment and/or the subject matter conveyed is patently offensive or obscene. The student and/or recognized student group may appeal the Director of Student Activities' denial within five days to the Vice President for Student Services, whose decision shall be final. In making his/her final determination, the Vice President for Student Services shall consult with the College Attorney as needed.
4. Applications to reserve a space on campus shall be approved on a space-available basis with priority given to student and/or recognized student groups over non-student and /or non-student groups.
5. No student and/or recognized student group shall be allowed to distribute material(s) that have not been pre-approved by the Director of Student Activities and no student and/or student group shall be given access to the campus to distribute material without having a permit. In the event that a student and/or student group is distributing material on campus without a permit, the Vice President for Student Services or designee shall notify such individual and/or group to cease their activities. If, after the warning, the student and/or student group refuses to comply, such individual or group shall be subject to disciplinary action and, in the case of a recognized student group, lose official status as a recognized student group for the remainder of that year.

#### **B. Distribution of Material(s) by Non-Students and Non-Student Groups**

1. Any non-student and/or non-student group that wish to distribute informational material to College students or employees must obtain a permit from the Director of Student Activities. In order to obtain a permit, the non-student and/or non-student group must present a copy of the material(s) for distribution and complete an application to reserve a space on campus no later than 54 hours prior to the date for the distribution.
2. While material(s) will not be screened for a particular viewpoint, the Director of Student Activities shall deny any application if the proposed material(s) substantially disrupt the educational environment and/or the subject matter conveyed is patently offensive or obscene. The non-student and/or non-student group may appeal the Director of Student Activities' denial within five days to the Vice President for Student Services whose decision shall be final. In making his/her final determinations, the Vice President for Student Services shall consult with the College Attorney as needed.
3. Applications to reserve a space on campus shall be approved on a space-available basis with priority given to recognized student groups over non-students and/or non-student groups.
4. No non-student and/or non-student group shall be allowed to distribute material(s) that have not been pre-approved by the Director of Student Activities and no such individual and/or group shall be given access to the campus to distribute material without having a permit. In the event that a non-student and/or non-student group is distributing material on campus without a permit, the Vice President for Student Services or designee shall notify law enforcement with the instruction to request such individual and/or group to leave the campus or face legal consequences. If, after the warning, the non-student and/or non-student group refuses to leave the campus, such individual or group shall be considered trespassers and A-B Tech shall take appropriate legal action.

## **Sexual and Other Unlawful Harassment Policy**

### **1. Policy**

It is the policy of the Board of Trustees of the College that a learning and working environment free from sexual and other unlawful harassment shall be maintained. Harassment, retaliation, coercion, interference or intimidation of an employee or student due to his or her race, color, religion, sex, age, national origin, disability, handicap, Veterans' status, creed, sexual orientation, political affiliation or any other legally protected status not listed herein, or that of any employee's or student's relatives, friends, or associates, is strictly forbidden and will not be tolerated of anyone associated with the College either at a campus facility or college sponsored event.

### **2. Definitions**

Student - defined to include all individuals who are currently enrolled in the college as well as applicants for admission.

Sexual Harassment of Students - defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature when submission to the conduct is made a term or condition of an individual's academic performance (either implicitly or explicitly), when submission to or rejection of

the conduct is used as the basis for educational decisions affecting the student, or when the conduct is sufficiently severe, persistent or pervasive to interfere with a student's academic performance or to create an intimidating, hostile or offensive learning environment.

Other Unlawful Harassment of Students - defined as verbal or physical conduct that denigrate or shows hostility or aversion toward a student because of his or her race, color, religion, age, national origin, disability, handicap, Veterans' status, creed, sexual orientation, political affiliation, or any other legally protected status not listed herein, or that of his or her relative, friends, or associates, and has the purpose or effect of creating an intimidating, hostile, or offensive learning environment; has the purpose or effect of interfering unreasonably with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

### **3. Complaint Procedures**

Students, without any fear of reprisal, have the responsibility to bring any form of sexual or other unlawful harassment (whether by a student or other person who is participating in, observing or otherwise engaged in the activities of A-B Tech) to the attention of his/her instructor so that a prompt investigation into the circumstances of the incident and the alleged harassment may be conducted. If the student is not comfortable bringing the complaint to the instructor, then the complaint should be brought to the Vice President for Student Services. If a student is not comfortable bringing the complaint to the Vice President for Student Services, then the complaint may be brought to the Director of Human Resources.

A-B Tech will keep all information relating to harassment allegations and investigations as confidential as possible under the circumstances. The College will not in any way retaliate against an individual who makes a report of harassment in good faith or who assists in an investigation. Retaliation includes, but is not limited to, any form of intimidation, disciplinary action, reprisal or harassment. Retaliation is a serious violation of this harassment policy and should be reported immediately.

### **Tobacco Use is Prohibited**

A-B Tech is a tobacco free campus. A-B Tech is part of the NC Health and Wellness Trust Fund (HWTF) Tobacco-Free Colleges initiative. As part of this statewide initiative, grantee colleges and organizations work to establish smoke-free policies on NC campuses and to promote North Carolina's Tobacco Use Quitline (1-800-QUIT-NOW) among college students.

### **Transfer Credit (Transcript Evaluation)**

Asheville-Buncombe Technical Community College will accept credit for parallel work completed in other post-secondary institutions accredited by a regional accrediting agency. Applicants who seek transfer credit should make regular application to the College and obtain from the Admissions Office a Request for Transfer Credit form for the evaluation of all post-secondary work. No credit will be granted for work below a "C." Transfer credit for developmental courses will only be used for advising purposes if the course is a semester course taken at another college in the North Carolina Community College System. Information Technology courses must be 5 years or newer for transfer credit to be awarded.

Transfer credit will be awarded for course work without assigning grades or quality points. Proficiency credits from other institutions will not be accepted. No more than one half of the credit hours required in a program may be earned by transfer credit. If any course is taken for credit after transfer credit has been awarded, and a grade

of A, B, C, D or F is earned, it will replace the transfer credit. A student who must repeat a course may take it at another institution and transfer it to A-B Tech according to the guidelines above. Transfer credit may be awarded for appropriate military courses. If a student submits a transcript from a foreign university, it will be the student's responsibility to provide accurate translations of (a) the transcript (b) the course's description, and (c) the grading system. Credits will be evaluated in the context of the current catalog.

Students transferring into the Associate in Arts, Associate in Science, or Transfer Ready Diploma program who have transfer credit from regionally accredited institutions or colleges other than the North Carolina Community College System (NCCCS) will be eligible for the Comprehensive Articulation Agreement if 14 or fewer transfer hours are applied toward the General Education Core requirements only. NCCCS quarter courses will not be counted toward articulation. Submitted transcripts will be evaluated on a course-by-course basis.

Students transferring into the AA or AS program who have completed the general education core of 44 semester hours with the proper distribution of hours, a "C" or better in all courses, and an overall GPA of 2.0 will be given credit for the general education core and awarded the Associate in Arts diploma.

### **Declaring or Changing Majors**

To declare or change a major, the student must meet with an advisor in Student Services.

### **Academic Fresh Start**

Any returning student who has not attended A-B Tech for three years and upon reenrolling maintains a 2.0 GPA for a minimum of 12 semester hours may petition to have grades on all prior course work more than three years old with a grade less than a "C" excluded in calculating the cumulative GPA. Grades below "C" disregarded in calculating the GPA will not count toward graduation but will remain on the transcript. The student should complete an application for Academic Fresh Start (in the Records and Registration Office), after the end of the semester in which he/she has completed the 12 semester hours required. A student who plans to transfer to another college should contact that institution to determine the impact of Academic Fresh Start on transfer.

### **Transcripts**

Transcripts are issued by the Records and Registration Office. Written permission must be granted by the student before a transcript may be released. Permission may be granted by letter, by fax or by completing a Transcript Request Form in the Student Services Center in the K. Ray Bailey Student Services Center. No fee is charged for transcripts. Transcripts are printed within one week of being requested.

A picture ID is required unless the transcript is being mailed to a college or university.

### **Credit by Examination**

Students who can provide tangible evidence of preparation to challenge a course, such as a transcript of similar college level credits, record of military study, certification or license, standardized test scores, or written statements from employers regarding training or directly related work experience indicating that they may be proficient in a subject, may request credit by examination. A written request must be made to the proper Department Chairperson on a form obtained from the Records and Registration Office. This test must be administered immediately after the 10 percent point in the semester.

Examinations are comprehensive and must be approved by the supervisor of the instructor administering the exam. The examination may be oral, performance, written, or a combination of these methods. To receive credit by examination, the score must be above average (“A” or “B”). A grade of “A” or “B” will be posted on the transcript of the student who successfully completes the examination. The decision of the examining instructor is final.

No student may request a second test for Credit by Examination in the same course or request Credit by Examination in a course after receiving any recorded grade for that course. Exceptions must have approval of the Vice President for Instructional Services.

## Auditing Courses

Students wishing to audit courses must register through regular registration procedures and pay standard tuition and fees. Students who register to take a course for credit and then choose to audit the course must do so within the first 15 days of the term with approval of the instructor and by applying through the Student Services Center in the K. Ray Bailey Student Services Center for audit status. A student may change from audit to credit status through the Student Services Center only during the first five days of the term. Audit work does not receive credit and cannot be used toward diploma or degree requirements. All prerequisites must be met before a course can be audited. Physical Education classes may not be audited. Audit work is not covered by financial assistance.

## Adding a Class

A student may add a class to his or her schedule by completing a “Drop/Add Registration Change Notice” form online, in the Student Services Center, or in the Transfer Advising Center. A class may only be added during the schedule adjustment period.

## Schedule Adjustments

### Dropping/Withdrawing from a Class

In order to officially drop or withdraw from a course without academic penalty, the student must complete the appropriate form and submit it to the Student Services Center by the deadline.

The student may drop classes through the first 10 percent of the term. (For full semester classes the 10 percent point occurs on the eighth day. For mini-mesters the 10 percent occurs on the fourth day. For Summer Session the 10 percent occurs on the fifth day.) To drop a course, the student should fill out a “Drop/Add Registration Change Notice.” This form can be obtained in the Student Services Center. In the case of drops, the course(s) will not be included on the transcript.

After the 10 percent point of the term, a student wishing to withdraw from a class must complete a withdrawal form. A student receiving financial aid must obtain a signature of a financial aid officer. Anyone receiving Veterans’ benefits must obtain signatures from the instructor(s) and the Veterans’ Affairs Counselor. All withdrawal forms must be submitted to the Records and Registration Office during the first 75 percent of the term. (For full semester classes the 75 percent point occurs at the end of the 12th week. For mini-mesters it occurs at the end of the sixth week. For Summer Session it occurs in the middle of the seventh week. Deadline dates will be published in the Student Handbook each year.) In the case of a withdrawal, the student will receive a grade of “W,” which will not influence the quality point ratio, but which will appear on the transcript.

Any student who accumulates absences in excess of 20 percent (10 percent for Allied Health programs) of the course contact hours may be dropped from the class and awarded a grade of “U,” unless the

student follows the official withdrawal procedure before the grade of “U” is recorded. The “U” grade is equivalent to an “F” and will affect the quality point ratio.

Exceptions such as serious illness or job transfer requiring withdrawal from all classes after the 75 percent point of the term will be considered on an individual basis by the Vice President for Student Services. A student who has withdrawn from a class may no longer attend the class.

## Class Attendance

Regular and punctual class attendance is expected of all students for them to achieve their potential in class and to develop desirable personal traits necessary to succeed in employment. Instructional time missed is a serious deterrent to learning. Students are responsible for fulfilling the requirements of the course by attending and completing course assignments. An accurate record of class attendance will be kept.

If instructional time is missed for excusable reasons, the student will be permitted to make up work to the extent possible. Because of the nature of some learning experiences, especially clinics, labs and shops, it is difficult, if not impossible to duplicate the work of the class. In some courses, absence or tardiness of an individual may be a major disruption to the performance of others in the class or an inconvenience to other organizations such as hospitals and clinics. The faculty may develop guidelines for advance notice of absences, makeup of work, etc. Students will be informed of guidelines at the beginning of the course.

To receive course credit, a student should attend a minimum of 80 percent of the contact hours of the class. Upon accumulating absences exceeding 20 percent of the course contact hours, the student may be dropped from the class and will be awarded a grade of “U,” unless the student follows the official withdrawal procedure before the grade of “U” is recorded. **(To receive course credit when enrolled in an Allied Health program\*, a student should attend a minimum of 90 percent of the contact hours of all major area\* courses. Upon accumulating absences exceeding 10 percent of the contact hours, the student may be dropped from the class and will be awarded a grade of “U”, unless the student follows the official withdrawal procedure before the grade of “U” is recorded.)** The 90 percent minimum attendance requirement applies to these major area course prefixes: \* CAT, DEN, DHY, EMS, MED, MLT, MRI, NUR, SON, PBT, RAD, SUR and VET.

A tardy is defined as arriving late for class, leaving early, or being away from class without permission during class hours. Three tardies may constitute one absence.

It is the joint responsibility of the student and instructor to discuss attendance patterns that will endanger the success of the student in the course. If it appears that a student will not be able to complete a course successfully, the instructor may advise the student to withdraw no later than the official withdrawal date at the 75 percent point of the class.

## Curriculum Course Repetition

Students who need a course to graduate may take the course as many times as necessary to pass it, providing space is available. Any course that has been passed or audited may not be taken for credit or audited more than twice per academic year subject to space being available after registration. The twice-per-year regulation also applies to single or elective courses that are not required for graduation. No single physical education course may be attempted more than twice. Concurrently enrolled high school students in Huskins Bill or dual-

enrollment programs may not attempt a course more than two times while concurrently enrolled.

If a student has a failing grade in a required course, the course must be passed prior to graduation. If a student fails a prerequisite course, it must be repeated successfully before beginning the next course. This could result in the student being enrolled for a longer period than is normally required to complete requirements for graduation.

As courses are repeated, the higher grade becomes the official grade. Only a grade of "D" or above can replace an existing grade.

## Graduation Requirements

The College holds two graduation ceremonies each year. These are in May and August. To graduate with a diploma or degree, students must meet the following minimum requirements:

1. Declare an academic major and complete the requirements of a College approved program of study according to the student's official catalog. (The official catalog is determined by the academic advisor in consultation with the student and should be the catalog that is in effect at the time that the student declares a major.) The official catalog must be a College catalog dated no more than five years prior to the date of graduation (i.e., a student graduating in 2009 cannot use a catalog earlier than 2004-2005). Students should be aware that prerequisites for courses change frequently and that they will be required to meet the prerequisites which are in place at the time a course is taken. The advisor must document the official catalog selected on the Application for Graduation.
2. Each course in the program of study must be completed by one of the following methods:
  - a. Take the course at A-B Tech.
  - b. Receive transfer credit.
  - c. Take an A-B Tech proficiency exam.  
At least half of the credit hours in a program of study must be received at this College by taking courses and/or proficiency examinations. Any exception must be approved by the Vice President for Instructional Services.
3. Earn a grade of at least "C" in each course with a major prefix and a minimum average of 2.0 ("C") quality points for the current program. Students completing their program of study with a program grade point average of 4.0 will be graduated with highest honors. Those who have a minimum program GPA of 3.75 will be graduated with high honors, and those with a minimum program GPA of 3.50 will be graduated with honors. The student must assume primary responsibility for assuring that all requirements for graduation are met.
4. Submit an application for graduation to the Student Services Center before the published deadline date.
5. Be in good standing; fulfill all financial obligations to the College; library clearance is also required.
6. Be present for graduation and attired in the proper academic robe. (Students who cannot attend graduation must submit to the President a written request to be excused at least two weeks prior to graduation.)

## Grading System

Final grades will be issued at the end of the term to all students. Students will be graded on the achievement of technical skills, ability to work under supervision, interest in work, initiative, and the ability to apply related information. A student who wants to contest a grade must do so within six weeks of the awarding of the grade. A grade cannot be changed after this period without approval by the department chair, division dean, and by the Vice President of Instructional Services. Students will be graded by the following system:

- A: 90-100 Excellent academic performance, consistent mastery of facts and concepts, and a thorough understanding of course content.
- B: 80-89 Good academic performance, high-level mastery of course content.
- C: 70-79 Average academic performance.
- D: 60-69 Marginal academic performance, poor mastery of course content. Not used for Developmental Studies Courses.
- F: Below 60 Very poor performance, no demonstration of even minimal mastery of course content.
- AP: Advanced Placement course credit.
- AR: High School Articulation credit. (RAVE) credit
- CR: CLEP, Military or EMS and Firefighter Certification.
- I: Incomplete: Assigned when a student is unable to complete work or take a final examination because of illness or for other reasons over which the student has no control. An "incomplete" must be removed within the first six weeks of the next term. Otherwise, the grade becomes an "F."
- NS: No show.
- P: Proficiency Credit by Examination
- TR: Transfer Credit (External) If a student receives transfer credit for a course and later decides to take it again at A-B Tech, a grade of A, B, or C will replace the "T" grade.
- U: Unofficial Withdrawal Penalty: Given when the student unofficially withdraws or is dropped for excessive absences. This is processed as a grade of "F" and will influence the quality point ratio. Not used for Developmental Studies Courses.
- W: Official Withdrawal: No penalty given when the student officially withdraws. This will not influence the quality point ratio. Developmental Studies faculty may officially withdraw a student from a course.
- X: Continuing: Assigned when a student is unable to complete work during the current semester because of class scheduling over consecutive semesters or at the discretion of the instructor to allow additional time to complete work. A "contract" of conditions for completion and time limit, not to exceed twelve (12) months, will be executed by the instructor and signed by both the instructor and student. If the terms of the contract are not fulfilled by the end of the contract period, the grade will revert to the average held at the beginning of the contract period including zeros for work not completed.
- Y: Audit

## To Compute the Quality Point Average

An overall quality point average of 2.0 as well as a “C” in all major area course work is required to graduate from any program at Asheville-Buncombe Technical Community College. Under the quality point system a letter grade is assigned the following number of quality points per credit hour:

QP's: A-4 B-3 C-2 D-1 F+U=0

(T, I, W and X are not computed in QPA)

The total number of quality points earned for each course is computed by multiplying the number of credit hours per course by the quality point value of the grade earned. The quality point average (QPA) is then computed by dividing the total number of quality points earned by the total number of credit hours taken.

### **Example of Computing QPA Quality Points Credit Hours=QPA**

Example:  $30 \div 15 = 2.0$

Course Earned	Credit Hours	Grade	Credit Hours	QP	Value
ENG 111	3	C	3	x	6
MAT 115	3	D	3	x	3
PSY 150	3	B	3	x	9
BUS 110	3	A	3	x	12
SOC 210	3	F	3	x	0
<b>TOTALS</b>	<b>15</b>		<b>15</b>		<b>30</b>

## Academic Advising/WebAdvisor

Unclassified students have the option to register on-line via WebAdvisor without first meeting with an academic advisor. Unclassified students also have the option to register in person at the Service Center Express Lane in the Bailey Building. Academic advising services will continue to be available in the Bailey Building for students needing personal assistance.

Access WebAdvisor from the WebAdvisor link at [abtech.edu](http://abtech.edu).

**Username:** first\_name middle\_initial last\_name  
(e.g. janqstudent)

**Password:** your birthdate (mmddyy)

A few important notes:

1. You may register at your appointed time, based on your accumulated credit hours. This information will be sent to you via e-mail and is listed in the on-line schedule.
2. Self-registering students must meet the same pre-requisites and co-requisites as all other students.
3. If you decide to declare a major, have questions, or desire to receive advising, please sign in at the kiosk in the Bailey Building, and we will be glad to assist you.
4. High school students must be seen by an advisor in the Bailey Building and will not be able to register via WebAdvisor.

### **Responsibilities of Advisees:**

- Know the academic advisor or faculty advisor and seek academic assistance when needed.
- Develop the skills of decision-making and a commitment to self-evaluation.

- Accept responsibility for academic choices and planning.
- Schedule and keep appointments with the advisor.
- Be knowledgeable about general College policies and procedures.
- Know the academic requirements of the chosen area of study to plan progress toward completion of the educational plan.
- Identify problems affecting academic progress for referral to support services or agencies.
- Accept the responsibility for making decisions and accept the consequences of those decisions.

## Standards for Academic Progress

**Academic Warning, Probation and Suspension Policy:** Asheville-Buncombe Technical Community College has established this policy to:

- provide students with a warning when they fail to meet minimal academic performance standards;
- limit scheduling when a student's academic performance indicates the necessity for intervention;
- provide a means of preventing and/or terminating prolonged failure.

This policy applies to all students, classified and unclassified. Students whose semester grade point average (GPA) falls below 2.0 are subject to academic warning, which may be followed by probation and suspension.

GPA will be calculated using the current official grade for each course taken that semester at A-B Tech.

1. **Academic Warning:** Students failing to meet the minimum GPA during any semester will receive an academic warning. The warning advises students of their academic status and encourages them to meet with their advisor or a counselor immediately to examine present academic plans.
2. **Probation:** Students whose semester GPA falls below 2.0 for two successive semesters will be placed on academic probation, which means that the student will have restricted scheduling and must meet with the faculty advisor or academic advisor to do one or more of the following:
  - limit the number of hours attempted
  - schedule preparatory or remedial courses as needed
  - schedule repeat courses
  - academic probation will be posted to the student's official transcript.
3. **Suspension:** Students whose semester GPA falls below 2.0 for three successive semesters will be placed on academic suspension for one semester. This means that those students will not be allowed to register for curriculum courses. Continuing Education courses may still be taken. Academic suspension will be posted to the student's official transcript.
4. **Appeals:** Academic suspension can only be appealed through the Vice President for Student Services. Appeals will be considered on the day before classes begin each semester.

**Reenrollment After Suspension:** Students may reenroll after having been suspended for one semester. They must contact the Counseling Department to discuss and develop appropriate plans for their academic success. The counselor will assign the student to a faculty

advisor who will help carry out the plan for academic achievement developed between the student and the student services advisor/counselor.

## Developmental Studies

Developmental Studies offers courses in a classroom setting to students who need to upgrade academic skills in math, English and reading or who need high school equivalent courses to meet prerequisites.

## Holly Library

The library provides students with access to books and electronic resources to meet their information needs. Unique collections include a North Carolina Collection, audio books and feature films. The library hours are Monday - Thursday 8:00 a.m. - 9:00 p.m. and Friday 8:00 a.m. - 4:30 p.m. The Research Central area is on the main level where students can use the Internet and electronic databases. Wireless access is located throughout the building and laptops can be checked out with your library card. Quiet study zones are located throughout the building and group study rooms are available. The lower level contains an open computer lab, Email Central, and the Educational Technology Services area. The Ed Tech staff provides support for classroom activities and assignments and media production. This area is staffed Monday - Friday 8:30 a.m. - 4:30 p.m. and evenings by appointment only. Offices for Distance Learning and Service Learning are located on the lower level.



A-B Tech is a participant in the Safe Zone program which seeks to create a climate of safety for all members of the college community. When you see the Safe Zone symbol you will find an individual who is empathetic and informed about Gay Lesbian Bisexual Transgender Queer/Questioning issues and who is willing and able to provide support, information, and confidentiality.

## The Student's Role in Institutional Decision Making

A-B Tech encourages student participation in the institution's decision making process. Toward this end, student representatives are included as permanent members of a large number of standing committees. Examples of such committees include the College Board of Trustees, the Academic Affairs Committee, the Diversity Committee, and the Environmental Advisory Committee.

The student representative is expected to attend regularly and to participate fully. From time to time, students are also included on ad hoc committees, such as various academic appeals committees. Here, too, student members are expected to participate fully.

## Student Government Association

The Student Government Association (SGA) is responsible for legislative and executive authority in regards to student affairs.

The SGA operates under the supervision of the Director of Student Activities, Recruitment and A-B Tech at the Mall and serves as the voice of students in their relations with the officials of the College. The president and other officers of the SGA are elected in the spring semester of the school year.

The SGA Office is located in the Coman Student Activity Center and can be reached at [sga@abtech.edu](mailto:sga@abtech.edu) or Ext. 205

## Student Activity Fee Usage

The offices of Student Activities and Student Government Association attempt to enrich the academic and social growth of the student body with a wide range of activities and resources developed from student requests.

All student activities are financed through the activity fee paid by each day student. This is currently used to provide the following resources, services and activities:

- Fall Festival
- Children's Holiday Party
- Holiday Music Programs
- Earth Day Celebration
- Dean's and President's List Ceremony (3 per year)
- Academic Excellence Ceremony
- Graduation - Reception (2 per year)
- Veterans' Day Refreshments and Gifts
- Alcohol Screening Event
- Mental Health Screening Event
- Clubs - 15 co-curricular and general interest clubs
- Co-Curricular Outings - class trips to museums and plays
- Co-Sponsor the PTK Induction Ceremony Reception
- New Student Welcome - door prizes/gifts - (4 per year)
- Wellness brochures in the K. Ray Bailey Student Success Center
- Student Lounge Furnishing - Coman Student Center
- Student Resource Guide (2 per year)
- Student Handbook/Calendar printing
- Student Government Association Services
- Co-Sponsored the covered bus shelter in front of Simpson Building

## Student Intramurals

A-B Tech offers a wide variety of Intramural activities that are open for student and employee participation. Check this calendar for a listing of Intramural activities. Stop by the gymnasium in the Coman Student Activity Center to sign-up. For more information contact Carol Stanford at [cstanford@abtech.edu](mailto:cstanford@abtech.edu).

## Forming Clubs and Organizations

Students wishing to form a new club or organization on campus must seek official recognition through the Student Government Association. A petition for approval must be submitted along with a copy of the proposed organization's constitution and bylaws. For a complete club handbook, contact the Director of Student Activities at [mhathcock@abtech.edu](mailto:mhathcock@abtech.edu) or Ext. 203.

Upon approval by the SGA Senate, the constitution and bylaws shall be forwarded to the Vice President for Student Services for final approval. Clubs approved to operate on campus must have their charters renewed each fall.

## Current A-B Tech Clubs and Organizations

Below is a list of currently chartered clubs and advisor contact information.

Student Government Association (SGA)

- sga@abtech.edu

American Dental Hygienists Association:

- Carol Little – clittle@abtech.edu

Associate Degree Nursing,:

- Jane Headland – jheadland@abtech.edu

Culinary Club:

- Vincent Donatelli – vdonatelli@abtech.edu

Drama Club:

- Peter Carver – pcarver@abtech.edu

Hospitality Club:

- Walter Rapetski – wrapetski@abtech.edu

Phi Beta Lambda:

- Kathy Toler – ktoler@abtech.edu

Phi Theta Kappa:

- Veronica Dooly – vdooly@abtech.edu

Practical Nursing Club:

- Deborah Bakken- dbakken@abtech.edu

Radiology Club:

- Debra Reese – dreese@abtech.edu

Students for a Sustainable Campus:

- Heath Moody -hmoody@abtech.edu, Kirsten Getz - kgetz@abtech.edu

Student Paramedic Association:

- Keith Owens – kowens@abtech.edu

Sonography Club:

- Chastity Case – ccase@abtech.edu

Surgical Technology Club:

- Robin Keith – rkeith@abtech.edu

## Honor Society

The College is proud to sponsor the Alpha Upsilon Eta Chapter of the Phi Theta Kappa Academic Honor Society. Membership is open to any student who has a GPA of 3.5 after 24 credits of completed work. Eligible students are welcome to seek more information from club advisor Veronica Dooly at vdooly@abtech.edu.

## Student Business Incubator Program

The Student Business Incubator Program is a 12-month extracurricular activity designed to provide a nurturing, supportive environment to A-B Tech students who want to start their own business and guide them toward becoming sustainable, contributing members of a strong economic community. This program is administered by the A-B Tech Small Business Center/Business Incubator and is located at A-B Tech's Enka campus.

Students interested in participating in this program must submit an application and go through a selection process where they are expected to interview and present a thorough business plan. Four student-run businesses will then be selected to participate in this program which is from July – June of each year. Applications for the 2010-11 Student Business Incubator Program are due in mid-February 2010. Please check website for dates and for more information [www.abtech.edu/sbc/sbi\\_student\\_incubator](http://www.abtech.edu/sbc/sbi_student_incubator).

For more information about the Student Business Incubator (SBI) Program, please contact Jill Sparks at [jsparks@abtech.edu](mailto:jsparks@abtech.edu) or 254-1921 Ext. 5849.

SBI information sessions will take place twice each semester.

Fall Semester:

September 2	12 – 1 p.m. – Holly 121
September 3	3:30 – 4:30 p.m. – Holly 121

Spring Semester:

January 20	12 – 1 p.m. – Holly 121
January 21	3:30 – 4:30 p.m. Holly 121



# College Calendar 2009-2010 *All dates in this calendar are subject to change.*

## Fall Semester – 2009

Registration: Current and Continuing Students.....	July 13 – 17
Registration: New Classified Students.....	July 20 – 24
General Registration.....	July 27 – August 7
Last Day to Pay Tuition and Fees.....	August 7*
Late Registration.....	August 10 – 18
Last Day to Pay Tuition and Fees for Late Registration.....	August 18
New Student Welcome.....	August 18, 9:00 a.m. and 6:00 p.m.
Classes Begin.....	August 19
Schedule Adjustments.....	August 19-21
Minimester I.....	August 19 - October 14
Last Day to Drop for a Partial Refund (Full term).....	August 28
Late Start Semester First Class Day.....	August 26
Labor Day College Holiday.....	September 7
Student Fall Break.....	October 19 – 20
Minimester II.....	October 15-December 16
Last Day to Withdraw from a full 16-Week Class.....	November 13
Thanksgiving Student Holiday.....	November 25 – 28
Thanksgiving College Holiday.....	November 26 – 28
Last Day of Class/Examinations**.....	December 16
Total Class Days.....	80
<i>Wednesday, October 14 will operate on a Monday class schedule</i>	
Winter College Holidays.....	December 24 - 31, January 1

## Spring Semester – 2010

Registration: Current and Continuing Students.....	November 30 – December 4
General Registration.....	December 7 – December 18
Last Day to Pay Tuition and Fees.....	December 18*
Late Registration.....	December 21 – January 8
Last Day to Pay Tuition and Fees for Late Registration.....	January 8
New Student Welcome.....	January 8, 9:00 a.m.
Classes Begin.....	January 11
Schedule Adjustments.....	January 11 – 13
Minimester I.....	January 11 – March 8
Martin Luther King Jr. Day College Holiday.....	January 18
Last Day to Drop for a Partial Refund (Full term).....	January 21
Late Start Semester First Class Day.....	January 27
Last Day to Apply for Spring Graduation.....	February 26
Professional Development Day or Inclement Weather Make Up.....	March 9
Minimester II.....	March 10 – May 11
Last Day to Withdraw from a full 16-Week Class.....	April 13
Spring College Holiday.....	April 5
Student Spring Break.....	April 5 – April 9
Last Day of Class/Examinations**.....	May 11
Spring Graduation.....	May 14
Total Class Days.....	80

## Summer Session – 2010

Registration: Current and Continuing Students .....	April 26 - 30
General Registration .....	May 3 - 14
Last Day to Pay Tuition and Fees .....	May 14 *
Late Registration.....	May 17 – 21
Last Day to Pay Tuition and Fees for Late Registration .....	May 21
New Student Welcome .....	May 21, 9:00 a.m
Classes Begin .....	May 24
Memorial Day College Holiday .....	May 31
Schedule Adjustments.....	May 24 - 25
Last Day to Apply for Summer Graduation .....	May 21
Last Day to Drop for a Partial Refund .....	May 28
Independence Day College Holiday.....	July 5
Last Day to Withdraw .....	July 16
Last Day of Class/Examinations.....	August 3
Summer Graduation .....	August 6
Total Class Days .....	50

*Tuesday, August 3 will operate on a Monday class schedule*

*\*Please note: Unpaid registrations will be deleted from the computer registration system at 4:30 p.m.*

*\*\*Up to three days may be made up at the end of the semester or during spring break for inclement weather.*

Monday | Montag | lundi | lunes

Registration, Current and Continuing Students: July 13 - 17

13

Tuesday | Dienstag | mardi | martes

14

Wednesday | Mittwoch | mercredi | miércoles

15

Thursday | Donnerstag | jeudi | jueves

16

Friday | Freitag | vendredi | viernes

17

Saturday | Samstag | samedi | sábado

18

Sunday | Sonntag | dimanche | domingo

19

Registration, New Classified Students: July 20 - 24	Montag   lundi   lunes   <b>Monday</b>
	<b>20</b>
Last Day of Class/Examinations (8-week session) July 21 will be scheduled as a Friday make-up day for both sessions	Dienstag   mardi   martes   <b>Tuesday</b>
	<b>21</b>
	Mittwoch   mercredi   miércoles   <b>Wednesday</b>
	<b>22</b>
	Donnerstag   jeudi   jueves   <b>Thursday</b>
	<b>23</b>
	Freitag   vendredi   viernes   <b>Friday</b>
	<b>24</b>
	Samstag   samedi   sábado   <b>Saturday</b>
	<b>25</b>
	Sonntag   dimanche   domingo   <b>Sunday</b>
	<b>26</b>

# 2009 July | August

Monday | Montag | lundi | lunes

General Registration: July 27 - August 7

27

Tuesday | Dienstag | mardi | martes

28

Wednesday | Mittwoch | mercredi | miércoles

29

Thursday | Donnerstag | jeudi | jueves

30

Friday | Freitag | vendredi | viernes

Payday: Checks mailed at 3 p.m.

31

Saturday | Samstag | samedi | sábado

1

Sunday | Sonntag | dimanche | domingo

2

	Montag   lundi   lunes   <b>Monday</b>
	<b>3</b>
Last Day of Class/Examinations (10-week session)	Dienstag   mardi   martes   <b>Tuesday</b>
	<b>4</b>
	Mittwoch   mercredi   miércoles   <b>Wednesday</b>
	<b>5</b>
Diversity Committee Meeting 3 p.m. Ferguson 108	Donnerstag   jeudi   jueves   <b>Thursday</b>
	<b>6</b>
Summer Graduation - 7:30 p.m. Thomas Wolfe Auditorium Last Day to Pay Tuition and Fees Unpaid registrations will be deleted from the computer registration system at 4:30 p.m.	Freitag   vendredi   viernes   <b>Friday</b>
	<b>7</b>
	Samstag   samedi   sábado   <b>Saturday</b>
	<b>8</b>
	Sonntag   dimanche   domingo   <b>Sunday</b>
	<b>9</b>

Monday | Montag | lundi | lunes

Late Registration: August 10 - 18

Disability Services time sheets are due in Counseling Center by noon  
(Continuing Education only)

First day sponsored students can charge at the bookstore

10

Tuesday | Dienstag | mardi | martes

First day financial aid recipients can charge at the bookstore

11

Wednesday | Mittwoch | mercredi | miércoles

12

Thursday | Donnerstag | jeudi | jueves

13

Friday | Freitag | vendredi | viernes

14

Saturday | Samstag | samedi | sábado

15

Sunday | Sonntag | dimanche | domingo

16

"Seeds of Change" Exhibit Aug 17–Sept. 25, Holly Library	Montag   lundi   lunes   <b>Monday</b>
	<b>17</b>
Last Day to Pay Tuition and Fees for Late Registration	Dienstag   mardi   martes   <b>Tuesday</b>
Unpaid registrations will be deleted from the computer registration system at 4:30 pm.	
New Student Welcome - Ferguson Auditorium. 9 a.m. or 6 p.m.	
Financial aid office will close at 4:30 p.m.	
Business services will close at 4:30 p.m.	<b>18</b>
FALL SEMESTER CLASSES BEGIN	Mittwoch   mercredi   miércoles   <b>Wednesday</b>
Schedule Adjustments: August 19 - 21	
Minimester I: August 19 - October 14	
Bolokada Conde, world famous djembe master - 11:30 a.m. – 12:15 p.m., Beech Tree Deck	<b>19</b>
	Donnerstag   jeudi   jueves   <b>Thursday</b>
	<b>20</b>
Last day to add full term or Minimester I class	Freitag   vendredi   viernes   <b>Friday</b>
Bolokada Conde, world famous djembe master - Performance 7 p.m. – 8:30 p.m., Ferguson Auditorium (ticketed event)	
	<b>21</b>
Ramadan Begins	Samstag   samedi   sábado   <b>Saturday</b>
	<b>22</b>
	Sonntag   dimanche   domingo   <b>Sunday</b>
	<b>23</b>

Monday | Montag | lundi | lunes

Last day to drop Minimester I class for partial refund

24

Tuesday | Dienstag | mardi | martes

25

Wednesday | Mittwoch | mercredi | miércoles

Late Start Semester First Class Day

Student Government Association Meeting 4:30 p.m., Ferguson 108

26

Thursday | Donnerstag | jeudi | jueves

27

Friday | Freitag | vendredi | viernes

Last Day to Drop for a Partial Refund (Full Term)

Last day to add a late start class

28

Saturday | Samstag | samedi | sábado

29

Sunday | Sonntag | dimanche | domingo

30

Intramural Tennis Sign-ups in Coman Gym	Montag   lundi   lunes   <b>Monday</b>
Last day financial aid recipients can charge at the bookstore	
Last day to submit Verification of Class Attendance (VCA) form to receive a financial aid balance check on September 18th	
Last day sponsored students can charge in the bookstore	<b>31</b>
Payday: Checks mailed at 3:00p.m.	
A-B Tech's 50th Anniversary	Dienstag   mardi   martes   <b>Tuesday</b>
Activity Day Schedule - See Page 8	
Fall Festival - Welcome Back Event 11:00 a.m. -1:00 p.m. Beech Tree Deck	
Intramural Tennis Sign-ups in Coman Gym	<b>1</b>
Intramural Tennis Sign-ups in Coman Gym	Mittwoch   mercredi   miércoles   <b>Wednesday</b>
Financial Aid Office Closed	
Student Business Incubator Information Session 12 p.m. - 1p.m., Holly Library	<b>2</b>
Intramural Tennis Sign-ups in Coman Gym	Donnerstag   jeudi   jueves   <b>Thursday</b>
Diversity Committee Meeting 3 p.m. Ferguson 108	
Student Business Incubator Information Session 3:30 p.m. - 4:30 p.m. Holly 121	<b>3</b>
Intramural Tennis Sign-ups in Coman Gym	Freitag   vendredi   viernes   <b>Friday</b>
Last day to drop late start classes for a partial refund	
	<b>4</b>
	Samstag   samedi   sábado   <b>Saturday</b>
	<b>5</b>
	Sonntag   dimanche   domingo   <b>Sunday</b>
	<b>6</b>

Monday | Montag | lundi | lunes

Labor Day (College Closed)

7

Tuesday | Dienstag | mardi | martes

Intramural Volleyball Evaluations in Coman Gym – 11 a.m. and noon

Intramural Tennis Matches Begin

8

Wednesday | Mittwoch | mercredi | miércoles

Disability Services time sheets are due in Counseling Center by noon

Student Government Association Meeting 4:30 p.m., Ferguson 108

“Seeds of Change” Exhibit Opening Reception - 10 a.m. – 12 p.m.,

Holly Library

9

Thursday | Donnerstag | jeudi | jueves

Intramural Volleyball Matches in Coman Gym – 11 a.m. and noon

10

Friday | Freitag | vendredi | viernes

11

Saturday | Samstag | samedi | sábado

12

Sunday | Sonntag | dimanche | domingo

13

Montag | lundi | lunes | **Monday**

**14**

Hispanic Heritage Month Begins (September 15 - October 15)

Dienstag | mardi | martes | **Tuesday**

Intramural Volleyball Matches in Coman Gym – 11 a.m. and noon

**15**

Mittwoch | mercredi | miércoles | **Wednesday**

**16**

Intramural Volleyball Matches in Coman Gym – 11 a.m. and noon

Donnerstag | jeudi | jueves | **Thursday**

**17**

Financial aid balance checks will be disbursed in the K. Ray Bailey

Freitag | vendredi | viernes | **Friday**

Student Services Building at 8:30 a.m.

**18**

Rosh Hashanah-begins at sunset

Samstag | samedi | sábado | **Saturday**

**19**

Sonntag | dimanche | domingo | **Sunday**

**20**

Monday | Montag | lundi | lunes

Eid-Al Fitr/Ramadan Ends

21

Tuesday | Dienstag | mardi | martes

Fall Equinox

Intramural Volleyball Matches in Coman Gym – 11 a.m. and noon

22

Wednesday | Mittwoch | mercredi | miércoles

Student Government Association Meeting 4:30 p.m., Ferguson 108

23

Thursday | Donnerstag | jeudi | jueves

Intramural Volleyball Matches in Coman Gym – 11 a.m. and noon

24

Friday | Freitag | vendredi | viernes

25

Saturday | Samstag | samedi | sábado

26

Sunday | Sonntag | dimanche | domingo

27

Yom Kippur	Montag   lundi   lunes   Monday	28
Intramural Volleyball Matches in Coman Gym – 11 a.m. and noon	Dienstag   mardi   martes   Tuesday	29
Payday: Checks mailed at 3 p.m. Last day to make up an incomplete from summer term Last day to withdraw from a minimester   class	Mittwoch   mercredi   miércoles   Wednesday	30
Intramural Volleyball Matches in Coman Gym – 11 a.m. and noon Diversity Committee Meeting 3 p.m. Ferguson 108 Disability History and Awareness Month	Donnerstag   jeudi   jueves   Thursday	1
High School Visitation Day	Freitag   vendredi   viernes   Friday	2
Sukkot Begins	Samstag   samedi   sábado   Saturday	3
	Sonntag   dimanche   domingo   Sunday	4

Monday | Montag | lundi | lunes

Tuition refund checks mailed

5

Tuesday | Dienstag | mardi | martes

Intramural Volleyball Matches in Coman Gym – 11 a.m. and noon

6

Wednesday | Mittwoch | mercredi | miércoles

Student Government Association Meeting 4:30 p.m., Ferguson 108

7

Thursday | Donnerstag | jeudi | jueves

Intramural Volleyball Matches in Coman Gym – 11 a.m. and noon

8

Friday | Freitag | vendredi | viernes

Disability Services time sheets are due in Counseling Center by noon

9

Saturday | Samstag | samedi | sábado

Shemini Atzeret

10

Sunday | Sonntag | dimanche | domingo

11

Montag | lundi | lunes | **Monday**

12

Intramural Volleyball Matches in Coman Gym – 11 a.m. and noon

Dienstag | mardi | martes | **Tuesday**

13

Mental Health Screening 10 a.m. - 1 p.m. Coman Student Center

Mittwoch | mercredi | miércoles | **Wednesday**

Minimester II tuition due

14

Minimester II: October 15 - December 16

Donnerstag | jeudi | jueves | **Thursday**

Intramural Volleyball Matches in Coman Gym – 11 a.m. and noon

15

Last day to add a Minimester II class

Freitag | vendredi | viernes | **Friday**

16

Diwali

Samstag | samedi | sábado | **Saturday**

17

Sonntag | dimanche | domingo | **Sunday**

18

Monday | Montag | lundi | lunes

Fall Break (College Open)

19

Tuesday | Dienstag | mardi | martes

Fall Break (College Open)

20

Wednesday | Mittwoch | mercredi | miércoles

Student Government Association meeting 4 p.m. Ferguson 108

21

Thursday | Donnerstag | jeudi | jueves

Intramural Volleyball Matches in Coman Gym – 11 a.m. and noon

Last day to drop a Minimester II class for partial refund

22

Friday | Freitag | vendredi | viernes

Intramural Tennis Matches End

23

Saturday | Samstag | samedi | sábado

United Nations Day

24

Sunday | Sonntag | dimanche | domingo

25

Montag | lundi | lunes | Monday

26

Intramural Volleyball Matches in Coman Gym – 11 a.m. and noon

Dienstag | mardi | martes | Tuesday

27

Mittwoch | mercredi | miércoles | Wednesday

28

Intramural Volleyball Matches in Coman Gym – 11 a.m. and noon

Donnerstag | jeudi | jueves | Thursday

29

Payday: Checks mailed at 3 p.m.

Freitag | vendredi | viernes | Friday

30

Halloween

Samstag | samedi | sábado | Saturday

31

Daylight Savings Time Ends

Sonntag | dimanche | domingo | Sunday

All Saints Day

Día de los Muertos

National American Indian and Alaska Native Heritage Month

1

Monday | Montag | lundi | lunes

All Souls Day

2

Tuesday | Dienstag | mardi | martes

Intramural Volleyball Matches in Coman Gym – 11 a.m. and noon

3

Wednesday | Mittwoch | mercredi | miércoles

Student Government Association Meeting 4:30 p.m., Ferguson 108

4

Thursday | Donnerstag | jeudi | jueves

Intramural Volleyball Matches in Coman Gym – 11 a.m. and noon

Diversity Committee Meeting 3 p.m. Ferguson 108

5

Friday | Freitag | vendredi | viernes

6

Saturday | Samstag | samedi | sábado

7

Sunday | Sonntag | dimanche | domingo

8

Montag | lundi | lunes | **Monday**

**9**

Intramural Volleyball Matches in Coman Gym – 11 a.m. and noon  
Disability Services time sheets are due in Counseling Center by noon

Dienstag | mardi | martes | **Tuesday**

**10**

Veterans Day

Mittwoch | mercredi | miércoles | **Wednesday**

**11**

Intramural Volleyball Championship Match in Coman Gym – 11:30 a.m.

Donnerstag | jeudi | jueves | **Thursday**

**12**

Last Day to Withdraw from a full 16-week Class

Freitag | vendredi | viernes | **Friday**

**13**

Samstag | samedi | sábado | **Saturday**

**14**

Sonntag | dimanche | domingo | **Sunday**

**15**

Monday | Montag | lundi | lunes

16

Tuesday | Dienstag | mardi | martes

Intramural Dodgeball in Coman Gym – 11 a.m. and noon

17

Wednesday | Mittwoch | mercredi | miércoles

Student Government Association meeting 4 p.m. Ferguson 108

Last day to withdraw from a late start class

18

Thursday | Donnerstag | jeudi | jueves

Great American Smokeout

Intramural Dodgeball in Coman Gym – 11 a.m. and noon

19

Friday | Freitag | vendredi | viernes

Gifts that Give: Global Shopping Village 10 a.m. - 1 p.m. Ferguson

Lobby

20

Saturday | Samstag | samedi | sábado

21

Sunday | Sonntag | dimanche | domingo

22

Montag | lundi | lunes | Monday

23

Dienstag | mardi | martes | Tuesday

24

Thanksgiving Break (College Open)

Mittwoch | mercredi | miércoles | Wednesday

25

Thanksgiving Break (College Closed)

Donnerstag | jeudi | jueves | Thursday

26

Thanksgiving Break (College Closed)

Eid al Adha

Freitag | vendredi | viernes | Friday

27

Thanksgiving Break (College Closed)

Samstag | samedi | sábado | Saturday

28

Sonntag | dimanche | domingo | Sunday

29

# 2009 November | December

**Monday** | Montag | lundi | lunes

Registration, Current and Continuing Students: November 30 -

December 4

Payday: Checks mailed at 3 p.m.

30

**Tuesday** | Dienstag | mardi | martes

1

**Wednesday** | Mittwoch | mercredi | miércoles

Student Government Association Meeting 4 p.m., Ferguson 108

Last day to withdraw a Minimester II class

2

**Thursday** | Donnerstag | jeudi | jueves

Diversity Committee meeting 3 p.m. Ferguson 108

3

**Friday** | Freitag | vendredi | viernes

Activity Day Schedule - See Page 8

Community Partnership Event - Children's Holiday Party

11 a.m. - 1 p.m.

4

**Saturday** | Samstag | samedi | sábado

Disability Services time sheets are due in Counseling Center by noon

(for payment December 23)

5

**Sunday** | Sonntag | dimanche | domingo

6

General Registration: December 7 - December 18

Montag | lundi | lunes | **Monday**

7

Dienstag | mardi | martes | **Tuesday**

8

Mittwoch | mercredi | miércoles | **Wednesday**

9

Donnerstag | jeudi | jueves | **Thursday**

10

Freitag | vendredi | viernes | **Friday**

11

Samstag | samedi | sábado | **Saturday**

12

Sonntag | dimanche | domingo | **Sunday**

13

Monday | Montag | lundi | lunes

First day sponsored students can charge at the bookstore

14

Tuesday | Dienstag | mardi | martes

15

Wednesday | Mittwoch | mercredi | miércoles

Last Day of Class/Examinations (Up to three days may be made up at the end of the semester for inclement weather.)

Disability Services time sheets are due in Counseling Center by noon (or on last day of exams) for payment January 29, 2010

16

Thursday | Donnerstag | jeudi | jueves

17

Friday | Freitag | vendredi | viernes

Last Day to Pay Tuition and Fees

Unpaid registrations will be deleted from the computer registration system at 4:30 p.m.

Islamic New Year (1431 AH)

18

Saturday | Samstag | samedi | sábado

19

Sunday | Sonntag | dimanche | domingo

20

Late Registration: December 21 - January 8	Montag   lundi   lunes   <b>Monday</b>
Winter Solstice	
	<b>21</b>
	Dienstag   mardi   martes   <b>Tuesday</b>
	<b>22</b>
	Mittwoch   mercredi   miércoles   <b>Wednesday</b>
	<b>23</b>
Winter Holiday Break (College Closed)	Donnerstag   jeudi   jueves   <b>Thursday</b>
	<b>24</b>
Winter Holiday Break (College Closed)	Freitag   vendredi   viernes   <b>Friday</b>
Christmas	
	<b>25</b>
Winter Holiday Break (College Closed)	Samstag   samedi   sábado   <b>Saturday</b>
Kwanzaa Begins	
	<b>26</b>
Winter Holiday Break (College Closed)	Sonntag   dimanche   domingo   <b>Sunday</b>
Ashura	
	<b>27</b>

# 2009 | 2010 December | January

Monday | Montag | lundi | lunes

Winter Holiday Break (College Closed)

28

Tuesday | Dienstag | mardi | martes

Winter Holiday Break (College Closed)

29

Wednesday | Mittwoch | mercredi | miércoles

Winter Holiday Break (College Closed)

30

Thursday | Donnerstag | jeudi | jueves

Winter Holiday Break (College Closed)

Payday

31

Friday | Freitag | vendredi | viernes

Winter Holiday Break (College Closed)

New Year's Day

Kwanzaa Ends

1

Saturday | Samstag | samedi | sábado

Winter Holiday Break (College Closed)

2

Sunday | Sonntag | dimanche | domingo

Winter Holiday Break (College Closed)

3

Montag | lundi | lunes | **Monday**

**4**

First day financial aid recipients can charge at the bookstore

Dienstag | mardi | martes | **Tuesday**

**5**

Epiphany

Mittwoch | mercredi | miércoles | **Wednesday**

**6**

Diversity Committee meeting 3 p.m. Ferguson 108

Donnerstag | jeudi | jueves | **Thursday**

**7**

Last Day to Pay Tuition and Fees for Late Registration

Freitag | vendredi | viernes | **Friday**

Unpaid registrations will be deleted from the computer registration system at 4:30 pm.

New Student Welcome - Ferguson Auditorium. 9 a.m.

**8**

Samstag | samedi | sábado | **Saturday**

**9**

Sonntag | dimanche | domingo | **Sunday**

**10**

Monday | Montag | lundi | lunes

SPRING SEMESTER CLASSES BEGIN

Schedule Adjustments: January 11 - 13

Minimester I: January 11 - March 8

11

Disability Services time sheets are due in Counseling Center by noon  
(continuing education only)

Tuesday | Dienstag | mardi | martes

12

Wednesday | Mittwoch | mercredi | miércoles

Last day to add a full term or Minimester I class

13

Thursday | Donnerstag | jeudi | jueves

Last day to drop a Minimester I class for partial refund

14

Friday | Freitag | vendredi | viernes

15

Saturday | Samstag | samedi | sábado

16

Sunday | Sonntag | dimanche | domingo

17



Monday | Montag | lundi | lunes

25

Tuesday | Dienstag | mardi | martes

26

Wednesday | Mittwoch | mercredi | miércoles

27

Thursday | Donnerstag | jeudi | jueves

28

Friday | Freitag | vendredi | viernes

29

Saturday | Samstag | samedi | sábado

30

Sunday | Sonntag | dimanche | domingo

31

Intramural 3-on-3 Basketball in Coman Gym – 11 a.m. and noon

Last day financial aid recipients can charge at the bookstore

Last day to submit Verification of Class Attendance (VCA) form to receive a financial aid balance check on February 17th

Last day sponsored students can charge in the bookstore

Late Start Semester First Class Day

Financial aid office closed.

Intramural 3-on-3 Basketball in Coman Gym – 11 a.m. and noon

Payday: Checks mailed at 3 p.m.

Last day to add a late start class

Black History Month	Montag   lundi   lunes   <b>Monday</b>
	<b>1</b>
Groundhog Day Intramural 3-on-3 Basketball in Coman Gym – 11 a.m. and noon	Dienstag   mardi   martes   <b>Tuesday</b>
	<b>2</b>
Student Government Association Meeting 4 p.m., Ferguson 108	Mittwoch   mercredi   miércoles   <b>Wednesday</b>
	<b>3</b>
Intramural 3-on-3 Basketball in Coman Gym – 11 a.m. and noon (inclement weather make-up) Diversity Committee Meeting 3 p.m. Ferguson 108 Last day to drop a late start class for partial refund	Donnerstag   jeudi   jueves   <b>Thursday</b>
	<b>4</b>
	Freitag   vendredi   viernes   <b>Friday</b>
	<b>5</b>
	Samstag   samedi   sábado   <b>Saturday</b>
	<b>6</b>
	Sonntag   dimanche   domingo   <b>Sunday</b>
	<b>7</b>

Monday | Montag | lundi | lunes

8

Tuesday | Dienstag | mardi | martes

Fall Certificate Ceremony 3 p.m. Ferguson Auditorium

Intramural Volleyball Evaluations in Coman Gym – 11 a.m. and noon

9

Wednesday | Mittwoch | mercredi | miércoles

Disability Services time sheets are due in Counseling Center by noon

10

Thursday | Donnerstag | jeudi | jueves

Intramural Volleyball Matches in Coman Gym – 11 a.m. and noon

11

Friday | Freitag | vendredi | viernes

Lincoln's Birthday

12

Saturday | Samstag | samedi | sábado

13

Sunday | Sonntag | dimanche | domingo

St. Valentine's Day

Chinese New Year

14

Presidents' Day (Washington's Birthday observed)	Montag   lundi   lunes   <b>Monday</b>
	<b>15</b>
Shrove Tuesday/Mardi Gras Intramural Volleyball Matches in Coman Gym – 11 a.m. and noon	Dienstag   mardi   martes   <b>Tuesday</b>
	<b>16</b>
Ash Wednesday Financial aid balance checks will be disbursed in the K. Ray Bailey Student Services Building starting at 8:30 a.m. Student Government Association Meeting 4:30 p.m., Ferguson 108	Mittwoch   mercredi   miércoles   <b>Wednesday</b>
	<b>17</b>
Intramural Volleyball Matches in Coman Gym – 11 a.m. and noon	Donnerstag   jeudi   jueves   <b>Thursday</b>
	<b>18</b>
	Freitag   vendredi   viernes   <b>Friday</b>
	<b>19</b>
	Samstag   samedi   sábado   <b>Saturday</b>
	<b>20</b>
	Sonntag   dimanche   domingo   <b>Sunday</b>
	<b>21</b>

Monday | Montag | lundi | lunes

Last day to withdraw from a Minimester II class

Last day to make up an incomplete fall semester

22

Tuesday | Dienstag | mardi | martes

Intramural Volleyball Matches in Coman Gym – 11 a.m. and noon

23

Wednesday | Mittwoch | mercredi | miércoles

Tuition refund checks mailed

24

Thursday | Donnerstag | jeudi | jueves

Intramural Volleyball Matches in Coman Gym – 11 a.m. and noon

25

Friday | Freitag | vendredi | viernes

Last Day to Apply for Spring Graduation

Payday: Checks mailed at 3 p.m.

26

Saturday | Samstag | samedi | sábado

27

Sunday | Sonntag | dimanche | domingo

Purim

28

Women's History Month	Montag   lundi   lunes   <b>Monday</b>
	<b>1</b>
Intramural Volleyball Matches in Coman Gym – 11 a.m. and noon	Dienstag   mardi   martes   <b>Tuesday</b>
	<b>2</b>
Travel Expo 10:00a.m.-1:00p.m. Ferguson Lobby Student Government Association Meeting 4:30 p.m., Ferguson 108	Mittwoch   mercredi   miércoles   <b>Wednesday</b>
	<b>3</b>
Intramural Volleyball Matches in Coman Gym – 11 a.m. and noon Diversity Committee Meeting 3 p.m. Ferguson 108	Donnerstag   jeudi   jueves   <b>Thursday</b>
	<b>4</b>
	Freitag   vendredi   viernes   <b>Friday</b>
	<b>5</b>
	Samstag   samedi   sábado   <b>Saturday</b>
	<b>6</b>
	Sonntag   dimanche   domingo   <b>Sunday</b>
	<b>7</b>

Monday | Montag | lundi | lunes

International Women's Day

8

Tuesday | Dienstag | mardi | martes

Professional Development Day or Inclement Weather Make Up

No Intramural Volleyball Matches

9

Wednesday | Mittwoch | mercredi | miércoles

Minimester II: March 10 - May 11

Disability Services time sheets are due in Counseling Center by noon

10

Thursday | Donnerstag | jeudi | jueves

Intramural Volleyball Matches in Coman Gym – 11 a.m. and noon

11

Friday | Freitag | vendredi | viernes

Last day to add a Minimester II class

12

Saturday | Samstag | samedi | sábado

13

Sunday | Sonntag | dimanche | domingo

Daylight Savings Time Begins

14

<p>Last day to drop a Minimester II class for partial refund</p>	<p>Montag   lundi   lunes   <b>Monday</b></p> <p style="text-align: right;"><b>15</b></p>
<p>Intramural Volleyball Matches in Coman Gym – 11 a.m. and noon</p>	<p>Dienstag   mardi   martes   <b>Tuesday</b></p> <p style="text-align: right;"><b>16</b></p>
<p>Student Government Association Meeting 4:30 p.m., Ferguson 108 St. Patrick's Day</p>	<p>Mittwoch   mercredi   miércoles   <b>Wednesday</b></p> <p style="text-align: right;"><b>17</b></p>
<p>Intramural Volleyball Matches in Coman Gym – 11 a.m. and noon</p>	<p>Donnerstag   jeudi   jueves   <b>Thursday</b></p> <p style="text-align: right;"><b>18</b></p>
	<p>Freitag   vendredi   viernes   <b>Friday</b></p> <p style="text-align: right;"><b>19</b></p>
<p>Spring Equinox</p>	<p>Samstag   samedi   sábado   <b>Saturday</b></p> <p style="text-align: right;"><b>20</b></p>
<p>Norouz</p>	<p>Sonntag   dimanche   domingo   <b>Sunday</b></p> <p style="text-align: right;"><b>21</b></p>

Monday | Montag | lundi | lunes

World Water Day

22

Tuesday | Dienstag | mardi | martes

Intramural Volleyball Matches in Coman Gym – 11 a.m. and noon

23

Wednesday | Mittwoch | mercredi | miércoles

Transfer College Fair, 10 a.m.-1 p.m. Coman Student Center

24

Thursday | Donnerstag | jeudi | jueves

Intramural Volleyball Matches in Coman Gym – 11 a.m. and noon

25

Friday | Freitag | vendredi | viernes

26

Saturday | Samstag | samedi | sábado

27

Sunday | Sonntag | dimanche | domingo

28

	Montag   lundi   lunes   <b>Monday</b>
	<b>29</b>
Passover Begins at sundown Intramural Volleyball Matches in Coman Gym – 11 a.m. and noon	Dienstag   mardi   martes   <b>Tuesday</b>
	<b>30</b>
Student Government Association Meeting 4:30 p.m., Ferguson 108 Payday: Checks mailed at 3 p.m.	Mittwoch   mercredi   miércoles   <b>Wednesday</b>
	<b>31</b>
Intramural Volleyball Matches in Coman Gym – 11 a.m. and noon Diversity Committee Meeting 3 p.m. Ferguson 108	Donnerstag   jeudi   jueves   <b>Thursday</b>
	<b>1</b>
Good Friday Disability Services time sheets are due in Counseling Center by noon (before Spring Break)	Freitag   vendredi   viernes   <b>Friday</b>
	<b>2</b>
	Samstag   samedi   sábado   <b>Saturday</b>
	<b>3</b>
Easter	Sonntag   dimanche   domingo   <b>Sunday</b>
	<b>4</b>

Monday | Montag | lundi | lunes

Spring College Holiday (College Closed)

5

Tuesday | Dienstag | mardi | martes

Spring Break (College Open)

Passover Ends at sundown

6

Wednesday | Mittwoch | mercredi | miércoles

Spring Break (College Open)

7

Thursday | Donnerstag | jeudi | jueves

Spring Break (College Open)

8

Friday | Freitag | vendredi | viernes

Spring Break (College Open)

9

Saturday | Samstag | samedi | sábado

Spring Break (College Open)

10

Sunday | Sonntag | dimanche | domingo

11

Intramural Tennis Sign-ups in Coman Gym	Montag   lundi   lunes   <b>Monday</b>
	<b>12</b>
Last Day to Withdraw from a full 16-week Class	Dienstag   mardi   martes   <b>Tuesday</b>
Intramural Volleyball Championship Match in Coman Gym – 11:30 a.m.	
Intramural Tennis Sign-ups in Coman Gym	
	<b>13</b>
	Mittwoch   mercredi   miércoles   <b>Wednesday</b>
Student Government Association Meeting 4:30 p.m., Ferguson 108	
Intramural Tennis Sign-ups in Coman Gym	
	<b>14</b>
	Donnerstag   jeudi   jueves   <b>Thursday</b>
Intramural Tennis Sign-ups in Coman Gym	
Intramural 2-mile Run Competition at Asheville High Track – 11 a.m. and noon	
	<b>15</b>
	Freitag   vendredi   viernes   <b>Friday</b>
Intramural Tennis Sign-ups in Coman Gym	
Last day to withdraw from a late start class	
	<b>16</b>
	Samstag   samedi   sábado   <b>Saturday</b>
	<b>17</b>
	Sonntag   dimanche   domingo   <b>Sunday</b>
	<b>18</b>

Monday | Montag | lundi | lunes

Intramural Tennis Matches Begin

19

Tuesday | Dienstag | mardi | martes

Academic Awards Ceremony 2:30 p.m. Ferguson Auditorium

Intramural 2-mile Run Competition at Asheville High Track – 11 a.m. and noon (weather make-up)

20

Wednesday | Mittwoch | mercredi | miércoles

Alcohol Screening 10 a.m. - 1 p.m. Coman Student Center

21

Thursday | Donnerstag | jeudi | jueves

22

Friday | Freitag | vendredi | viernes

Activity Day Schedule - See Page 8

Earth Day Celebration 11 a.m. - 1 p.m. Beech Tree Deck

23

Saturday | Samstag | samedi | sábado

24

Sunday | Sonntag | dimanche | domingo

25

Registration, Current and Continuing Students: April 26 - 30

Montag | lundi | lunes | Monday

26

Last day to withdraw from a minimester II class

Dienstag | mardi | martes | Tuesday

27

Student Government Association Meeting 4:30 p.m., Ferguson 108

Mittwoch | mercredi | miércoles | Wednesday

28

Donnerstag | jeudi | jueves | Thursday

29

Payday: Checks mailed at 3 p.m.

Freitag | vendredi | viernes | Friday

30

Samstag | samedi | sábado | Saturday

1

Sonntag | dimanche | domingo | Sunday

2

Monday | Montag | lundi | lunes

General Registration: May 3 - 14

3

Tuesday | Dienstag | mardi | martes

North Carolina Primary Election Day

4

Wednesday | Mittwoch | mercredi | miércoles

5

Thursday | Donnerstag | jeudi | jueves

Intramural Tennis Matches End

Diversity Committee meeting 3 p.m. Ferguson 108

6

Friday | Freitag | vendredi | viernes

7

Saturday | Samstag | samedi | sábado

8

Sunday | Sonntag | dimanche | domingo

Mother's Day

9

Montag | lundi | lunes | **Monday**

**10**

Last Day of Class/Examinations (Up to three days may be made up at the end of the semester or during spring break for inclement weather)  
 Disability Services time sheets are due in Counseling Center by noon (or on last day of exams)

Dienstag | mardi | martes | **Tuesday**

**11**

First day sponsored students can charge at the bookstore

Mittwoch | mercredi | miércoles | **Wednesday**

**12**

Donnerstag | jeudi | jueves | **Thursday**

**13**

Spring Graduation: 7:30 pm Civic Center

Freitag | vendredi | viernes | **Friday**

Last Day to Pay Tuition and Fees

Unpaid registrations will be deleted from the computer registration system at 4:30 p.m.

**14**

Armed Forces Day

Samstag | samedi | sábado | **Saturday**

**15**

Sonntag | dimanche | domingo | **Sunday**

**16**

Monday | Montag | lundi | lunes

Late Registration: May 17 - 21

First day financial aid recipients can charge in the bookstore

17

Tuesday | Dienstag | mardi | martes

18

Wednesday | Mittwoch | mercredi | miércoles

19

Thursday | Donnerstag | jeudi | jueves

20

Friday | Freitag | vendredi | viernes

Last Day to Pay Tuition and Fees for Late Registration.

Unpaid registrations will be deleted from the computer registration system at 4:30 pm.

21

New Student Welcome - 9 a.m., Simpson Lecture Hall

Last Day to Apply for Summer Graduation

Saturday | Samstag | samedi | sábado

22

Sunday | Sonntag | dimanche | domingo

Pentecost

23

SUMMER SEMESTER CLASSES BEGIN

Montag | lundi | lunes | **Monday**

Schedule Adjustments: May 24 - 25

24

Dienstag | mardi | martes | **Tuesday**

25

Mittwoch | mercredi | miércoles | **Wednesday**

26

Donnerstag | jeudi | jueves | **Thursday**

27

Payday: Checks mailed at 3 p.m.

Freitag | vendredi | viernes | **Friday**

Last day to drop a 10 week class for a partial refund

28

Samstag | samedi | sábado | **Saturday**

29

Sonntag | dimanche | domingo | **Sunday**

30

# 2010 May | June

Monday | Montag | lundi | lunes

Memorial Day (College Closed)

31

Tuesday | Dienstag | mardi | martes

1

Wednesday | Mittwoch | mercredi | miércoles

Last day financial aid recipients can charge in the bookstore

Last day to submit Verification of Class Attendance (VCA) form to receive a financial aid balance check on June 11th

Last day sponsored students can charge in the bookstore

2

Thursday | Donnerstag | jeudi | jueves

Financial aid office closed

3

Friday | Freitag | vendredi | viernes

Disability Services time sheets are due in Counseling Center by noon

4

Saturday | Samstag | samedi | sábado

5

Sunday | Sonntag | dimanche | domingo

6

Montag | lundi | lunes | Monday

7

Dienstag | mardi | martes | Tuesday

8

Mittwoch | mercredi | miércoles | Wednesday

9

Donnerstag | jeudi | jueves | Thursday

10

Financial aid balance checks will be disbursed in the K. Ray

Freitag | vendredi | viernes | Friday

Bailey Student Services Building at 8:30 a.m.

11

Samstag | samedi | sábado | Saturday

12

Sonntag | dimanche | domingo | Sunday

13

Monday | Montag | lundi | lunes

Flag Day

14

Tuesday | Dienstag | mardi | martes

Spring Certificate Ceremony 3 p.m. Ferguson Auditorium

15

Wednesday | Mittwoch | mercredi | miércoles

16

Thursday | Donnerstag | jeudi | jueves

17

Friday | Freitag | vendredi | viernes

18

Saturday | Samstag | samedi | sábado

19

Sunday | Sonntag | dimanche | domingo

Father's Day

20

Summer Solstice

Montag | lundi | lunes | Monday

21

Dienstag | mardi | martes | Tuesday

22

Tuition refund checks mailed

Mittwoch | mercredi | miércoles | Wednesday

23

Donnerstag | jeudi | jueves | Thursday

24

Freitag | vendredi | viernes | Friday

25

Samstag | samedi | sábado | Saturday

26

Sonntag | dimanche | domingo | Sunday

27

# 2010 June | July

Monday | Montag | lundi | lunes

28

Tuesday | Dienstag | mardi | martes

29

Wednesday | Mittwoch | mercredi | miércoles

Payday: Checks mailed at 3 p.m.

30

Thursday | Donnerstag | jeudi | jueves

1

Friday | Freitag | vendredi | viernes

2

Saturday | Samstag | samedi | sábado

3

Sunday | Sonntag | dimanche | domingo

4

Independence Day Observed (College Closed)	Montag   lundi   lunes   Monday
	5
	Dienstag   mardi   martes   Tuesday
	6
	Mittwoch   mercredi   miércoles   Wednesday
	7
	Donnerstag   jeudi   jueves   Thursday
	8
Disability Services time sheets are due in Counseling Center by noon Last Day to Withdraw from a 10 week class Last day to make up an incomplete from spring semester	Freitag   vendredi   viernes   Friday
	9
	Samstag   samedi   sábado   Saturday
	10
	Sonntag   dimanche   domingo   Sunday
	11

Monday | Montag | lundi | lunes

12

Tuesday | Dienstag | mardi | martes

13

Wednesday | Mittwoch | mercredi | miércoles

14

Thursday | Donnerstag | jeudi | jueves

15

Friday | Freitag | vendredi | viernes

16

Saturday | Samstag | samedi | sábado

17

Sunday | Sonntag | dimanche | domingo

18

Montag | lundi | lunes | Monday

19

Dienstag | mardi | martes | Tuesday

20

Mittwoch | mercredi | miércoles | Wednesday

21

Donnerstag | jeudi | jueves | Thursday

22

Freitag | vendredi | viernes | Friday

23

Samstag | samedi | sábado | Saturday

24

Sonntag | dimanche | domingo | Sunday

25

# 2010 July | August

Monday | Montag | lundi | lunes

26

Tuesday | Dienstag | mardi | martes

27

Wednesday | Mittwoch | mercredi | miércoles

28

Thursday | Donnerstag | jeudi | jueves

29

Friday | Freitag | vendredi | viernes

Payday: Checks mailed at 3 p.m.

30

Saturday | Samstag | samedi | sábado

31

Sunday | Sonntag | dimanche | domingo

1

Montag | lundi | lunes | **Monday**

2

Disability Services time sheets are due in Counseling Center by noon

Dienstag | mardi | martes | **Tuesday**

(or on last day of exams)

Last Day of Class/Examinations

3

Mittwoch | mercredi | miércoles | **Wednesday**

4

Donnerstag | jeudi | jueves | **Thursday**

5

Summer Graduation: 7:30 p.m. Civic Center

Freitag | vendredi | viernes | **Friday**

6

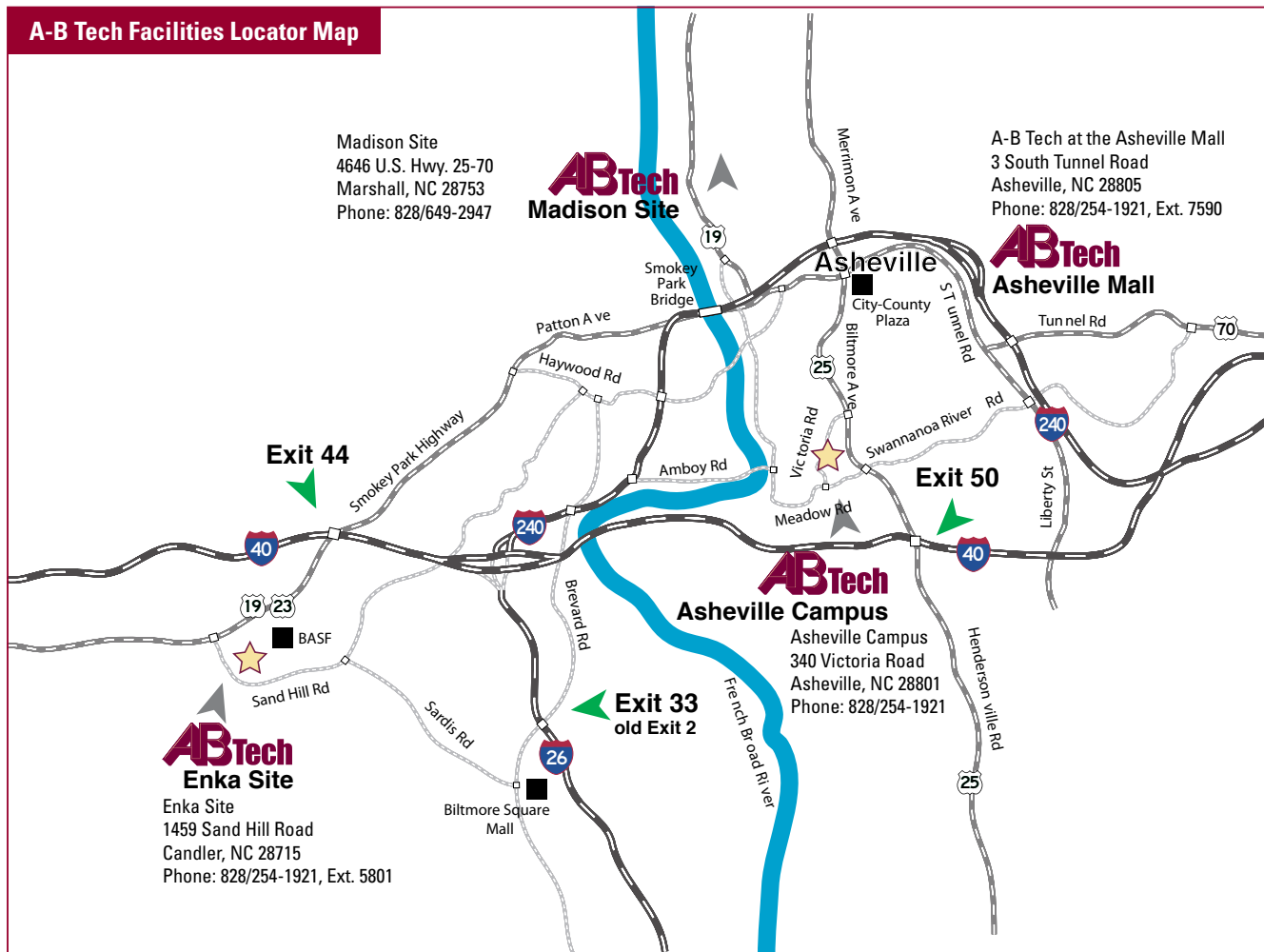
Samstag | samedi | sábado | **Saturday**

7

Sonntag | dimanche | domingo | **Sunday**

8

## A-B Tech Facilities Locator Map



## Asheville Campus Facilities

### Thomas W. Simpson Administration Building

Office of Finance and IST  
Office of Risk Management and Operations  
Communications Office  
Elevated Lecture Room  
Information Systems Technology  
Instructional Services  
Office of the President  
Research and Planning Office

### Balsam Computer Technology Center

Cisco Networking Academy  
Computer Information Technology  
Digital Media Technology  
Information Systems Security  
Medical Coding  
Medical Office Administration  
Medical Transcription  
Networking Technology  
Office Systems Technology  
Red Hat Academy  
Web Technologies  
Word Processing/Desktop Publishing

### Birch Building

Accounting  
Business Administration  
Cosmetology  
Early College

Esthetics Technology  
Human Resources Management  
Manicuring/Nail Technology  
Marketing and Retailing  
Real Estate  
Real Estate Appraisal  
Therapeutic Massage

### Chestnut Building

Plant Operations  
Receiving  
Security Office

### Coman Student Activity Center

A-B Tech Café  
Art Studio  
Gym  
Health and Physical Education  
Intramurals  
Recruiter  
Student Government Association  
Student Activities Office  
Student Lounge

### Dogwood Building

Air Conditioning, Heating, and Refrigeration Technology  
Automotive Systems Technology  
Carpentry  
Construction Management Technology  
Electrical/Electronics Technology  
Heavy Equipment and Transport Technology  
Machining Technology  
Mechanical Engineering Technology  
Welding Technology

### Elm Building

Civil Engineering Technology  
Computer-Aided Drafting Technology  
Electronics Engineering Technology  
English/Communications  
Flexible Automated Manufacturing Training Center  
Humanities/Fine Arts  
Mathematics  
Nursing Assistant Levels I and II  
Surveying Technology  
Transfer Advising Center

### Ferguson Building

Academic Learning Center  
Developmental Studies  
Ferguson Auditorium

### Fernihurst

Baking and Pastry Arts  
Conference Rooms  
Culinary Technology  
Dining Rooms  
Hotel and Restaurant Management  
Foundation Office  
Grants Office  
Scholarship Office

### Fernihurst Annex A and B

Drama and Performing Arts

### Hemlock Building

Emergency Services Academy  
Basic Law Enforcement Training  
Criminal Justice Technology  
Emergency Medical Science  
Fire Protection Technology

Early Childhood Associate  
Human Services Technology/  
Social Services  
Teacher Associate

### Holly Building

Computer Lab  
Instructional Support and Online Learning  
Educational Technology Services  
Library  
Service-Learning Center

### Ivy Building

Decorative Restoration

### K. Ray Bailey Student Success and Advocacy Center

Admissions Office  
Business Office  
Bookstore  
Career Center  
Counseling Center  
Disability Services  
Financial Aid Office  
International Student Services  
Placement Testing  
Records and Registration (Registrar)  
Veterans Representative

### Magnolia

Baking and Pastry Arts  
Culinary Technology  
Demonstration Hall  
Dining Rooms  
Hotel and Restaurant Management

## Asheville Campus



- |   |   |                                  |
|---|---|----------------------------------|
| 1 - Thomas W. Simpson Administration Building | 9 - Fernihurst                                | 17 - Maple Building Annex        |
| 2 - K. Ray Bailey Student Services Center     | 10 - Fernihurst Annex A & B                   | 18 - The Pines                   |
| 3 - Balsam Computer Technology Center         | 11 - Hemlock Building                         | 19 - Poplar Building             |
| 4 - Birch Building                            | 12 - Holly Building                           | 20 - Rhododendron Building       |
| 5 - Chestnut Building                         | 13 - Ivy Building                             | 21 - Smith-McDowell House Museum |
| 6 - Dogwood Building                          | 14 - J. Herbert Coman Student Activity Center | 22 - Sunnicrest                  |
| 7 - Elm Building                              | 15 - Magnolia Hospitality Education Center    | 23 - Sycamore Building           |
| 8 - Ferguson Building                         | 16 - Maple Building                           |                                  |

Mountain Tech Lodge  
Resort and Spa Management

### Maple Building

JobLink Career Center  
Mountain Area Workforce Development  
Board Administrative Staff Office

### Maple Annex

Lab - Carpentry, Electrical, HVAC,  
Plumbing, etc.

### The Pines

Adult Basic Education (ABE)  
Community Service Programs  
Compensatory Education  
Continuing Education Business Office  
and Registration  
English as a Second Language (ESL)  
General Education Development (GED)  
Human Resources Development  
Program (HRD)

### Poplar Building

Child Care Center

### Rhododendron Building

Associate Degree Nursing  
Computed Tomography & Magnetic  
Resonance Imaging (CT/MRI)  
Technology  
Dental Assisting  
Dental Hygiene  
Medical Assisting  
Medical Laboratory Technology  
Medical Sonography  
Phlebotomy  
Practical Nursing

Radiography  
Surgical Technology  
Veterinary Medical Technology

### Smith-McDowell House Museum (Leased to WNC Historical Association)

Museum of WNC History

### Sunnicrest

ADA Coordinator  
Career Pathways Partnership  
Human Resources  
Organizational and Professional  
Development Office

### Sycamore Building

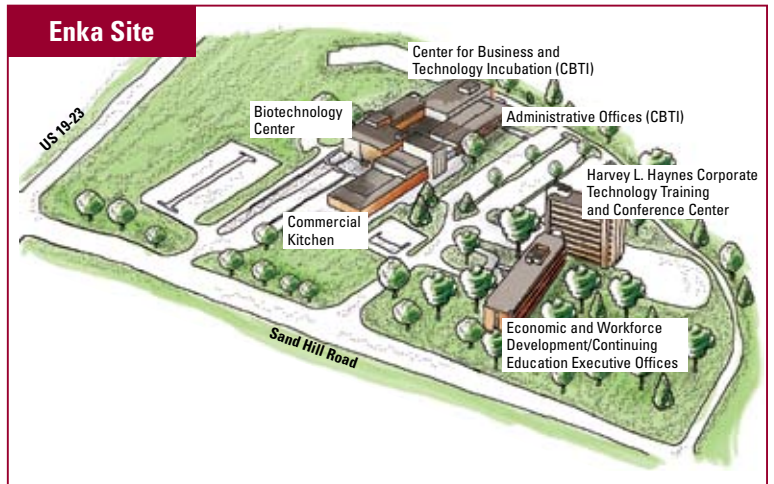
Biology  
Chemistry/Physics  
Video Conference Center

## Enka Site Facilities

### Harvey L. Haynes Corporate Technology Training and Confer- ence Center

Economic & Workforce Development  
Executive Offices  
Division Business Office and  
Registration  
Occupational and Public Service  
Training  
Workforce Development  
Customized Training Programs  
Quality Initiatives

## Enka Site



### Center for Business and Technology Incubation

BioNetwork/BioBusiness  
Biotechnology  
BioWork Classroom/Lab  
Business Incubator  
Commercial Kitchen  
Core Technology Lab  
Small Business Center  
Student Business Incubator  
Technology Commercialization Center

## Madison Site Facilities

### Liston B. Ramsey Building

Administrative Offices  
Auditorium  
Classrooms  
Computer Lab  
Conference Room  
Shop

