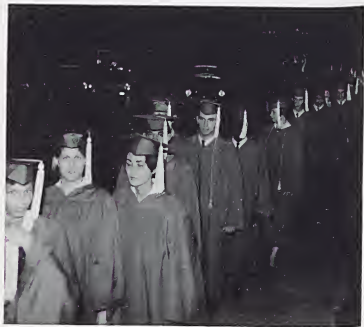


**ROBESON
TECHNICAL
INSTITUTE**

**STUDENT
HANDBOOK**



1969 - 1970



INTRODUCTION

Welcome to Robeson Technical Institute! It is our hope that this handbook will not only get you started on the right track by providing useful information, but also give you a quick overview of and a comprehensive look at your responsibilities, duties, obligations and privileges while attending Robeson Tech. As a student, you are presented with a serious challenge and responsibility — the responsibility of maintaining the high traditions set by your predecessors and of establishing further traditions worthy of being followed by future students. Every student group becomes a community in itself, and it is necessary for each citizen of that community to develop a sense of individual responsibility and integrity which contributes to constructive and dependable citizenship.

You are the center of our school. The time you spend with us is an investment that should pay dividends for many years to come. Our faculty and staff are dedicated to making your stay both pleasant and profitable. We look forward to this year, confident that you will be the finest student body Robeson Tech has ever had.



SCHOOL CALENDAR — 1969 - 1970

FALL QUARTER

Monday, September 8Registration
Tuesday, September 9Orientation
Wednesday, September 10Classes Begin
Tuesday, November 25Last Day Fall Quarter
Wednesday, November 26Last Day for Instructors
November 27 and 28Thanksgiving Holidays

WINTER QUARTER

Monday, December 1Registration
Tuesday, December 2Classes Begin
Wednesday, December 24Christmas Holidays Begin
Monday, January 5Classes Resume
Thursday, February 26Last Day Winter Quarter

SPRING QUARTER

Tuesday, March 3Registration
Wednesday, March 4Classes Begin
Friday, March 27 through
Monday, March 30Easter Holidays
Tuesday, March 31Classes Resume
Thursday, May 21Last Day Spring Quarter
Monday, May 25 through
Friday, May 29Instructors' Workshops

SUMMER QUARTER

Tuesday, June 2Registration
Wednesday, June 3Classes Begin
Friday, July 3Holiday
Wednesday, August 12Last Day Summer Quarter
Friday, August 14Graduation
Monday, August 17 through
Friday, August 28Instructors' Vacation

OFFICERS OF ADMINISTRATION

DEPARTMENT OF COMMUNITY COLLEGES

I. E. Reedy Director
 Charles R. Hollomon Associate Director
 and Business Manager

BOARD OF TRUSTEES

I. J. Williams Chairman
 W. F. Scarborough Vice-Chairman
 R. Croig Allen Secretary

Appointed by Commissioners of Robeson County Expiration of Term

B. C. McBee June 30, 1971
 W. F. Scarborough June 30, 1975
 J. A. Singleton, Jr. June 30, 1977

Appointed by Robeson County Board of Education Expiration of Term

John L. Corter June 30, 1973
 A. D. Lewis, Jr. June 30, 1971
 I. J. Williams June 30, 1975
 Guy P. McCormick June 30, 1971

ADMINISTRATIVE STAFF

R. Croig Allen President
 Fred G. Williams Administrative Assistant
 Morie M. Molloy Director of Student Personnel
 Robert F. Leggett Extension Director
 Russell K. Hellekson Business Manager
 Marcus Everitte Librarian
 Roso W. Cooper Bookkeeper
 Thoddeus Sexton, Jr. Director of Occupational Education
 T. Eugene Mercer Director of Adult Education
 Eddie Moc Locklear Counselor

FACULTY

Murray A. Alford, Jr. _____	Industrial Arts
Sarah M. Britt _____	Business Education
Ronald C. Brown _____	Business Education
Ruth M. Brown _____	Nursing Instructor
William M. Bryon _____	Welding
Hubert F. Bullord _____	Learning Lab Coordinator
John D. Downs _____	Business Education
Cloude E. Fly _____	Drafting
Lee Roy Hedgpeth _____	Corpentry ond Cabinet Moking
Helen K. Ivey _____	Business Education
Eugene Modison _____	Electrical
Silos M. McColl _____	Automotive Mechanics
Pouline H. McNoir _____	General Education
Elizobeth T. Nye _____	Proctical Nursing Coordinator/Instructor
George Green Pope _____	Automotive Mechanics
Ann M. Revels _____	Business Education
Norman D. Rosser _____	Masonry
Virginio B. Simkins _____	Communicotive Skills
James C. Taylor _____	Learning Lab Coordinator
Tommy E. Williams _____	Mothehmatics ond Science

SECRETARIAL STAFF

Lolo B. Brocey _____	Secretary, President
Mory P. Hughes _____	Secretary, Adult Education
Lynne R. Porker _____	Secretary, Business Monoger
Condice H. Smith _____	Secretary, Student Personnel
Gayle L. Wilkes _____	Secretary, Occupational Education

STUDENT ADVISORS

Business Administration _____	Mr. Downs
Accounting _____	Mr. Brown
Secretoriol Science I _____	Mrs. Ivey
Secretoriol Science II _____	Mrs. Revels
Automotives A _____	Mr. Pope
Automotives B _____	Mr. McColl
Corpentry _____	Mr. Hedgpeth
Drafting _____	Mr. Fly
Electrical Instollotion ond Maintenance _____	Mr. Modison
Masonry _____	Mr. Rosser
Practical Nursing _____	Mrs. Nye
Welding _____	Mr. Bryan

STUDENT ACTIVITY ADVISORS

Student Government _____	Mrs. Ivey
Student Newspaper _____	Mr. Bryan
	Mr. Brown
	Mrs. Britt
RTI Annual _____	Mrs. Revels
	Mr. Fly

Other Instructors Assigned Responsibilities

Public Relations _____	Miss Simkins
Automotive Maintenance _____	Mr. McColl
Audio-Visual Aids _____	Mr. Everitte
Photography _____	Mr. T. Williams

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association is your organization. It is composed of all full-time students who are enrolled in the Institute. Your interest is its success. We encourage every student to be an active participant and to voice opinions and thoughts through the Student Government Association throughout the year. The organization sponsors social events, assembly programs, and various other activities to supplement the academic program. The constitution and activities of the association are subject to the approval and sanction of the administration of Robeson Tech.

Athletic activities on campus are determined by the desires of the students. Scheduled play and tournaments may be made available upon student request, and equipment may be secured for activities if sufficient interest is demonstrated.

The student government will be in charge of all recreation equipment. They will be responsible for its use and storage.

Clubs may be organized in interest areas at the request of a sufficient number of students. Upon request through the Student Council to form an organization, the student group must present to the Student Personnel Office a document stating the purpose, the proposed structure of organization, and suggest a faculty advisor.

The student body shall be represented on the Academic Council. Members of the Council, appointed by the Director of Student Personnel, will hear cases referred to them for appropriate action.

STUDENT GOVERNMENT CONSTITUTION

of the

ROBESON TECHNICAL INSTITUTE

P R E A M B L E

We, the students of the Robeson Technical Institute, in order to foster a spirit of cooperation among students and faculty, coordinate and regulate student activities, maintain a high standard for the school by upholding high standards of personal conduct, promote and encourage activities for the best interest of the school, and develop good citizens through experience in government, do hereby establish this constitution for the Student Government of the Robeson Technical Institute.

ARTICLE I

ORGANIZATION

Section 1

There shall be a student government, the membership of which shall consist of the entire body of the Robeson Technical Institute.

Section 2

There shall be a Student Council, the members of which shall be formed by each class appointing its representatives, with two-year curricula having two representatives, all other curricula to have one representative. The officers listed in Article II shall be elected by Australian ballot from the full-time student body, and shall be sworn in at an assembly sometime during the month of October following their election.

Section 3

The term of office for all members of the Student Council shall be one year.

Section 4

Each member of the Student Council must maintain a satisfactory scholastic average and be of good standing.

Section 5

There shall be one faculty advisor, selected by the administration of the school and approved by the council.

ARTICLE II

DUTIES OF THE OFFICERS

Section 1

The president shall preside at all Student Council meetings, shall perform such duties as devolve upon presidents of similar organizations unless otherwise ordered by the constitution; shall appoint the necessary committees with the advice and consent of the Council, and shall call special meetings when deemed necessary. He shall be the chairman of the elections committee and shall be exofficio member of all standing committees.

Section 2

The vice-president shall assume the duties of the president in case of his absence or disability. It shall also be the duty of the vice-president to be assembly program chairman.

Section 3

The secretary shall keep records of all meetings, shall conduct all correspondence, and perform such duties as devolve upon secretaries of similar organizations.

Section 4

The treasurer shall have charge of all monies and shall deposit the same in the central office; shall keep a record of expenditures and receipts and make a report of the finances at each meeting of the Council.

ARTICLE III

MEETINGS

Section 1

The Student Council shall meet as needed after consultation with the administration.

Section 2

The student body shall meet once a quarter at a time and place agreed upon and approved by the Council in cooperation with the administration.

Section 3

Called special meetings can be scheduled by the president when necessary and approved by the advisor.

ARTICLE IV COMMITTEES

The Student Council shall establish committees to perform certain functions necessary to the Student Council. The following standing committees shall be appointed at the first meeting of the Council:

1. Constitution
2. Publicity
3. Elections
4. Intra-school Relations

ARTICLE V POWERS

A quorum for the transaction of business shall consist of two-thirds of the Council membership.

ARTICLE VI APPROVAL

Any regulation passed by the Student Council concerning the Student Government of the Robeson Technical Institute is subject to approval by the administration.

ARTICLE VII AMENDMENTS

An amendment to this constitution may be adopted by a two-thirds vote of the members of the Student Council and a three-fourths vote of the student body present and voting.

ARTICLE VIII RATIFICATION

This constitution shall be adopted by a vote of two-thirds of the Student Council and three-fourths of the student body present and voting.

In addition to the aforesaid rules, the following will apply:

1. The president shall be any full-time student.
2. The vice-president shall be a first-year student of a two-year curriculum. This will allow the vice-president to act as president the following year until elections are held.
3. Secretary shall be any full-time student.
4. Treasurer shall be any full-time student.

To run for an office, any student must have signatures from at least 10% of the full-time student body. Final voting shall be by the whole student body.

GENERAL INFORMATION

Student Personnel Services

The Student Personnel Office is open to the student body at all times and its staff is committed to the services of students. All areas of student affairs are channeled through this office, but one of the primary services to students is counseling and guidance. Every student is encouraged to use the services of the counselors for assistance in considering areas of educational, occupational, or of personal concern.

Contact this office for the following specific services:

RECORDS

Direct all information pertaining to credits, draft deferment, veteran's benefits, and official transcripts to Student Personnel Services.

JOB PLACEMENT

Job placement service is provided for graduates of Rabe-san Tech by the Student Personnel Office. Contact is maintained with business and industrial firms in an effort to identify job opportunities in the various career fields taught at the Institute.

The purpose of the job placement service is to help students to establish contact with prospective employers and present their qualifications for entry-level employment. The responsibility for securing employment, however, rests entirely with the individual.

TESTING

A testing program for the purpose of placement is given to all students prior to registration. Additional academic occupational testing will be conducted on an individual basis as deemed necessary, or at the specific request of the student.

STUDENT DIRECTORY

A record of students' names, addresses, and class schedules is kept in the Student Personnel Services Office. A student directory will be issued to all students and staff shortly after the beginning of the first quarter.

TELEPHONE

Telephone calls and messages for students are handled through the Office of Student Personnel Services. Students are called from class only in case of extreme emergencies.

Telephones on campus are for business purposes only. In case circumstances arise that students must use the telephone, permission must be obtained from the Student Personnel Office.

CHANGE OF NAME AND/OR ADDRESS

In order that official records may be kept up-to-date, change of name and/or address must be reported immediately to the Student Personnel Office.

GRADUATION

The Student Personnel Office is in charge of all preparations for graduation. Measurements for caps and gowns are made in the spring. At this time each student may order invitations and calling cards, at his own expense. Students are required to clear all financial obligations through the Business Office before graduation.

Taking an appropriate part in the graduation exercises is an expected requirement for receiving a certificate, diploma, or degree from R. T. I. All students are expected to wear the complete appropriate attire specified by the Institute unless otherwise approved by the Director of Student Personnel.

CLASS RINGS

To be eligible to place an order for a Robeson Technical Institute ring, a student must:

1. Be enrolled in a one or two year program for which Robeson Technical Institute awards a Diploma, Associate Degree, or Certificate.
2. Have satisfactorily completed one-half the requirements for his prescribed program.

A representative will take ring orders in the spring at the time measurements are made for caps and gowns. Those eligible who wish to order rings in the fall should contact the Student Personnel Office. Graduates of the Adult Diploma Program may order rings through the Student Personnel Office.

FINANCIAL AID

Robeson Technical Institute attempts to assist students to meet their financial needs for occupational education. This is accomplished through a program of financial aid which includes many forms of assistance.

The Institute serves as a referral agency for:

- Veterans Benefits
- Social Security
- Vocational Rehabilitation
- Department of Public Welfare
- Employment for part-time work

The Institute serves as a disbursing or coordinating agency for:

- Scholarships
- College Work — Study Programs

Financial aid is allocated to students on the basis of financial need. Information and application forms are available at the Office of Student Personnel.

PRESIDENT'S LIST

The President's List will be published after each quarter. The President's List requires that a student be enrolled full-time and maintain a 3.0 (B) average with no failing grades.

THE LIBRARY

The library regulations are designed to enable the library staff to render service as simply and effectively as possible to all the library's users. The effectiveness of the library's service depends largely on the kind of attitude shown by the users of the library.

In order to maintain an atmosphere conducive to study, students are requested to handle all library materials properly and observe the necessary regulations.

Three daily and three weekly newspapers, plus approximately 80 current magazines, are in the library at all times for the convenience of students and staff.

1. Books may be borrowed for a period of two weeks, with the privilege of renewal for an additional two weeks if there are no other calls.
2. Reference books and periodicals must be used in the library.
3. Each borrower may have only one book at a time charged to him.
4. A fine of five cents per school day is charged for overdue books. No fine is charged for overdues caused by an excused absence, provided that the book is returned on the day the borrower returns to school.
5. Library hours during the regular quarter are 8:00 A. M. - 4:00 P. M. Monday through Friday and 6:00 P. M. - 10:00 P. M. Monday through Thursday.
6. Library hours in the summer quarter are 8:00 A. M. - 4:00 P. M. Monday through Friday.
7. All lost books must be paid for at the replacement cost of the book. Books damaged, beyond the regular wear and tear, must be settled for in proportion to the damage.
8. Mutilation of library property, removing books from the library without checking them out, and creating disturbances will result in the loss of library privileges.
9. A student will not be allowed to take exams when he has an overdue book or owes a fine.
10. Food and drinks are not allowed in the library.

STUDENT LOUNGE

The student lounge area is a place to meet, eat, and relax during leisure moments. Wastebaskets are provided in order that students may leave the area neat and clean, for others.

The bulletin board in the lounge is reserved for student use. Materials may be posted for information such as employment opportunities, social and recreational events, and Student Government activities.

Any complaints concerning vending machine service should be directed to the Business Office.

BOOKSTORE

It is the student's responsibility to obtain the required textbooks and supplies. A bookstore is maintained from which students may purchase the necessary books and supplies.

CONDUCT

1. Students are expected to conduct themselves as mature ladies and gentlemen at all times. Conduct unbecoming to a student of Robeson Tech will not be tolerated.
2. Students who do not respect the rights, privileges, and personal property of other students and who fail to demonstrate a high regard for school facilities and property will be subject to dismissal.
3. Alcoholic beverages and hallucinatory drugs are not allowed on campus. Any violation of this regulation will result in expulsion.
4. The administration of Robeson Technical Institute reserves the right to search lockers or personal property when there is reasonable justification to do so.
5. The President of Robeson Technical Institute has the right to reverse or otherwise alter the decision of any disciplinary action.

P A R K I N G

1. All student cars will be parked in the designated student parking areas. Cars parked on campus outside these areas will be subject to a fine of \$2 and may be towed away at the owner's expense.
2. A 10-mile-per-hour speed will be strictly enforced for all vehicles on or near the school property.

S M O K I N G

Smoking is not allowed in the classrooms or laboratories at any time.

V I S I T O R S

1. Visitors are requested to receive permission from the Business Office or the Student Personnel Office before visiting the campus.
2. Visitors must be accompanied by a staff member or a designated "Tour Guide."

C H A N G E S I N R E G U L A T I O N S

Robeson Technical Institute will make changes in the regulations, courses, fee, and other matters of policy and procedure when deemed necessary.

A D M I N I S T R A T I V E O F F I C E H O U R S

Robeson Tech offices are open Monday through Friday from 8:00 A. M. to 5:00 P. M. An Evening Supervisor and Learning Lab Coordinator are on duty Monday through Thursday until 10:00 P. M.

ACADEMIC REGULATIONS

CREDITS

1. Full-time students will receive quarter hour credits for courses in the Curriculum in which they have enrolled.
2. The Robeson Technical Institute has been authorized by the North Carolina State Board of Education to award the Associate of Applied Science Degree to those students who successfully complete a two-year curriculum.
3. A Diploma is awarded, by authorization of the North Carolina State Board of Education, to those students who successfully complete a one-year curriculum.
4. All students must have a passing grade in all assigned courses and a 2.0 quality point average in order to receive a degree or diploma. A student who is experiencing difficulty should contact his advisors for assistance in planning special work to strengthen weaknesses.

EXPENSES

1. The tuition charge of \$32.00 per quarter must be paid at registration for each quarter.
2. For non-residents of the State of North Carolina tuition is two and one-half times the amount listed above.
3. Students are required to buy the necessary textbooks and materials.
4. The yearly activity fee of \$15.00, paid upon final acceptance to a curriculum, is deducted from fees due on the student's first registration. This fee is not refundable. Student activities and school insurance are paid from this fee.

REGISTRATION

1. Students are expected to register for course work on the day specified each quarter in the Academic Calendar.
2. A \$5 late registration fee will be charged to students registering after the announced registration day.

ATTENDANCE

1. It is the obligation of the student to attend class regularly and without interruption.
2. Regulations governing class attendance are intended to give the student attendance privileges within reasonable limits and at the same time to enforce necessary restrictions.
3. Students who exceed 3 absences per class per quarter will be referred to the Director of Student Personnel for necessary action. If deemed appropriate by Student Personnel, students may be instructed to appear before a joint Academic Council of faculty and students; the council to be appointed by the Director of Student Personnel, with final approval by the President of Robeson Tech. The council will hear individual cases and take appropriate action as follows:
 1. Issue a verbal warning.
 2. Prepare a written reprimand for permanent student records.
 3. Place the student on probation for the remainder of the quarter.
 4. Suspension.
4. Tardiness will be handled in a similar manner. A student not present in class at the last bell will be considered tardy. After 10 minutes, students will be considered absent. Three tardies equal one absence.

ATTENDANCE (Continued)

5. All students are responsible for all work that occurs in class. Instructors will determine whether make-up work will be allowed.
6. The President of Robeson Technical Institute has the right to reverse or otherwise alter the decisions of any disciplinary action.

WITHDRAWALS

1. Request for withdrawal must be in writing and submitted to the Director of Student Personnel. This will protect the student's scholastic record, his right to re-enroll, and the right to transfer to another institution in good standing.

REFUNDS

1. Refunds for full-time students shall not be made unless the student is compelled to withdraw from school for unavoidable reasons. In such cases, \$20 may be refunded if the student withdraws within 10 calendar days from the beginning of each quarter. No refund will be made after 10 calendar days.
2. The State Board has authorized modification of the tuition refund policy so that veterans or war orphans receiving benefits under U. S. Code, Title 38, Chapters 33 and 35, can be refunded the pro rata portion of the tuition fee not used up at the time of withdrawal of such students.

RE-ENTRANCE

1. Re-entrance will be allowed only at the beginning of the quarter in which those courses needed will be taught again.
2. A student dismissed from school for disciplinary reasons may be allowed to re-enter the following September or the appropriate quarter for a probationary period of six weeks, upon approval of the Administration.

GRADING

1. Each grade is assigned a "grade point equivalent" in quality points for each quarter credit hour scheduled. The scholastic point average is determined by dividing the total quality points earned by the number of quarter hours scheduled.

Grade	Grade Point Equivalent
A - Excellent	4 quality points for each quarter hour
B - Good	3 quality points for each quarter hour
C - Average	2 quality points for each quarter hour
D - Below Average ..	1 quality point for each quarter hour

2. Inc. - Incomplete (An incomplete signifies that the student has passed final examination but is incomplete in some report or other work assigned by the instructor. An "Inc." must be completed satisfactorily during the first six weeks of the following quarter, or it automatically becomes an "F".)
3. WF - Withdrawn Failing. (This signifies that a student has been dropped from school or course because of failing grades or excessive absences.)
4. All final grades will be a letter grade in accordance with adopted grading system. Report cards are mailed from the Student Personnel Office to students at the end of each quarter.
5. All students must have a passing grade in all assigned courses and a 2.0 Q. P. average in order to receive a degree or diploma. A student who is experiencing difficulty should contact his advisor for assistance in planning special work to strengthen weaknesses.
6. A graduating student who has earned a quality point ratio of 3.0 during his work at Robeson Tech will be graduated with honors. Students with 4.0 average will graduate with highest honors.