

# 2014-15

## Handbook and Planner



Wayne Community College Basic Skills  
for College and Career Readiness



WAYNE COMMUNITY COLLEGE  
CONTINUING EDUCATION SERVICES

3000 Wayne Memorial Drive | Goldsboro, NC 27534 | 919-735-5151

919-739-6908 | [www.waynecc.edu](http://www.waynecc.edu)

[www.facebook.com/wccbasisskills](http://www.facebook.com/wccbasisskills)

This planner belongs to:

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_

Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

# WELCOME

Welcome to the Basic Skills Department at Wayne Community College! We are honored that you have chosen our institution to pursue your educational goals. In the end, we hope this decision makes you as happy as the song that the artist Pharrell sings. We always seem to be searching for what will make us happy and as soon as we think we've found it, we enjoy it for a short while and soon we're off in search of the next best thing. Many of us struggle with the idea that human achievement and happiness don't go together. If this is your way of thinking, here are some ideas that may help.

- Stop trying to have it all, do it all and be it all. You can't. Decide what you want most and work towards that.
- Stop comparing yourself with others. This is a losing battle. There will always be someone richer, smarter and younger. Embrace who you are and be proud of it.
- Celebrate who you are and what you have. Be thankful for what has been entrusted to you. Remember, some people don't have money, time, physical ability or a roof over their heads. Celebrate ... being sad about what you don't have is a waste of time.
- Don't put your eggs in someone else's basket. When you look for your own eggs, you'll have a better shot at happiness.

The faculty and staff of the Basic Skills Department and Continuing Education Services are more than happy to support you in making the decision to continue your education. Your success is our success. Nothing would make us happier!

Renita D. Allen Dawson, Associate Vice President  
Continuing Education Services

Welcome to the Adult High School, High School Equivalency, and English as a Second Language Department at Wayne Community College.

How many times have you already heard this said to you since first calling or coming to the College? You might not have heard this exact sentence but you have heard something similar more than once I'm sure. As director of this department, I want to go on record saying to you that no one has meant "welcome" more than me or the faculty and staff here in this department at this College. You are important to us. We recognize each student as a separate individual, unique in your own way, and full of potential for us to fill with ideas, pathways, and knowledge for your future.

No matter what your goal is with us, we have instructors, advisors, a transition/career coach, and counselor to assist you with your academics, your personal concerns, and your decisions for career and college. Between us, we can put aside many of those barriers that have prevented you from reaching your goals in the past and move you forward to becoming a confident graduate and/or community member ready to take on the world.

Again, welcome to the Adult High School, High School Equivalency, and English as a Second Language Department at Wayne Community College. You'll be glad you stopped in to see us!

Sonja A. Redmon,  
Director of Basic Skills

## WAYNE COMMUNITY COLLEGE MISSION STATEMENT

### VISION STATEMENT

Wayne Community College will be the preferred choice for quality education and training in the communities it serves.

### MISSION STATEMENT

Wayne Community College's mission is to meet the educational, training, and cultural needs of the communities it serves.

### CORE VALUES

The College is united in sharing these core values:

- **Communication:** Encourage open dialogue at all levels
- **Compassion:** Exhibit concern for others
- **Diversity:** Value and respect each person's uniqueness
- **Excellence:** Set and meet high standards
- **Integrity:** Cultivate an environment of fairness and honesty
- **Leadership:** Develop and demonstrate leadership skills for our students, employees, and community
- **Learning:** Improve the quality of life by providing knowledge and developing skills
- **Service:** Foster a commitment in employees and students of serving and assisting others
- **Stewardship:** Hold ourselves accountable for the efficient and effective use of the resources entrusted to us
- **Teamwork:** Work together and encourage collaboration
- **Unity:** Operate as one college in purpose, plans, priorities, and processes

## WAYNE COMMUNITY COLLEGE BASIC SKILLS MISSION STATEMENT

The mission of the Basic Skills Program is to help adult learners fulfill their potential to become self-sufficient, contributing members of society and to provide adult learners with the skills necessary to complete a secondary school education, to find meaningful employment, and to become parents who are full partners in the education of their children.

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Wayne Community College is an Equal Opportunity/Affirmative Action College and accommodates the needs of individuals with disabilities. It is the intent of the College that all programs and activities be accessible to all qualified students. It is the student's responsibility to make his or her disability known as soon as the need becomes known in order to provide ample time for arrangements to be made. The student must request academic adjustments by contacting the Disability Services Counselor in the Wayne Learning Center building, 919-739-6729.

Wayne Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Wayne Community College.

The Commission on Colleges may be contacted only if there is evidence that Wayne Community College is significantly non-compliant with a requirement or standard. Accreditation standards are located at: <http://www.sacscoc.org/principles.asp>

Inquiries about Wayne Community College, such as admission requirements, financial aid, educational programs, etc. should be addressed directly to Wayne Community College and not the Commission's office.

Student Right-to-Know: Information regarding the persistence rate of enrolled students toward graduation and transfer-out-rate is available in the Office of Admissions and Records. Student rights under FERPA are available at [www.ed.gov/policy/gen/guid/fcre/ferpa/index.html](http://www.ed.gov/policy/gen/guid/fcre/ferpa/index.html) or in the Office of Admissions and Records and in the Office of Counseling Services.

Wayne Community College issues this schedule for the purpose of furnishing prospective students and other interested persons with information about the institution and its programs. Announcements contained herein are subject to change without notice and may not be regarded in the nature of binding obligations on the college or state. Efforts will be made to keep changes to a minimum, but changes in policy by the State Board of Community Colleges, the Community College System, or by local conditions may make some alterations in curriculums, fees, etc., necessary. For additional information, contact the college at (919) 735-5151 or visit our Web site at [www.waynecc.edu](http://www.waynecc.edu).

## FREQUENTLY USED ABBREVIATIONS

ABE = Adult Basic Education	ESL = English as a Second Language
AHS = Adult High School	GED® = General Education Development
ASE = Adult Secondary Education	HSE = High School Equivalency
CRC = Career Readiness Certificate	TABE = Test of Adult Basic Education

# ASSESSMENT / PROGRAMS

## PLACEMENT TESTS

Prior to entrance into the High School Program or High School Equivalency (HSE) program, all students must attend orientation and take the Test of Adult Basic Education (TABE) placement test.

- Students must have a minimum score in both Math and Reading in order to enter the AHS/HSE programs, and to exit the AHS program.

If minimum TABE testing requirements are not met, students will be registered in a pre-AHS/HSE class to improve skills. All students must be tested a minimum of twice per year.

## ABE (ADULT BASIC EDUCATION)

The purpose of the ABE curriculum is to provide the foundation of basic skills needed to function in today's society. By focusing on basic reading and math skills, the ABE curriculum explores ways to enhance job performance, parenting skills, self esteem and critical thinking skills. ABE provides basic review and/or teaches those skills that may have been missed. The ABE curriculum also provides preparation for AHS or HSE. Often ABE classes are referred to as Pre-HSE or Pre-AHS classes.

## BASIC SKILLS PLUS

Earn your diploma and work on college and career at the same time. If you are interested in one of the programs below, contact the Career/Transition Coach for more information.

- Nurse Aide I (CNA I),
- Emergency Medical Technician (Basic EMT),
- Healthcare Billing and Coding,
- Industrial Systems Technology, or
- Turfgrass Management

## HIGH SCHOOL EQUIVALENCY (HSE) DIPLOMA

The High School Equivalency Diploma or HSE Diploma is a credential which assesses knowledge in language arts reasoning, mathematical reasoning, social studies and science. As of fall semester 2014, the state of North Carolina only offers the **GED®** Tests to earn this diploma, however this is subject to change in 2015.

### HSE GRADUATE

- A passing score of 150+ on each of the four GED® tests.

### HSE HONOR GRADUATE

- A passing score of 170+ on each of the four GED® tests.

## **AHS (ADULT HIGH SCHOOL DIPLOMA)**

The purpose of our AHS program is to assure competence in specific course areas. Students may test out of a course the first time the course is taken by passing a pre-test with 70 percent mastery of all competencies.

<b>English - 4 units required</b> English 1, English 2, English 3, and English 4
<b>Social Studies - 3 units required</b> Civics, U.S. History, and a World Studies course
<b>Math - 4 units required</b> Integrated Math I, Integrated Math II, Integrated Math III, and a fourth math course aligned with student's post high school plans
<b>Science - 3 units required</b> Physical Science, Biology, and Earth Science
<b>Career Readiness (CRC)</b> Required Elective
<b>Healthful Living Education - 1 unit required</b> Health
<b>Electives - Up to 5 units required</b> Several electives are available

A minimum of 10 credits, five being core courses, must be transferred in to be eligible for the AHS program. Although students may already have 21 units of credit from a previous public or private school, it does not necessarily mean all courses are transferable to the AHS program.

A minimum of two courses must be completed at WCC in order to earn a WCC AHS diploma. Classes are offered on campus in traditional classroom settings and as hybrid classes and meet year round.

## **NUMBER OF COURSES PER SEMESTER**

It is usually recommended that students enroll in no more than four AHS courses per semester. Attendance or academic issues may prevent a student from being enrolled in more than two courses at any given time.

## **MAKE-UP WORK**

Students are responsible for all work missed when absent from school. Immediately upon returning to school, students must make arrangements with each of their instructors to make up all missed assignments and tests. Individual instructors will designate time limits and deadlines for their classroom assignments and tests.

## **INCOMPLETES**

Receiving an incomplete allows students to finish remaining course work by a set deadline. The incomplete must be cleared by the deadline specified by the individual instructor. If a course is not completed by the deadline, an "F" will be recorded on the student's transcript.

## WITHDRAWALS

Withdrawals from an AHS class without notifying the instructor and/or advisor may result in a grade of "F."

Students wishing to withdraw from online classes must first meet with their online instructor followed by a meeting with their advisor.

## APPEAL OF HIGH SCHOOL GRADES

Students may appeal the final grade of a course. This may be done when a student believes that his/her performance has been incorrectly or inappropriately evaluated by the instructor.

Students should first appeal with the instructor within three business days of the end of class. If a resolution is not reached, the appeals process will continue next to the Director of Basic Skills and then to the Associate Vice President of Continuing Education Services.

## ACADEMIC ACHIEVEMENT

The Adult High School Program of WCC is proud to have an Honors Program. Students who have exhibited outstanding academic achievements in their high school coursework while at WCC will be eligible for the Honor's List each semester.

## AHS GRADING SCALE

"A"	93-100
"B"	85-92
"C"	77-84
"D"	70-76
"F"	Below 70

## AHS HONORS LIST

In order to qualify for the Honor's List, students must have successfully completed a minimum of two courses with a "B" (85-92) average or higher for each semester the student is enrolled.

## AHS HONOR GRADUATE

In order to qualify as an AHS Honor Graduate, students must have taken a minimum of four courses in Basic Skills and have received an "A" or a "B" in all courses.

## SPECIAL ACHIEVEMENT AWARDS

Each semester students are selected for special achievement such as perfect attendance, most improved, extra effort, and others.



## CRC (CAREER READINESS CERTIFICATE)



All AHS students must earn a Bronze, Silver or Gold Career Readiness Certification. HSE students are encouraged to take the CRC, but are not required to do so.



The North Carolina Career Readiness Certification (CRC) is an assessment-based credential that gives employers and career seekers a uniform measure of key workplace skills, that is accepted in all states.

Employers are increasingly concerned with ensuring that both potential and current employees have the skills necessary in today's workplace.

AHS students will receive credit for completing the CRC. The letter grade awarded will be based on the student's test score. **Gold = "A" Silver = "B" Bronze = "C"**

## COMPUTER BASED INSTRUCTION (CBI)

Computer Based Instruction (CBI) is provided through several different methods and is accessible to all students. CBI is an interactive approach in which the computer assists the instructor by providing students with courseware that gives instruction and immediate feedback based on the student's response.

CBI is provided through classroom netbooks, Kindles, classroom SMART Board™, and the Computer Assisted Training (CAT) Lab. An instructor or advisor may refer a student to the CAT lab to work on specific skills or areas of weakness, or take an Adult High School course. Students are required to meet with the facilitating instructor before starting CBI courseware.

CBI can be accessed through the Wayne Community College Web site at <http://www.waynecc.edu/continuing-ed/index.php/basic-skills-current-students/>. Your instructor will give you a log-in name and password. Each program located at this Web site has "Frequently Asked Questions and Instructions" to click on if you forget how to log on.

### Login Steps for Plato Learning

Go to the Web site: <http://ple.platoweb.com>

Account Login: WCC2

Username: \_\_\_\_\_

Password: \_\_\_\_\_

It is important that you spend at least 10 hours per week online and complete the modules assigned by your instructor. After several weeks of nonactivity you will lose your access.

### Contact Information

CBI Instructor: Tiffanie Chase  
Phone Number: 919-739-6922

## ESL (ENGLISH AS A SECOND LANGUAGE)

English as a Second Language is a program designed to assist speakers of other languages to improve reading, writing, and speaking skills in the English language. Focus is also placed on learning American culture and employability skills.

New students to the ESL program must complete a two-day orientation session. ESL classes are offered on campus and at a number of locations throughout Wayne County. U.S. citizenship classes are offered at various times and locations. For more information call 919-739-6911. Hablo Español.



### PROGRAM COSTS

*Student ID Card - \$3.00  
Student ID Validation - \$1.00  
Student Insurance - \$0.55  
Parking Decal - \$2.00  
GED® Test - \$80.00 (\$20.00 each)  
Fees are subject to change.*

## ACADEMICS / PROGRESSION

### ABILITY TO BENEFIT

This policy establishes the guidelines and standards for participants in the Basic Skills Program. All interested applicants may be admitted in the program by successfully completing one of the following pre-tests which have been approved by the United States Department of Education: Comprehensive Adult Student Assessment System (CASAS) Life & Work or Test of Adult Basic Education (TABE). Students unable to successfully complete the pre-test will be admitted to the program at a future date once they are able to successfully complete the pre-test.

Students who are admitted into the WCC Basic Skills Program must make progress and maintain regular attendance in order to remain in the program. After one year of failure to make progress, students are placed on Academic Probation and receive academic counseling. After two years of failure to make progress, students may be dropped from the program and may be referred to an appropriate agency.

Progress is defined as regular attendance and advancement as described in at least one of the following measures.

- An Adult Basic Education or English as a Second Language student must successfully advance a minimum of one educational functioning level.
- An HSE student must pass a minimum of one Official HSE test per semester.
- An Adult High School student must pass a minimum of 50 percent of courses taken per semester.

### ACADEMIC PROBATION

Students who fail to progress may be placed on academic probation. Students may be placed on a six-month academic probation for:

- Lack of daily progress.
- Not completing a level of reading or math in a semester.
- Failure of 50 percent or more of Adult High School courses.
- Failure of HSE level students to pass at least two Official Practice Tests in a semester.

## CONDITIONS OF ACADEMIC PROBATION/SUSPENSION

Goal plans will be developed for individual academic success. These goals must be accomplished during the semester as requirements of academic probation. In some circumstances, failure to obtain the goal set by the instructor during a probationary period may result in suspension for six months, unless circumstances designated by an instructor dictate otherwise. Upon returning from academic suspension, the student will be placed back on probation and given conditions and goals to meet. A course that has been failed two times cannot be taken again for a period of six months.

## ATTENDANCE POLICY

The Wayne Community College Basic Skills Program expects students to gain skills, competencies and an awareness of a workplace ethic which emphasizes responsibility and commitment. Regular attendance is the students' responsibility and is important to academic achievement.

The Basic Skills Program believes that when students attend class regularly they are demonstrating responsibility and commitment to their education.



### CLASSROOM ATTENDANCE

Students must show up for class by the second class period in order to enter a high school class or a reading or math module. Although pre-registered, students are not officially registered until they attend the class on the first or second day. In case of absences, students are required to make up work assigned by the instructor's deadline. Tardiness and leaving class early are disruptive for the instructor and for other students, and should be avoided.

A student who regularly attends class has a much better chance of successfully completing the class. Habitual absences may place a student in jeopardy of failure and of enrolling in future classes.

### ONLINE ATTENDANCE/COMPUTER-BASED INSTRUCTION

AHS, HSE, or ABE students must log 10 hours per week and have evidence of work shown on the weekly computer report. Students must also meet the campus hours set by their instructor at the beginning of the semester. Failure to meet these hours will result in being disconnected and/or a grade of "I" (incomplete) or "F" for a high school course.

AHS students' failure to meet the attendance hours or failure to complete assigned modules, will result in students being pulled until the following academic session and receiving a grade of "I." They must complete the course by the end of the returning academic session.

### ATTENDANCE COMMITTEE

Instructors may refer students who miss class excessively to the Attendance Committee. This committee shall review the student's attendance history and other academic factors and decide if there are circumstances to warrant a student continuing classroom classes. Students must provide documentation for reasons of excessive absences. These could be due to a death in the immediate family (immediate family is defined as spouse, child, parent, sibling, grandparent or grandchild), illness resulting in student's hospitalization (physician's medical documentation), or obtaining a job. Other reasons may or may not be evaluated. Only one appeal is allowed per 16-week semester. The committee shall make a recommendation to the Program Director regarding the student's attendance.

# TECHNOLOGY ACCEPTABLE USE POLICY (TAUP)

## PURPOSE

The purpose of Wayne Community College's (WCC) Technology Acceptable Use Procedure (TAUP) is to enhance and support the educational mission of the College. This procedure is subordinate to all applicable laws of the State of North Carolina and the United States of America. All students, faculty, staff, and public patrons are responsible for using WCC's technological resources in an effective, ethical, and lawful manner to ensure that the College maintains confidentiality, integrity, and availability of systems and information assets.

## PROCEDURE

The goal is to promote educational excellence for all Wayne Community College students, faculty, staff, and patrons by facilitating resource sharing, accessing outside information and research while encouraging technological innovation and worldwide communication. The following guidance on acceptable and unacceptable use is not intended to be all-inclusive in a fast-changing technological environment, but should provide the basis for determination of what is and what is not acceptable regarding technology usage.

## ACCEPTABLE USE

- Use consistent with the Acceptable Use Policy (AUP) for the Microelectronics Center of North Carolina (MCNC). WCC uses MCNC as its Internet Service Provider (ISP) and is therefore subject to its established AUP. MCNC's AUP is available on its website: <https://www.mcnc.org/policies/acceptable-use-policy>.
- Use related to administrative and other support activities considered consistent with the mission of Wayne Community College.
- Use for purposes of, or in support of, education and research.

## UNACCEPTABLE USE

- Use of WCC's technological resources that violates federal, state and local laws or statutes.
- Use inconsistent with MCNC's AUP.
- Use of WCC's technological resources, which provides or assists in gaining unauthorized or inappropriate access to systems, networks, software, or data at WCC or any other sites.
- Use of the Internet for any illegal activity, including violation of copyrights, patents, trademarks, software licensing, or other contracts.
- Use of the Internet or other technology for financial or commercial gain, including but not limited to gambling.
- Use for activities that interfere with the ability of others to use WCC's technological resources effectively.
- Use for activities that result in the loss of another person's work or unauthorized access to another person's work.
- Use of another person's account.
- Divulging passwords to anyone else.
- Divulging personal, confidential, or sensitive information.
- Use for distribution of obscene, pornographic, abusive or threatening messages via electronic communications of any means.
- Use for a defamatory, libelous, or slanderous purpose.
- Use in a discriminatory manner, to promote discrimination or incite hate.
- Use for distribution of chain letters or broadcasting to lists of individuals in such a manner

that might cause congestion on the network or cause College networks to be blocked by external systems due to “spamming” or other misuse (unsolicited bulk messages or advertising for example).

- Reconfiguring or tampering with the operation of the College’s computer systems and components, networks, and wide area networks to which the college subscribes, including the Internet. This includes any circumvention of IT security systems.
- Cyberharassment, which includes Cyberbullying, is defined by the National Conference of State Legislatures as follows: “Cyberharassment differs from cyberstalking in that it may generally be defined as not involving a credible threat. Cyberharassment usually pertains to threatening or harassing email messages, instant messages, or to blog entries or Web sites dedicated solely to tormenting an individual.” Reference North Carolina General Statutes 14-196(b) and 14-458.1.
- Cyberstalking, which is defined by the National Conference of State Legislatures as follows: “Cyberstalking is the use of the Internet, email or other electronic communications to stalk, and generally refers to a pattern of threatening or malicious behaviors. Cyberstalking may be considered the most dangerous of the three types of Internet harassment, based on a posing credible threat of harm.” Reference N.C. General Statute 14-196.3.
- Sending malware, viruses, worms, Trojan horses, email bombs, spyware, adware, keyloggers, or other harmful software code.

## CONDITIONS

Wayne Community College reserves the right and will exercise its responsibility to record and/or monitor its systems for acceptable use. This may include (except where prohibited by law) examination of the content (including private or personal content) stored within email and data files of any users, and examination of the access history of any users on while on Wayne Community College systems or devices. WCC makes every effort to protect from threats and vulnerabilities and expects all users of its systems to adhere to all procedures governing use of technology.

Violations of this procedure may result in a reduction of access to WCC technological resources or complete denial of access to WCC technological resources. IT staff will communicate all violations to the appropriate Vice President. Violators will be subject to College disciplinary processes and the College may pursue legal action. Action taken by WCC does not preclude the possibility of legal action taken by others.

## MODIFICATIONS

WCC reserves the right to modify this policy at any time.

# CODE OF CONDUCT

It is the belief of Wayne Community College that the Adult Basic Skills Program is a vital part of the college, and as such, has a great deal to offer the community. For the program to be effective and for students to benefit, there must be established rules. Students enrolling in the program are expected to conform to the Basic Skills Student Code of Conduct (also found on the WCC Web site.)

All students are required to conduct themselves in a mature and responsible manner. Failure to do so may result in appropriate disciplinary action. The code of conduct is not intended to restrict the rights of any student, but instead, to protect the rights of all students in their academic pursuits.

## CONDUCT

- Students are not to bring children, pets or visitors on campus while attending classes or

studying in the labs. Children and/or pets should not be left unattended in parked cars on campus.

- Students must park in student parking only, and not in staff or visitor parking. Students may not park in the Walnut Building parking lot. Students are responsible for paying any and all parking/traffic fines received on campus.
- The campus speed limit of 20 miles per hour must be adhered to at all times.
- Students are not to bring food or drinks into the classroom.
- The Hocutt building is where Wayne Early Middle College High School is located. Only those students are allowed in the Hocutt building.

**STUDENTS FAILING TO ADHERE TO THE FOLLOWING GUIDELINES MAY BE ASKED TO LEAVE FOR THE REMAINDER OF THE DAY:**

- While on campus, students must be in class during scheduled class times.
- Profanity will not be tolerated on college property.
- Eating and drinking is not allowed in classrooms or labs.
- Students should be quiet in hallways out of respect for classes or testing in session.
- Students will be expected to follow any additional classroom rules.

**STUDENTS FAILING TO ADHERE TO THE FOLLOWING GUIDELINES WILL BE ASKED TO LEAVE. STUDENTS CAN RETURN TO CLASS WHEN THE SITUATION IS CORRECTED:**

- Picture ID cards and accident insurance must be purchased within one week of registering and must be updated each semester.
- While on campus, students must wear their WCC picture ID cards at all times.
- Students must purchase and properly display a WCC parking decal on any vehicle parked on the college campus. Failure to do this may also lead to a fine. The decal should be purchased at the time the student ID is purchased.

**STUDENTS FAILING TO ADHERE TO THE FOLLOWING GUIDELINES MAY BE SUSPENDED FOR A MINIMUM OF THREE DAYS:**

- Students are expected to dress appropriately for the classroom. This includes adequately covering the midriff and wearing shoes or sandals at all times. Students should not wear clothing that is distracting and that could be offensive to others (refer to the Basic Skills Student Dress Code).
- The use of cell phones, pagers, headphones, tablets, or any computer or electronic device is not allowed in the labs, or classrooms unless permission is granted by the specific instructor for that class or lab period. Cell phones are to be turned off and out of view.
- Leaving classroom or lab to use cell phone in hallway is not permitted except at designated break times.

**STUDENTS FAILING TO ADHERE TO THE FOLLOWING GUIDELINES MAY BE SUSPENDED FOR A MINIMUM OF FOUR MONTHS TO ONE YEAR AND IN SOME SITUATIONS THE SUSPENSION MAY BE PERMANENT:**

- Any violation of the “Weapons on Campus” policy found in the “Crimes, Rules and Regulations” section of this handbook will not be tolerated.
- Any violation of the “Tobacco-Free Campus Policy” found in the “Crimes, Rules and Regulations” section of this handbook will not be tolerated.
- Any violation of the Controlled Substances and Alcoholic Beverage policy found in the “Crimes, Rules and Regulations” section of this handbook will not be tolerated.
- Sexual offenses as described in the Student Code of Conduct section of this handbook will not be tolerated.
- Cheating - the actual giving or receiving of any unauthorized aid or assistance or the giving or receiving of any unfair advantage on any form of academic work, project or test - will not be tolerated.

- Stealing, attempting to steal, or receiving stolen property will not be tolerated.
- Vandalizing, destroying, or littering on college property will not be tolerated.
- Fighting and verbal and/or written threats will not be tolerated on campus.
- Insubordination towards WCC faculty or staff will not be tolerated. Insubordination includes, but is not limited to, refusal to respond when asked a question, refusal to adhere to classroom and college rules and policies, or disrespectful behavior such as profane language and or gestures.
- Gambling is prohibited.
- Students shall refrain from any acts or threat of acts, either stated or implied, which disrupt the educational process or peace and tranquility of the college or staff, faculty, students, or visitors.

**Cell phones  
must be silenced  
and out of view  
in the classroom.**

## STUDENT DRESS CODE

As Basic Skills students at Wayne Community College, you are expected to dress in a manner that is acceptable to other students, faculty, and staff.

- Extreme attention-seeking attire has the tendency to distract other students, and thus cannot be worn.\*
- One warning regarding improper dress will be given and you may be sent home immediately. Any further violation(s) may result in a three-day suspension.

\**Extreme or inappropriate attire includes but is not limited to the following:*

- *Distracting attire deemed unsuitable for an educational environment.*
- *Profanity on tee shirts or the display of any offensive images is strictly prohibited.*

## GRADUATION

When students complete the AHS or HSE requirements, they are eligible and urged to participate in the Basic Skills graduation ceremony held on the campus of Wayne Community College.

Prior to graduation, an Application for Graduation form must be completed and put on file in the Basic Skills Student Services Office. Graduation information, schedules, and dates will be mailed to the student.

### GRADUATION PROCEDURES

- Graduation information and schedules will be mailed to you. Please read them carefully.
- Complete a Graduation Application in the Basic Skills Student Services Office.
- Pre-order your cap and gown at the WCC campus bookstore.
- **Return the application to the Basic Skills Office by the deadline.**  
\**This is how the department knows you will participate in the graduation ceremony.*
- Attend graduation practice.
- GRADUATE! CELEBRATE!

Although students may complete requirements for AHS or HSE at various times throughout the year, high school diplomas are only issued in May of each year. Duplicate diplomas can not be printed.

### AFTER GRADUATION

If you need help discovering what's next for you .... HELP IS HERE! For help with college applications, financial aid, and educational planning, contact the Career/Transition Coach located in the Basic Skills office.

## TRANSCRIPTS

The GED Testing Service® processes all official GED® transcript and diploma requests. New testers are mailed their first diploma free. A fee of \$15.00 is charged for each request thereafter. Test takers can sign in at the GED Credentialing™ Web site at <http://exchange.parchment.com/students/> to order their duplicate transcripts or diplomas.

Applications for AHS transcripts are available in the Basic Skills Student Services Office. There is no fee for a transcript, but requests must be made 24 hours in advance.

## SCHOLARSHIPS

Scholarships, including the Penny Nelson Memorial Scholarship, are available for Wayne Community College AHS and HSE graduates who pursue a certificate, diploma or degree at the college. For scholarship information, please visit The Foundation of Wayne Community College Web site at [www.waynecc.edu/foundation](http://www.waynecc.edu/foundation) or contact:

The Foundation of Wayne Community College  
P.O. Box 8002 | 3000 Wayne Memorial Drive | Goldsboro, NC 27533-8002  
Phone 919-739-7006 or 919-739-7007 | Located in Dogwood 102, 103 or 104

# STUDENT SERVICES

## ACCIDENT INSURANCE

All students are required to purchase accident insurance each semester. The insurance costs \$0.55 each semester. It is purchased at the same time your student ID card and parking decals are purchased or when you update your sticker.

## BREAK ROOM

The Walnut Building has a student break room located at the entrance on the second floor. Students may purchase drinks and snacks during break time.

## CAFETERIA

The cafeteria in the WLC building serves breakfast and lunch. Cafeteria hours are Monday through Thursday, 7:30 a.m.-1:30 p.m. and Friday, 7:30 a.m.-1:00 p.m. (Summer hours may vary.)

## COUNSELING

Advisors, a Transition/Career Coach, and a Counselor are available in Student Services (Walnut Building, Room 220) to assist you. We urge you to take advantage of these services. You may need to discuss your goals, or concerns about managing your job, family, and school. If you need to change your schedule, or just need to talk, you may call and set up an appointment to assure your advisor is available when you arrive. You may come to Student Services and ask to see your advisor even without an appointment.

## E-MAIL AND WEBADVISOR

WCC has partnered with Google for both student and employee e-mail through Google Apps for Education. If you have ever used Gmail, you'll find your student e-mail very familiar. You will also have access to many of the Google Apps for Education, such as Google Drive, Google Docs, Hangout, and more.

**Access e-mail** - To access these services, go to [www.waynecc.edu](http://www.waynecc.edu) and click on Student E-mail or WebAdvisor in the right-side navigation.

**More Information** - For more information about these technology services, visit [www.waynecc.edu/services](http://www.waynecc.edu/services).

## DISABILITY STATEMENT

Wayne Community College is an Equal Opportunity/Affirmative Action College and accommodates the needs of individuals with disabilities. It is the intent of the College that all programs and activities be accessible to all qualified students. It is the student's responsibility to make his or her disability known as soon as the need becomes known in order to provide ample time for arrangements to be made. The student must request academic adjustments by contacting the Disability Services Counselor in the Wayne Learning Center building, 919-739-6729



## WAYNE COMMUNITY COLLEGE FEDERAL FUNDING QUESTIONNAIRE PART II

Name \_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ Middle/Maiden \_\_\_\_\_

Student Identification Number \_\_\_\_\_ Date \_\_\_\_\_

### Disability (check all that apply)

<input type="radio"/> Legally blind	<input type="radio"/> Visually impaired
<input type="radio"/> Deaf	<input type="radio"/> Hearing impaired
<input type="radio"/> Loss of Arm(s) and/or hand(s)	<input type="radio"/> Limited use of arm(s) and/or hand(s)
<input type="radio"/> Non-ambulatory (must use wheelchair)	<input type="radio"/> Semi-ambulatory (limited mobility, but wheelchair not needed)
<input type="radio"/> Respiratory impairment	<input type="radio"/> Nervous system/Neurological disorder
<input type="radio"/> Learning disabled	<input type="radio"/> Emotionally disabled
<input type="radio"/> Speech impaired	<input type="radio"/> Other _____

Please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

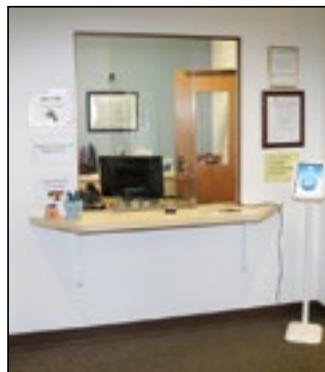
Wayne Community College is an Equal Opportunity/Affirmative Action College and accommodates the needs of individuals with disabilities. It is the intent of the College that all courses be accessible to all qualified students. It is the student's responsibility to make his or her disability known as soon as the need becomes known in order to provide ample time for arrangements to be made. The student must request academic adjustments by contacting the Disability Services Counselor at 919-739-6729.

## ID CARDS

All students are initially issued a temporary ID card on the first day of class. All Basic Skills Department students are required to purchase a picture ID card within one week after the first day of class.

## HOW TO GET YOUR ID

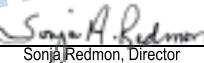
- Go to class on the first day and get a temporary ID card.
- Take the completed temporary ID card to the Customer Service Desk at Walnut 108. (First floor, just past the elevator.) Cash and credit cards are accepted.



### WAYNE COMMUNITY COLLEGE Department of Basic Skills This is to acknowledge that

is currently enrolled in a Basic Skills class(es) on campus.

F S SU 20 \_\_\_\_\_

  
Songie Redmon, Director

(This card must be presented when requested by Security or any school official.)

Front

Student I.D. \_\_\_\_\_ Date \_\_\_\_\_

Instructor \_\_\_\_\_

License Tag Number \_\_\_\_\_

\$2.00	_____	(PARKING DECAL)
\$3.00	_____	(I.D.)
\$1.00	_____	(VALIDATION)
\$0.55	_____	(INSURANCE)
\$5.00	_____	(REPLACEMENT CARD)

Back

All students must have an ID card by the beginning of the second week after registration. You will not be permitted back into your class until the ID is obtained. Your ID card should be worn on your person at all times while on campus.

## PARKING

Campus parking requires a parking decal to be displayed on the left rear window of your vehicle. The \$2.00 fee for a parking decal may be paid at the Customer Service Desk on the first floor of the Walnut building. They are valid for one year (September 1 - August 31).

## DR. CLYDE A. ERWIN, JR. LIBRARY

The Erwin Library is located on the third floor of the Wayne Learning Center. All students are invited to use the library. After you register with the library, you will be given a library barcode sticker to place on the back of your WCC ID card to use to check out books. Newspapers, reference books, magazines, journals, and a variety of other services are available from the Erwin Library. However, unpaid fees for overdue materials may prevent you from registering for courses.

## WCC BOOKSTORE

The WCC Bookstore is located on the ground floor of the Wayne Learning Center. Books, supplies and graduation attire may be purchased at the bookstore.

# FREQUENTLY ASKED QUESTIONS

## GENERAL QUESTIONS

### 1. Where do I purchase my cap and gown for graduation?

ANSWER: You can purchase your cap and gown for graduation at the WCC campus bookstore, located in the WLC building, on the first floor.

### 2. Is transportation provided?

ANSWER: No, but Gateway buses stop hourly on campus between 5:45 a.m. and 5:45 p.m.

### 3. Can I go into the military with an AHS diploma or GED®?

ANSWER: The military accepts an AHS diploma, and the GED® with restrictions. Check with your recruiter for details.

### 4. Can I go to college with an AHS diploma or GED®?

ANSWER: Community colleges accept either AHS or GED® diplomas. There may be other admission criteria such as GPA, or COMPASS, ACT, or SAT placement test scores. Four-year colleges may have additional admission requirements.

### 5. What is the difference between a GED® and an AHS diploma?

ANSWER: The GED® diploma is awarded after a student passes four tests that show high school equivalency in language arts reading, science, social studies and math. An AHS diploma is awarded after a student passes a specific number of high school classes showing competency in content areas of literature, math, social studies, science, health and elective study. The time it takes to earn either diploma will depend on placement test scores, number of credits transferred, life experience and effort put into the process.

## ADULT HIGH SCHOOL

### 1. How long will it take to graduate?

ANSWER: The requirements for each student will vary. The time it takes to finish depends upon the number of credits needed and the number of classes taken per semester. An advisor will help with scheduling.

### 2. What is the cost of the high school books?

ANSWER: Many AHS books are furnished by the department and do not need to be purchased. If the book is not furnished, it must be purchased by the student. The cost of books varies with the course that is taken.

**3. Can I take all of my high school classes online?**

ANSWER: At this time some classes can be taken online as a hybrid with instructor assistance, but there are a few classes that are better taken in the classroom. An advisor can assist with choosing the proper instructional method.

**4. Why do I need to take a post test and have a minimum TABE Level A score before I graduate?**

ANSWER: Basic Skills test procedures are governed by the U.S. Department of Education. The minimum TABE A score means that you are at an adult secondary level and ready for college.

**5. Why do I need to get a CRC?**

ANSWER: Community college AHS programs are monitored by the local public school system and the U.S. Department of Education. Wayne County Public Schools require the CRC; therefore it is a requirement in the Wayne Community College Adult High School. Many employers in our area are now requiring the CRC as a condition of employment.

**GED®**

**1. What are the scores required for completion?**

ANSWER: Examinees must score a minimum of 150 points on each of the four tests.

**2. How many times can I retake the test if I do not score enough points?**

ANSWER: You can retake a test two times with no restrictions. If you fail the second or any subsequent retest, you must wait 60 days for each successive attempt.

**3. What do I need to bring with me to testing?**

ANSWER: You must bring two valid IDs.

- One current ID with your picture and signature.
- One current ID with signature.

The ID cannot be expired. Acceptable examples are driver's license, passport, military ID, or current ID issued by a state, federal or national authority. NOTHING else can be admitted in testing area. Lockers are provided outside testing room.

**4. How long do I have to complete my testing?**

ANSWER: Once started, you have three years to complete all four tests.

**5. How do I request accommodations for taking the GED® tests if I need them?**

ANSWER: Each request for accommodations is considered on a case-by-case basis. You'll be asked to fill out a Request for Testing Accommodations form based on disability type. In order to apply for accommodations on the computer-based GED® test, you must first create a registration account and then proceed with submitting your request for official review. Before you request testing accommodations, you must create a MyGED™ account.

**6. What do I need to do to get my diploma if I have passed all of my tests?**

ANSWER: Scores are available the same day you test on your MyGED™ online portal under the My Scores section. Log in at [www.GED.com](http://www.GED.com) to see your scores. After passing all four parts, you will be notified on your Scores page that you have passed the GED® test. This is delivered immediately to your e-mail address after your test is scored. You can view, print and request a professionally-printed diploma free of charge. You can also e-mail the electronic transcript to an employer or college of your choice. These features are all available through GED Credentialing™.

# WEATHER / OTHER CONDITIONS

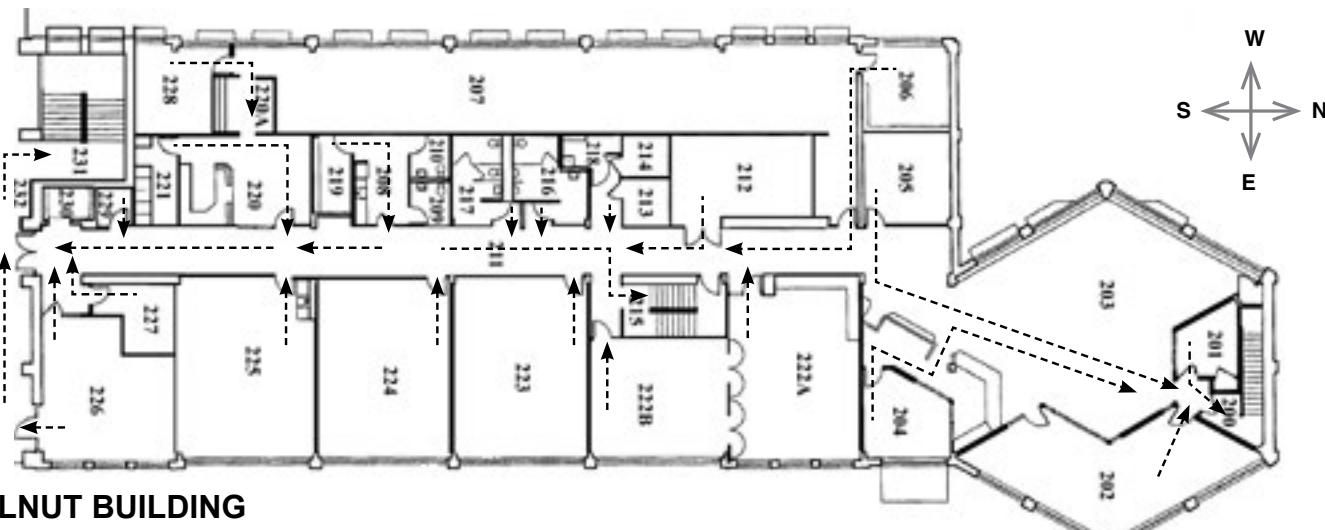
When inclement weather threatens, the President of the College or her designee will make any necessary decisions to cancel classes, delay classes, or totally close the College and all its operations. The decision will be announced via the WayneCC Alert system, which includes phone text, and e-mail, as well as on radio and television stations, and the College's Web site and social media pages. Every attempt will be made to have the announcement published by 6:00 a.m. on the day of the closing or delay. If the College is already operating when inclement weather forces such a decision, the WCC Alert system will be used, as well as other campus communications and public media, to announce the decision.

Decisions regarding closings and delays will be made on a day-to-day basis, taking into consideration local conditions as well as weather forecasts. Often, decisions about evening classes are made independently. In those cases, every attempt is made to announce decisions by 3:30 p.m. If the main campus is closed, all off-campus sites are closed.

If classes are delayed, the announcement will state the time the College will open. In times of inclement weather, radio and television stations will normally only make announcements about delays or cancellations. Therefore, the absence of an announcement means that the College is operating on a normal schedule.

Course content missed due to the College closing will be made up through outside assignments or rescheduled classes and will be communicated to students electronically or when classes resume. Make-up assignments must be equivalent to the material that would have been covered during the missed class(es) and must be approved by the appropriate instructional supervisor.

# EMERGENCY EVACUATION PLAN



## WALNUT BUILDING

### 2nd Floor

Evacuate with your instructor to grass area between Cedar Building and monuments on north side of Hocutt Drive if an alarm sounds or an evacuation order is given.

In case of an emergency, evacuate the building using the routes above. Once outside, a faculty or staff member will direct you to the proper area. Do not leave campus. All roads are blocked.

In case of severe weather, evacuate to the first floor hallway or to a second floor restroom.

In case of an intruder with a weapon, classroom doors should be closed and locked. Students should move away from doors and windows. Do not leave the classroom.



Follow WCC Basic Skills on  
Facebook at  
[www.facebook.com/wccbasisskills](http://www.facebook.com/wccbasisskills)

Visit us online!

[www.waynecc.edu/continuing-ed/](http://www.waynecc.edu/continuing-ed/)

Contact details: 919 739-6900 [wo-faxce@wayne.edu](mailto:wo-faxce@wayne.edu)



HOME PROGRAMS COURSE SCHEDULE REGISTRATION CALENDAR BLOG CONTACT

## Basic Skills Future Students

Don't wait anymore ... it's time to act now and start the process of enrolling at Wayne Community College and complete your High School Equivalency Diploma or Adult High School Diploma!



## NOTES

## PLACEMENT TESTS

## TABE Score Chart

✓	TABE Test	Level	Score	Post Test Date	Level	Score
<input type="radio"/>	Reading					
<input type="radio"/>	Math					
<input type="radio"/>	Language					

## HIGH SCHOOL EQUIVALENCY TESTS

✓	Practice HSE Test	Score	✓	Official HSE Test	Score
<input type="radio"/>			<input type="radio"/>		
<input type="radio"/>			<input type="radio"/>		
<input type="radio"/>			<input type="radio"/>		
<input type="radio"/>			<input type="radio"/>		
<input type="radio"/>			<input type="radio"/>		

## ADULT HIGH SCHOOL DIPLOMA

## Adult High School Course Credits

First Day \_\_\_\_\_

BASIC SKILLS Student Schedule					<i>Fall A</i>	Revised: SPR 2013
Day	MON	TUE	WED	THU	FRI	
08:00- 08:50						
08:50- 10:20						
10:30- 12:00						
12:05- 12:50						
1:00- 2:30						
2:45- 4:15						
4:30- 5:30						
5:30- 6:30						
6:30- 7:30						

First Day \_\_\_\_\_

BASIC SKILLS Student Schedule					<i>Fall B</i>	Revised: SPR 2013
Day	MON	TUE	WED	THU	FRI	
08:00- 08:50						
08:50- 10:20						
10:30- 12:00						
12:05- 12:50						
1:00- 2:30						
2:45- 4:15						
4:30- 5:30						
5:30- 6:30						
6:30- 7:30						

First Day \_\_\_\_\_

BASIC SKILLS Student Schedule					<i>Fall C</i>	Revised: SPR 2013
Day	MON	TUE	WED	THU	FRI	
08:00- 08:50						
08:50- 10:20						
10:30- 12:00						
12:05- 12:50						
1:00- 2:30						
2:45- 4:15						
4:30- 5:30						
5:30- 6:30						
6:30- 7:30						

First Day \_\_\_\_\_

BASIC SKILLS Student Schedule					SPRING A	Revised: SPR 2013
Day	MON	TUE	WED	THU	FRI	
08:00- 08:50						
08:50- 10:20						
10:30- 12:00						
12:05- 12:50						
1:00- 2:30						
2:45- 4:15						
4:30- 5:30						
5:30- 6:30						
6:30- 7:30						

First Day \_\_\_\_\_

BASIC SKILLS Student Schedule					SPRING B	Revised: SPR 2013
Day	MON	TUE	WED	THU	FRI	
08:00- 08:50						
08:50- 10:20						
10:30- 12:00						
12:05- 12:50						
1:00- 2:30						
2:45- 4:15						
4:30- 5:30						
5:30- 6:30						
6:30- 7:30						

First Day \_\_\_\_\_

BASIC SKILLS Student Schedule					SPRING C	Revised: SPR 2013
Day	MON	TUE	WED	THU	FRI	
08:00- 08:50						
08:50- 10:20						
10:30- 12:00						
12:05- 12:50						
1:00- 2:30						
2:45- 4:15						
4:30- 5:30						
5:30- 6:30						
6:30- 7:30						

First Day \_\_\_\_\_

BASIC SKILLS Student Schedule					<b>Summer 1</b>	Revised: SPR 2013
Day	MON	TUE	WED	THU	FRI	
08:00- 08:50						
08:50- 10:20						
10:30- 12:00						
12:05- 12:50						
1:00- 2:30						
2:45- 4:15						
4:30- 5:30						
5:30- 6:30						

First Day \_\_\_\_\_

BASIC SKILLS Student Schedule					<b>Summer 2</b>	Revised: SPR 2013
Day	MON	TUE	WED	THU	FRI	
08:00- 08:50						
08:50- 10:20						
10:30- 12:00						
12:05- 12:50						
1:00- 2:30						
2:45- 4:15						
4:30- 5:30						
5:30- 6:30						

## Wayne Community College Steps to apply:



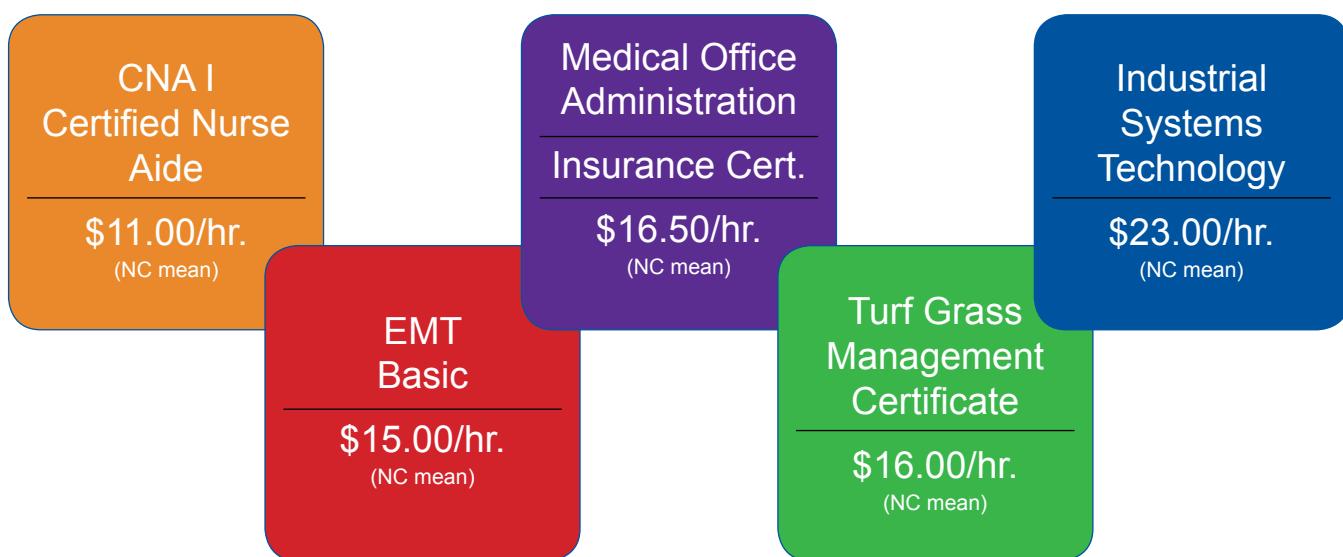
- Fill out a Wayne Community College application online at [www.waynecc.edu](http://www.waynecc.edu)
- Complete your financial aid application (FAFSA) at [www.FAFSA.gov](http://www.FAFSA.gov)
- Take a copy of your official high school transcript or HSE certificate to the admissions office.
- Sign up to take the college placement test in the counseling office.
- Choose a major course of study and see your advisor to register for classes.

## Resources

Wayne Community College	<a href="http://www.waynecc.edu">www.waynecc.edu</a>
College Foundation of North Carolina	<a href="http://www.cfnc.org">www.cfnc.org</a>
Financial Aid	<a href="http://www.fafsa.gov">www.fafsa.gov</a>
Career Exploration	<a href="http://www.bls.gov/ooh">www.bls.gov/ooh</a>
Career Exploration	<a href="http://www.ncworks.gov">www.ncworks.gov</a>

## Basic Skills Plus

Works towards a career while you are enrolled in AHS or HSE programs.



For more information, call or e-mail the Career/Transition Coach, Leigh Goroski  
919-739-6918 • [legoroski@waynecc.edu](mailto:legoroski@waynecc.edu)

## Mathematics Formula Sheet & Explanation

The 2014 GED® Mathematical Reasoning test contains a formula sheet, which displays formulas relating to geometric measurement and certain algebra concepts. Formulas are provided to test-takers so that they may focus on application, rather than the memorization, of formulas.

### Area of a:

square	$A = s^2$
rectangle	$A = lw$
parallelogram	$A = bh$
triangle	$A = \frac{1}{2}bh$
trapezoid	$A = \frac{1}{2}h(b_1 + b_2)$
circle	$A = \pi r^2$

### Perimeter of a:

square	$P = 4s$
rectangle	$P = 2l + 2w$
triangle	$P = s_1 + s_2 + s_3$
Circumference of a circle	$C = 2\pi r$ OR $C = \pi d$ ; $\pi \approx 3.14$

### Surface area and volume of a:

rectangular right prism	$SA = ph + 2B$	$V = Bh$
cylinder	$SA = 2\pi rh + 2\pi r^2$	$V = \pi r^2 h$
pyramid	$SA = \frac{1}{2}ps + B$	$V = \frac{1}{3}Bh$
cone	$SA = \pi rs + \pi r^2$	$V = \frac{1}{3}\pi r^2 h$
sphere	$SA = 4\pi r^2$	$V = \frac{4}{3}\pi r^3$

( $p$  = perimeter of base with area  $B$ ;  $\pi \approx 3.14$ )

### Data

mean	mean is equal to the total of the values of a data set, divided by the number of elements in the data set
median	median is the middle value in an odd number of ordered values of a data set, or the mean of the two middle values in an even number of ordered values in a data set

### Algebra

slope of a line	$m = \frac{y_2 - y_1}{x_2 - x_1}$
slope-intercept form of the equation of a line	$y = mx + b$
point-slope form of the equation of a line	$y - y_1 = m(x - x_1)$
standard form of a quadratic equation	$y = ax^2 + bx + c$
quadratic formula	$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$
Pythagorean theorem	$a^2 + b^2 = c^2$
simple interest	$I = Prt$ ( $I$ = interest, $P$ = principal, $r$ = rate, $t$ = time)
distance formula	$d = rt$
total cost	total cost = (number of units) $\times$ (price per unit)

# MATHEMATICS

## ORDER OF OPERATION/SYMBOLS

<b>1</b>	Do operations within parentheses.	( )	< Is smaller than
<b>2</b>	Do powers (exponents) and roots.	$\sqrt{\phantom{x}}$	> Is greater than
<b>3</b>	Do multiplication and division in order from left to right.	$\times \div$	= Is equal to
<b>4</b>	Do addition and subtraction in order from left to right.	$+ -$	$\approx$ Is approximate $\leq$ Is smaller or equal $\geq$ Is greater or equal

## FRACTIONS, DECIMALS, PERCENTAGES

3 – numerator	1 = 1.0 = 100%
5 – denominator	1/2 = 0.5 = 50%
To <b>add or subtract</b> different fractions, first obtain a common denominator:	1/3 = 0.3 = 33.3%
$1 + \frac{2}{5} = \frac{5}{5} + \frac{6}{15} = \frac{11}{15}$	1/4 = 0.25 = 25%
To <b>multiply</b> :	1/5 = 0.2 = 20%
$1 \times \frac{2}{5} = \frac{1 \times 2}{3 \times 5} = \frac{2}{15}$	1/6 = 0.16 = 16.6%
To <b>divide</b> , multiply the first with the reciprocal of the second fraction:	1/8 = 0.125 = 12.5%
$2 \div \frac{1}{6} = \frac{2}{3} \times \frac{6}{1} = \frac{12}{3} = 4$	1/9 = 0.1 = 11.1%
	1/10 = 0.1 = 10%
	1/12 = 0.083 = 8.3%
	2/3 = 0.6 = 66.6%
	3/4 = 0.75 = 75%

## MULTIPLICATION CHART

1	2	3	4	5	6	7	8	9	10	11	12	
1	1	2	3	4	5	6	7	8	9	10	11	12
2	2	4	6	8	10	12	14	16	18	20	22	24
3	3	6	9	12	15	18	21	24	27	30	33	36
4	4	8	12	16	20	24	28	32	36	40	44	48
5	5	10	15	20	25	30	35	40	45	50	55	60
6	6	12	18	24	30	36	42	48	54	60	66	72
7	7	14	21	28	35	42	49	56	63	70	77	84
8	8	16	24	32	40	48	56	64	72	80	88	96
9	9	18	27	36	45	54	63	72	81	90	99	108
10	10	20	30	40	50	60	70	80	90	100	110	120
11	11	22	33	44	55	66	77	88	99	110	121	132
12	12	24	36	48	60	72	84	96	108	120	132	144
13	13	26	39	52	65	78	91	104	117	130	143	156
14	14	28	42	56	70	84	98	112	126	140	154	168
15	15	30	45	60	75	90	105	120	135	150	165	180

## MEASUREMENTS

<b>.001</b>	<b>.01</b>	<b>1</b>	<b>10</b>	<b>100</b>	<b>1,000</b>
<b>milli</b>	<b>centi</b>	<b>deci</b>		<b>deca</b>	<b>hecto</b>
mm	cm	dm	m	dam	hm
mg	cg	dg	g	dag	hg
ml	cl	dl	L	dal	hl

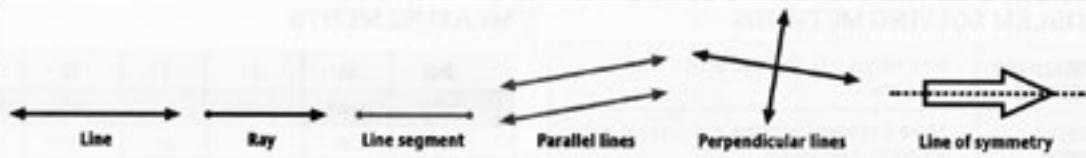
<b>Area</b>	1 m <sup>2</sup> = 10,000 cm <sup>2</sup>	<b>Temperature</b>
1 hectare (ha)	= 10,000 m <sup>2</sup>	Fahrenheit Celsius
1 km <sup>2</sup>	= 100 ha	230 110
1 metric ton (t)	= 1,000 kg	220 100

<b>English system</b>		
1 foot (ft)	= 12 inches (in)	= T = 12"
1 yard (yd)	= 3 feet	= 36 inches
1 mile (mi)	= 1,760 yards	= 5,280 feet
1 tablespoon (T)	= 3 teaspoons (t)	
1 cup (c)	= 16 T	= 8 fluid ounces (fl oz)
1 pint (pt)	= 2 c	
1 quart (qt)	= 2 pt	= 4 c = 32 fl oz
1 gallon (gal)	= 4 qt	
1 ft <sup>2</sup>	= 144 in <sup>2</sup>	
1 yd <sup>2</sup>	= 9 ft <sup>2</sup>	
1 acre	= 4,840 yd <sup>2</sup>	

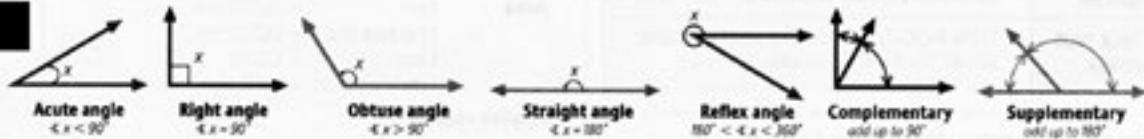
<b>Length / Area</b>	<b>Weight / Capacity</b>
to go from: to	multiply by
cm → in	0.3937
in → cm	2.54
m → ft	3.2808
ft → m	0.3048
km → mi	0.6214
mi → km	1.609
m <sup>2</sup> → ft <sup>2</sup>	10.76
ft <sup>2</sup> → m <sup>2</sup>	0.0929
km <sup>2</sup> → mi <sup>2</sup>	0.3861
mi <sup>2</sup> → km <sup>2</sup>	2.59
g → oz	0.0353
oz → g	28.35
kg → lbs	2.2046
lbs → kg	0.4536
t → T	1.023
T → t	0.9072
ml → fl oz	0.0338
fl oz → ml	29.575
L → US gal	0.2642
US gal → L	3.785



## LINES

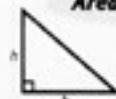


## ANGLES

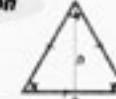


## TRIANGLES

$$\text{Area} = \frac{1}{2}bh$$



**Right triangle**  
A triangle with one  $90^\circ$  angle. The side opposite the right angle is called the hypotenuse.



**Equilateral triangle**  
A triangle with three equal sides and three equal angles of  $60^\circ$ .

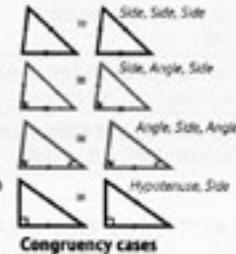


**Isosceles triangle**  
A triangle with two equal sides and two equal angles. Angles opposite the equal sides are always equal.

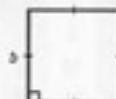


**Scalene triangle**  
A triangle with no equal sides and no equal angles.

$$\text{Pythagorean theorem: } a^2 + b^2 = c^2$$



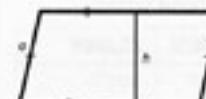
## QUADRILATERALS



**Square**  
Area =  $a^2$   
Perimeter =  $4a$



**Rectangle**  
Area =  $ab$   
Perimeter =  $2(a+b)$



**Parallelogram**  
Area =  $bh$   
Perimeter =  $2(a+b)$



**Rhombus**  
Area =  $ab$   
Perimeter =  $4a$

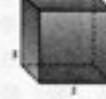


**Trapezoid**  
Area =  $\frac{1}{2}(a+b)h$   
Perimeter =  $a+b+c+d$

## SOLIDS



**Rectangular prism**  
Volume =  $abh$   
Surface area =  $2ab + 2ah + 2bh$



**Cube**  
Volume =  $a^3$   
Surface area =  $6a^2$



**Sphere**  
Volume =  $\frac{4}{3}\pi r^3$   
Surface area =  $4\pi r^2$



**Cylinder**  
Volume =  $\pi r^2 h$   
Surface area =  $2\pi rh + 2\pi r^2$

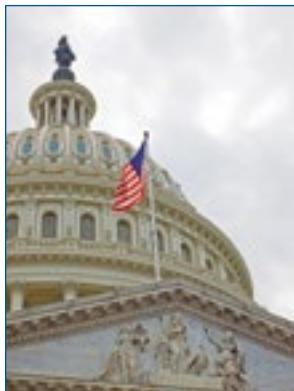


**Cone**  
Volume =  $\frac{1}{3}\pi r^2 h$   
Surface area =  $\pi r^2 + \pi r\sqrt{r^2 + h^2}$

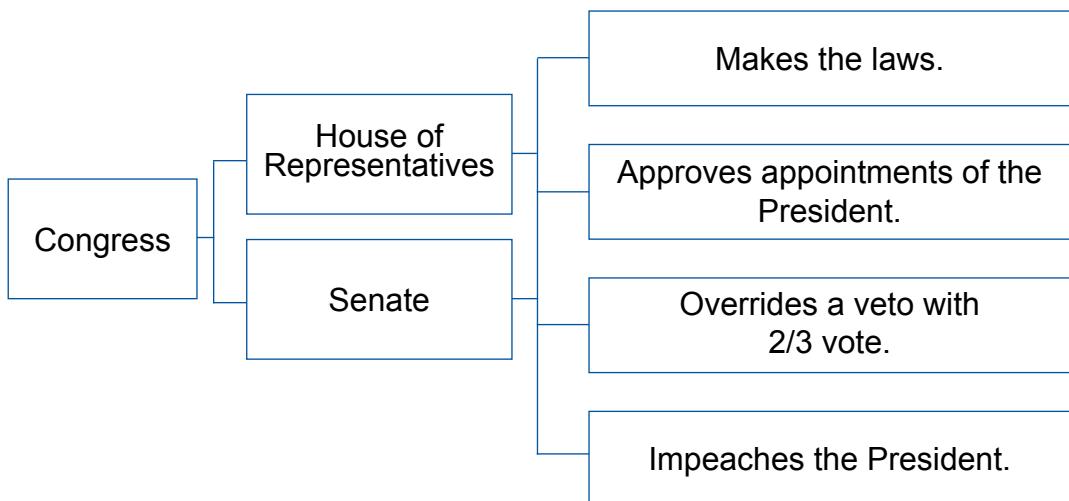


**Pyramid**  
Volume =  $\frac{1}{3}abh$   
 $\approx$

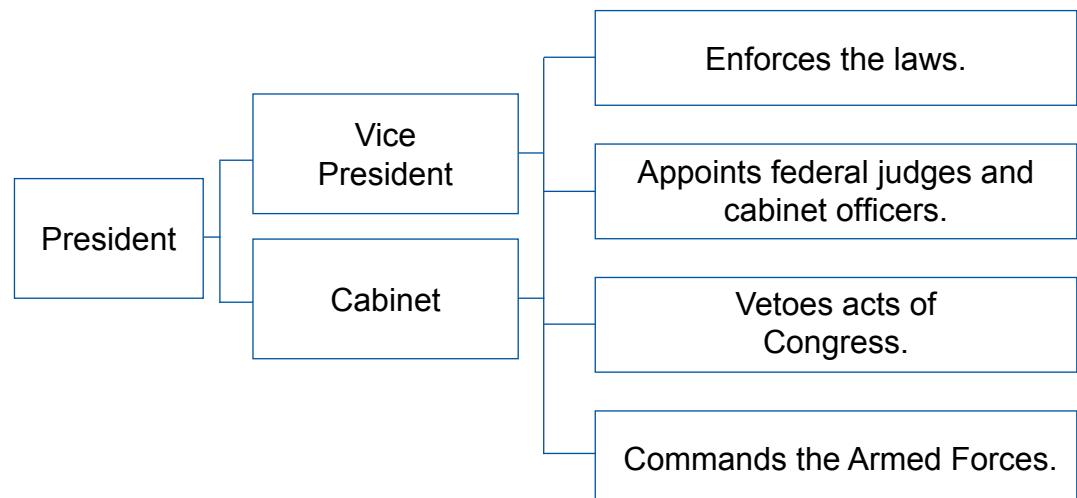
# GOVERNMENT



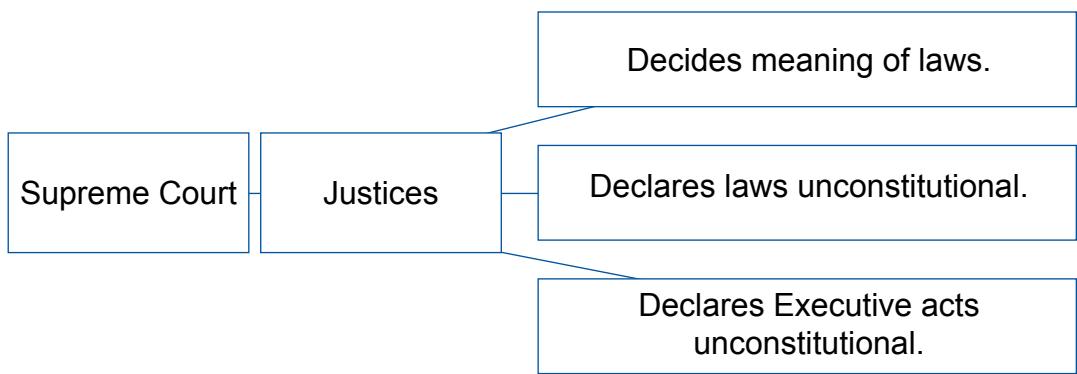
## LEGISLATIVE BRANCH



## EXECUTIVE BRANCH



## JUDICIAL BRANCH



# THREE DOCUMENTS THAT MADE AMERICA

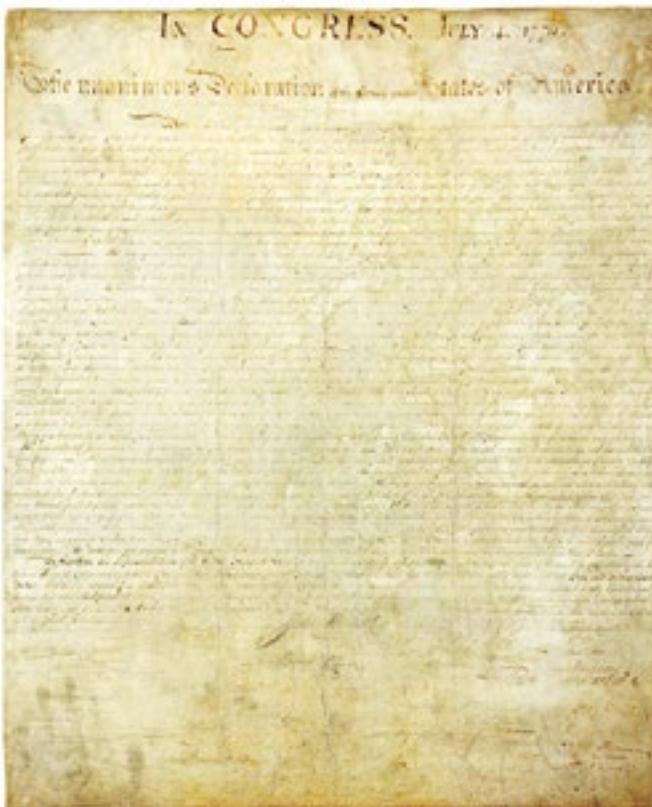
## 1. DECLARATION OF INDEPENDENCE

IN CONGRESS, July 4, 1776.

The unanimous Declaration of the thirteen united States of America,

When in the Course of human events, it becomes necessary for one people to dissolve the political bands which have connected them with another, and to assume among the powers of the earth, the separate and equal station to which the Laws of Nature and of Nature's God entitle them, a decent respect to the opinions of mankind requires that they should declare the causes which impel them to the separation.

We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty and the pursuit of Happiness.--That to secure these rights, Governments are instituted among Men, deriving their just powers from the consent of the governed, --That whenever any Form of Government becomes destructive of these ends, it is the Right of the People to alter or to abolish it, and to institute new Government, laying its foundation on such principles and organizing its powers in such form, as to them shall seem most likely to effect their Safety and Happiness. Prudence, indeed, will dictate that Governments long established should not be changed for light and transient causes; and accordingly all experience hath shewn, that mankind are more disposed to suffer, while evils are sufferable, than to right themselves by abolishing the forms to which they are accustomed. But when a long train of abuses and usurpations, pursuing invariably the same Object evinces a design to reduce them under absolute Despotism, it is their right, it is their duty, to throw off such Government, and to provide new Guards for their future security.--Such has been the patient sufferance of these Colonies; and such is now the necessity which constrains them to alter their former Systems of Government. The history of the present King of Great Britain



is a history of repeated injuries and usurpations, all having in direct object the establishment of an absolute Tyranny over these States. To prove this, let Facts be submitted to a candid world.

He has refused his Assent to Laws, the most wholesome and necessary for the public good.

He has forbidden his Governors to pass Laws of immediate and pressing importance, unless suspended in their operation till his Assent should be obtained; and when so suspended, he has utterly neglected to attend to them.

He has refused to pass other Laws for the accommodation of large districts of people, unless those people would relinquish the right of Representation in the Legislature, a right inestimable to them and formidable to tyrants only.

He has called together legislative bodies at places unusual, uncomfortable, and distant from the depository of their public Records, for the sole purpose of fatiguing them into compliance with his measures.

He has dissolved Representative Houses repeatedly, for opposing with manly firmness his invasions on the rights of the people.

He has refused for a long time, after such dissolutions, to cause others to be elected; whereby the Legislative powers, incapable of Annihilation, have returned to the People at large for their exercise; the State remaining in the mean time exposed to all the dangers of invasion from without, and convulsions within.

He has endeavoured to prevent the population of these States; for that purpose obstructing the Laws for Naturalization of Foreigners; refusing to pass others to encourage their migrations hither, and raising the conditions of new Appropriations of Lands.

He has obstructed the Administration of Justice, by refusing his Assent to Laws for establishing Judiciary powers.

He has made Judges dependent on his Will alone, for the tenure of their offices, and the amount and payment of their salaries.

He has erected a multitude of New Offices, and sent hither swarms of Officers to harrass our people, and eat out their substance.

He has kept among us, in times of peace, Standing Armies without the Consent of our legislatures.

He has affected to render the Military independent of and superior to the Civil power.

He has combined with others to subject us to a jurisdiction foreign to our constitution, and unacknowledged by our laws; giving his Assent to their Acts of pretended Legislation:

For Quartering large bodies of armed troops among us:

For protecting them, by a mock Trial, from punishment for any Murders which they should commit on the Inhabitants of these States:

For cutting off our Trade with all parts of the world:

For imposing Taxes on us without our Consent:

For depriving us in many cases, of the benefits of Trial by Jury:

For transporting us beyond Seas to be tried for pretended offences

For abolishing the free System of English Laws in a neighbouring Province, establishing therein an Arbitrary government, and enlarging its Boundaries so as to render it at once an example and fit instrument for introducing the same absolute rule into these Colonies:

... Continued, The Declaration of Independence

For taking away our Charters, abolishing our most valuable Laws, and altering fundamentally the Forms of our Governments:

For suspending our own Legislatures, and declaring themselves invested with power to legislate for us in all cases whatsoever.

He has abdicated Government here, by declaring us out of his Protection and waging War against us.

He has plundered our seas, ravaged our Coasts, burnt our towns, and destroyed the lives of our people.

He is at this time transporting large Armies of foreign Mercenaries to compleat the works of death, desolation and tyranny, already begun with circumstances of Cruelty & perfidy scarcely paralleled in the most barbarous ages, and totally unworthy the Head of a civilized nation.

He has constrained our fellow Citizens taken Captive on the high Seas to bear Arms against their Country, to become the executioners of their friends and Brethren, or to fall themselves by their Hands.

He has excited domestic insurrections amongst us, and has endeavoured to bring on the inhabitants of our frontiers, the merciless Indian Savages, whose known rule of warfare, is an undistinguished destruction of all ages, sexes and conditions.

In every stage of these Oppressions We have Petitioned for Redress in the most humble terms: Our repeated Petitions have been answered only by repeated injury. A Prince whose character is thus marked by every act which may define a Tyrant, is unfit to be the ruler of a free people.

Nor have We been wanting in attentions to our Brittish

brethren. We have warned them from time to time of attempts by their legislature to extend an unwarrantable jurisdiction over us. We have reminded them of the circumstances of our emigration and settlement here. We have appealed to their native justice and magnanimity, and we have conjured them by the ties of our common kindred to disavow these usurpations, which, would inevitably interrupt our connections and correspondence. They too have been deaf to the voice of justice and of consanguinity. We must, therefore, acquiesce in the necessity, which denounces our Separation, and hold them, as we hold the rest of mankind, Enemies in War, in Peace Friends.

We, therefore, the Representatives of the united States of America, in General Congress, Assembled, appealing to the Supreme Judge of the world for the rectitude of our intentions, do, in the Name, and by Authority of the good People of these Colonies, solemnly publish and declare, That these United Colonies are, and of Right ought to be Free and Independent States; that they are Absolved from all Allegiance to the British Crown, and that all political connection between them and the State of Great Britain, is and ought to be totally dissolved; and that as Free and Independent States, they have full Power to levy War, conclude Peace, contract Alliances, establish Commerce, and to do all other Acts and Things which Independent States may of right do. And for the support of this Declaration, with a firm reliance on the protection of divine Providence, we mutually pledge to each other our Lives, our Fortunes and our sacred Honor.

[http://www.archives.gov/exhibits/charters/declaration\\_transcript.html](http://www.archives.gov/exhibits/charters/declaration_transcript.html)

## 2. THE CONSTITUTION OF THE UNITED STATES (1787)

The Federal Convention convened in the State House (Independence Hall) in Philadelphia on May 14, 1787, to revise the Articles of Confederation. Because the delegations from only two states were at first present, the members adjourned from day to day until a quorum of seven states was obtained on May 25. Through discussion and debate it became clear by mid-June that, rather than amend the existing Articles, the Convention would draft an entirely new frame of government. All through the summer, in closed sessions, the delegates debated, and redrafted the articles of the new Constitution. Among the chief points at issue were how much power to allow the central government, how many representatives in Congress to allow each state, and how these representatives should be elected—directly by the people or by the state legislators. The work of many minds, the Constitution stands as a model of cooperative statesmanship and the art of compromise.

Seventy-four delegates were appointed to the convention, of which 55 actually attended sessions. Rhode Island was the only state that refused to send delegates. Dominated by men wedded to paper currency, low taxes, and popular government, Rhode Island's leaders refused to participate in what they saw as a conspiracy to overthrow the established government. Other Americans also had their suspicions. Patrick Henry, of the flowing red Glasgow cloak and the magnetic oratory, refused to attend, declaring he "smelt a rat." He suspected, correctly, that Madison had in mind the creation of a powerful central government and the subversion of the authority of the state legislatures. Henry along with many other political leaders, believed that the state governments offered the chief protection for personal liberties. He was determined not to lend a hand to any proceeding that seemed to pose a threat to that protection.



[http://www.archives.gov/exhibits/charters/constitution\\_history.html](http://www.archives.gov/exhibits/charters/constitution_history.html)

### 3. Bill of Rights of the United States of America (1791)

The first 10 amendments to the Constitution make up the Bill of Rights. Written by James Madison in response to calls from several states for greater constitutional protection for individual liberties, the Bill of Rights lists specific prohibitions on governmental power. The Virginia Declaration of Rights, written by George Mason, strongly influenced Madison.

One of the many points of contention between Federalists and Anti-Federalists was the Constitution's lack of a bill of rights that would place specific limits on government power. Federalists argued that the Constitution did not need a bill of rights, because the people and the states kept any powers not given to the federal government. Anti-Federalists held that a bill of rights was necessary to safeguard individual liberty.

Madison, then a member of the U.S. House of Representatives, went through the Constitution itself, making changes where he thought most appropriate. But several Representatives, led by Roger Sherman, objected that Congress had no authority to change the wording of the Constitution

itself. Therefore, Madison's changes were presented as a list of amendments that would follow Article VII.

The House approved 17 amendments. Of these 17, the Senate approved 12. Those 12 were sent to the states for approval in August of 1789. Of those 12, 10 were quickly approved (or, ratified). Virginia's legislature became the last to ratify the amendments on December 15, 1791.

The Bill of Rights is a list of limits on government power. For example, what the Founders saw as the natural right of individuals to speak and worship freely was protected by the First Amendment's prohibitions on Congress from making laws establishing a religion or abridging freedom of speech. For another example, the natural right to be free from unreasonable government intrusion in one's home was safeguarded by the Fourth Amendment's warrant requirements.

Other precursors to the Bill of Rights include English documents such as the Magna Carta, the Petition of Right, the English Bill of Rights, and the Massachusetts Body of Liberties.

#### The Bill of Rights - Full Text

##### Amendment I

Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the government for a redress of grievances.

##### Amendment II

A well regulated militia, being necessary to the security of a free state, the right of the people to keep and bear arms, shall not be infringed.

##### Amendment III

No soldier shall, in time of peace be quartered in any house, without the consent of the owner, nor in time of war, but in a manner to be prescribed by law.

##### Amendment IV

The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no warrants shall issue, but upon probable cause, supported by oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized.

##### Amendment V

No person shall be held to answer for a capital, or otherwise infamous crime, unless on a presentment or indictment of a grand jury, except in cases arising in the land or naval forces, or in the militia, when in actual service in time of war or public danger; nor shall any person be subject for the same offense to be twice put in jeopardy of life or limb; nor shall be compelled in any criminal case to be a witness against himself, nor be deprived of life, liberty, or property, without due process of law; nor shall private property be taken for public use, without just compensation.

##### Amendment VI

In all criminal prosecutions, the accused shall enjoy the right to a speedy and public trial, by an impartial jury of the state and district wherein the crime shall have been committed, which district shall have been previously ascertained by law, and to be informed of the nature and cause of the accusation; to be confronted with the witnesses against him; to have compulsory process for obtaining witnesses in his favor, and to have the assistance of counsel for his defense.

##### Amendment VII

In suits at common law, where the value in controversy shall exceed twenty dollars, the right of trial by jury shall be preserved, and no fact tried by a jury, shall be otherwise reexamined in any court of the United States, than according to the rules of the common law.

##### Amendment VIII

Excessive bail shall not be required, nor excessive fines imposed, nor cruel and unusual punishments inflicted.

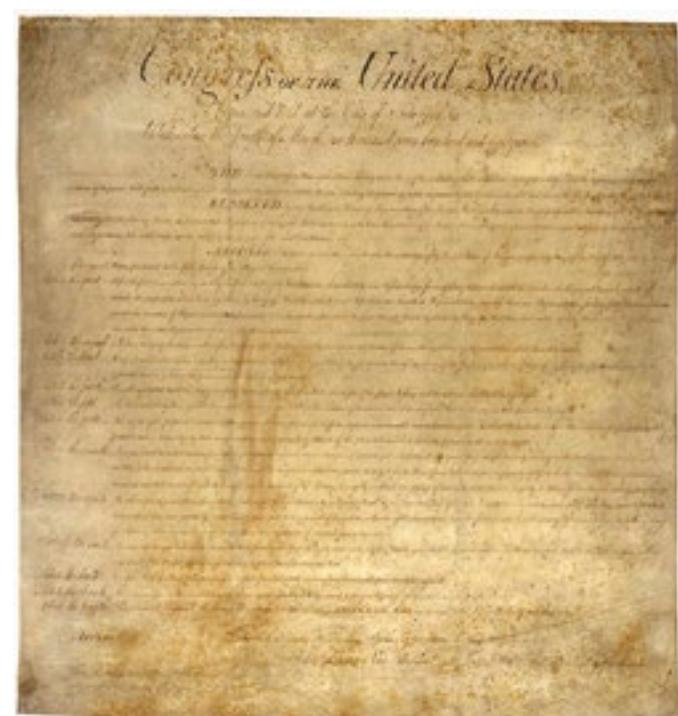
##### Amendment IX

The enumeration in the Constitution, of certain rights, shall not be construed to deny or disparage others retained by the people.

##### Amendment X

The powers not delegated to the United States by the Constitution, nor prohibited by it to the states, are reserved to the states respectively, or to the people.

Courtesy of: <http://billofrightsinstitute.org/founding-documents/bill-of-rights/>



## SOCIAL STUDIES

### Quotation

"This Constitution, and the Laws of the United States which shall be made in Pursuance thereof; and all Treaties made, or which shall be made, under the Authority of the United States, shall be the supreme Law of the Land."

- United States Constitution, Article Six, 1788

### Speech

In this excerpt from his August 9, 1974 speech on becoming President, former Vice President Gerald R. Ford addresses the country after becoming the first unelected President of the United States when he took office after Richard Nixon resigned during the Watergate scandal.

"The oath that I have taken is the same oath that was taken by George Washington and by every President under the Constitution. But I assume the Presidency under extraordinary circumstances never before experienced by Americans. This is an hour of history that troubles our minds and hurts our hearts.

I am acutely aware that you have not elected me as your President by your ballots, and so I ask you to confirm me as your President with your prayers...If you have not chosen me by secret ballot, neither have I gained office by any secret promises. I have not campaigned either for the Presidency or the Vice Presidency. I have not subscribed to any partisan platform. I am indebted to no man, and only to one woman—my

dear wife—as I begin this very difficult job.

I have not sought this enormous responsibility, but I will not shirk it. Those who nominated and confirmed me as Vice President were my friends and are my friends. They were of both parties, elected by all the people and acting under the Constitution in their name. It is only fitting then that I should pledge to them and to you that I will be the President of all the people.

Our Constitution works; our great Republic is a government of laws and not of men. Here the people rule.

...I now solemnly reaffirm my promise I made to you last December 6: to uphold the Constitution, to do what is right as God gives me to see the right, and to do the very best I can for America."

### Prompt

In your response, develop an argument about how President Ford's position in his speech reflects the enduring issue expressed in the quotation from the United States Constitution. Incorporate the relevant and specific evidence from the quotation, the speech and your own knowledge of the enduring issue and the circumstances surrounding Gerald Ford's becoming President to support your analysis.

Type your response in the box. This task may require 25 minutes to complete.

## SCIENCE



## SCIENTIFIC METHOD

### PURPOSE

State the problem.

### RESEARCH

Find out about the topic.

### HYPOTHESIS

Predict the outcome to the problem.

### EXPERIMENT

Develop a procedure to test the hypothesis.

### ANALYSIS

Record the results of the experiment.

### CONCLUSION

Compare the hypothesis to the experiment's conclusion.

## REFERENCES

Your "Works Cited" page should have a separate entry for every book, website, article, or other reference you use. List the entries alphabetically by each one's first word.

## MOST ENTRIES WILL INCLUDE:

- The name(s) of the author(s) or editor(s).** Put the last name of the first author or editor first (Leung, Mary). Put the first names of any following authors or editors first (Andrew Janowicz).
- The title.** Underline book or website titles, or put them in *italics*. Put quotation marks around the titles of articles or encyclopedia entries.
- The place** the book was published, or its address on the World Wide Web.
- The publisher:** a publishing company, magazine, newspaper, or website sponsor.
- The date** a book or article was published (in print or on the Web), and the date you retrieved it (on the Web).
- The page numbers** of articles in magazines and newspapers.

## HERE ARE SOME SAMPLE ENTRIES

## A book with one author:

Leung, Mary. *Purcell: The English Orpheus*. London: Heinemann, 2001.

## A book with two or three authors:

Avanzez, Diana, and Andrew Janowicz. *Art Deco*. Atglen, PA: Schiffer, 1999.  
Burney, Chuck, Tyler Capriotti, and Ann Kovak. *A History of Aviation*. Toronto: Doubleday, 2004.

## A book with more than three authors:

Silverstein, Gordon, et al. *The Eleusinian Mysteries*. New York: Penguin, 1999.

## A book with an editor, but no author listed on the title page:

Faber, K. R., ed. *Shakespeare's Great Tragedies: Critical Essays*. London: Oxford UP, 1995.

## An article in a newspaper:

Kurozumi, T. "How the West Was Won." *Los Angeles Times*. 14 June 2004: F3.

## An article in a magazine or journal:

Wheatley, Meaghan. "Swans in Danger." *Wide World* March 2001: 18-21.

## An entry in an encyclopedia:

Theseus. *Encyclopedia of Myth and Legend*. 2000 ed.

## A web page:

Eng, C. "The Missing Shoe." *Kids' Lit Online*. 11 Jan. 2006. Premier Publications. 25 April 2006. <<http://www.premier.us/jan2006/stories/shoe.html>>.

*Notes:* There are different citation styles; your teacher may give you guidelines for a different style instead. The examples on this page are based on *MLA* (Modern Language Association) style, which is commonly used for academic writing in the humanities (literature, philosophy, art, classical studies).

Although the Modern Language Association recommends underlining titles, using *italics* is generally considered an acceptable alternative (and may be preferred by some instructors).

## SPELLING RULES

■ **I before E, except after C, or when sounded as A, as in *neighing* and *weigh*.**

■ **Final consonants are not doubled when the word ends in more than one consonant.**

EXAMPLE: conform, conformed, conforming  
help, helped, helping

■ **When words end in soft *ce* or *ge*, keep the *g* before *able* and *ous*.**

EXAMPLE: advantageous, changeable, chargeable,  
courageous, enforceable, manageable,  
noticeable, outrageous, peaceable

■ **When verbs end in *ie*, change the ending to *y* before adding *ing*.**

EXAMPLE: die dying (but died)  
lie lying (but lied)  
tie tying (but tied)

■ **Drop the final *g* before a suffix beginning with a vowel.**

EXAMPLE: love + ing = loving  
EXCEPTIONS: canoe + ing = canoeing  
hoe + ing = hoeing

■ **Keep the final *g* before a suffix beginning with a consonant.**

EXAMPLE: care + ful = careful  
EXCEPTIONS: true + ly = truly  
argue + ment = argument

■ **Final consonants may or may not be doubled when the accent is thrown forward. The American tendency is not to double the final consonant; British and Canadian usage is to double it.**

EXAMPLE: benefit: benefiting or benefitting, benefited or benefitted  
cancel: canceling or cancelling,  
canceled or cancelled  
travel: traveling or travelling,  
traveled or travelled

*Note:* If in doubt, check it out!



## PUNCTUATION

- Place a period at the end of a declarative sentence.  
EXAMPLE: I seem to have lost my agenda.

Also use a period at the end of an imperative sentence (a command) that does not express strong emotion.  
EXAMPLE: Please help me look for it.

- , Use commas to separate a list of words in a sentence.  
EXAMPLE: I'm lost, confused, and hopeless without my agenda.

Also use commas before or after quotations.  
EXAMPLE: "This is very alarming," I said.  
My mom asked, "Did you leave it in your locker?"

- ? Use question marks after (can you guess?) questions!  
EXAMPLE: How will I survive without my agenda?

- ! Use exclamation marks after sentences that express deep feeling or surprise, or after strong commands. Don't overuse exclamation marks, or they lose their effectiveness.  
EXAMPLE: I need my agenda desperately!  
Please help me find it!

- ; Use a semicolon to join sentences that are connected in meaning, without using words like "and," "or," and "but." Semicolons work best with two fairly short sentences.  
EXAMPLE: It's no use going to school without my agenda; I might as well stay home today.

- : Use a colon to introduce a list in a sentence.  
EXAMPLE: I already lost five things today: my agenda, my bus pass, my English essay, my lunch money, and one of my shoes.

- ' Use an apostrophe for contractions.  
EXAMPLE: It's [it is] not a very good day.

Also use an apostrophe to show possession.  
EXAMPLE: Maybe I can borrow Dana's agenda.

- " Use double quotation marks around direct speech or a direct quote from another source.  
EXAMPLE: "How on earth did you lose one shoe?" Dana asked.

- ( ) Use parentheses around a side thought in a sentence or paragraph.  
EXAMPLE: I didn't tell her about all the other things I lost (she already thinks I'm absent-minded).

- Use a dash to separate parts of a sentence for emphasis.  
EXAMPLE: I was in despair about my agenda—plus a bit concerned about that English essay—but then I noticed something. My cat was sitting on something—it was my agenda!

- ... Use ellipses to emphasize a sentence break.  
EXAMPLE: Everything's all right now ... until tomorrow.

Also use ellipses to show that a thought or sentence is incomplete (in fiction or non-formal writing), or that a quote from another source is incomplete (in formal writing).  
EXAMPLE: Of course, I still have to find my bus pass, my English essay, my shoe ...

Prefix	Meaning	Suffix	Meaning
non	not, negative	s	plural
in/im	not	es	plural
over	above	ed	past
mis	bad, badly, wrong	ing	present participle
sub	under, below	ion/tion/ation/ition	act of, state of or result of
pre	before, earlier	able/ible	able; can do; adj.
inter	between	al/ial	relating to or characterized by; adjective
fore	before	y	inclined to; brainy
de	down, away from	ness	state of
trans	across, beyond	ty/ity	state or quality of; liberty
super	to be placed above	ment	act of, state of or result of
semi	half	ic	of, pertaining to; magic, public
anti	opposite, against	ous/eous/ious	full of or having
mid	middle	en	made of or to make; harden
under	below	er	comparing; faster
		ive/ative/itive	causing or making; active
		est	superlative: fastest
		most	most or nearest to
		or	one who, that which; competitor
		ess	feminine; noun goddess, waitress
		ure/ture	state of, process, function or office; adventure
		dom	quality, realm, office or state
		ent	referring to; accident
		an	relating to; adjective
		ant/ance	action or state; adj=tolerant~noun=tolerance
		ist	one who; guitarist
		ence	action, state or quality; difference
		ian	one having a certain skill or art; musician, politician

# COMMONLY CONFUSED WORDS



accept, except	breathe, breath, breadth	device, devise	later, latter	quiet, quit, quite	wear, were, where
advice, advise	by, bye, buy	faint, feint	lead, led	rain, reign, rein	weather, whether, rather
affect, effect	can, may	farther, further	lay, lie	raise, rise, raze	which, who, that
allot, a lot	canvas, canvass	fewer, less	leave, let	sea, see	will, shall
all ready, already	capital, capitol	formerly, formally	loose, lose	sit, set	whose, who's
all together, altogether	cite, site, sight	forth, fourth	notable, noticeable	stationary, stationery	your, you're
allusion, illusion	clothes, cloths	good, well	object, subject	statue, stature, statute	who, whom
altar, alter	coarse, course	hear, here	passed, past	than, then	uninterested, disinterested
among, between	compare, contrast	hole, whole	peace, piece	their, there, they're	up to, into, onto
are, hour, our	compare to, compare with	imply, infer	plain, plane	threw, through	site, cite, sight
award, reward	complement, compliment	incidence, incidents	pore, pour	to, too, two	sympathy, empathy
compare to, compare with	consul, council, counsel	incite, insight	precedence, precedent	vain, vane, vein	pray, prey
bad, badly	decent, descent, dissent	instance, instants	presence, presents	vociferous, voracious	mute, moot
beside, besides	delusion, illusion, allusion	its, it's	principal, principle	waist, waste	pending, impending
brake, break	desert, dessert	knew, new, know, no	precede, proceed	weak, week	bare, bear

## SUPPLY LIST

Bring to school **EVERYDAY**:

- School ID
- Paper
- Handbook and Planner
- Pencil
- Pen

## ACADEMIC PLANNER

The following pages are to be used by students to plan their school year activities. Please use your calendar each day to help you plan your daily, weekly, and monthly appointments, assignments, coursework goals, testing dates, and any other helpful information you may need to remember.

## NOTES

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# AUGUST 2014

WAYNE COMMUNITY COLLEGE BASIC SKILLS PLANNER

FALL SEMESTER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY																																																																																			
	<p>JULY</p> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td><td></td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S	1	2	3	4	5			6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<p>SEPTEMBER</p> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td></td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S	1	2	3	4	5	6		7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						1 Campus Closed	2
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10	11 Semester Break Closed for Students	12 Semester Break Closed for Students	13 Semester Break	14 Registration 8 a.m.-5:30 p.m.	15 Fall A Begins Fall I Begins	16																																																																																			
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# SEPTEMBER 2014

WAYNE COMMUNITY COLLEGE BASIC SKILLS PLANNER

FALL SEMESTER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Campus Closed 	2	3	4	5	6
7	8	9	10	11	12	13
14	15 Orientation 2 p.m. - 5 p.m.	16 Orientation 2 p.m. - 5 p.m.	17 Orientation 2 p.m. - 5 p.m.	18 Orientation 2 p.m. - 5 p.m.	19 Fall A Ends	20
21	22 Registration 8 a.m.-5:30 p.m. For Modules Fall B	23 Fall B Begins	24	25 Wayne Regional Agricultural Fair 	26 Wayne Regional Agricultural Fair 	27 Wayne Regional Agricultural Fair 
28 Wayne Regional Agricultural Fair 	29 Wayne Regional Agricultural Fair 	30 Wayne Regional Agricultural Fair 		AUGUST S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	OCTOBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	

# OCTOBER 2014

WAYNE COMMUNITY COLLEGE BASIC SKILLS PLANNER

FALL SEMESTER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	<b>SEPTEMBER</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>NOVEMBER</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>1</b> Wayne Regional Agricultural Fair	<b>2</b> Wayne Regional Agricultural Fair	<b>3</b> Wayne Regional Agricultural Fair	<b>4</b> Wayne Regional Agricultural Fair
<b>5</b>	<b>6</b> Orientation 5:30 p.m.-8:30 p.m.  Pre-Registration for AHS Fall II Classes	<b>7</b> Orientation 5:30 p.m.-8:30 p.m.  Pre-Registration for AHS Fall II Classes	<b>8</b> Orientation 5:30 p.m.-8:30 p.m.  Pre-Registration for AHS Fall II Classes	<b>9</b> Orientation 5:30 p.m.-8:30 p.m.  Pre-Registration for AHS Fall II Classes	<b>10</b> Fall I Ends  Pre-Registration for AHS Fall II Classes	<b>11</b>
<b>12</b>	<b>13</b> Fall Break	<b>14</b> Fall Break	<b>15</b> Fall II Begins	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b> Diwali	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b> Orientation 2 p.m.-5 p.m.	<b>28</b> Orientation 2 p.m.-5 p.m.	<b>29</b> Orientation 2 p.m.-5 p.m.  Fall B Ends	<b>30</b> Orientation 2 p.m.-5 p.m.  Registration 8 a.m.-5:30 p.m. For Modules Fall C	<b>31</b> Registration 8 a.m.-5:30 p.m. For Modules Fall C	<b>HALLOWEEN</b>

# NOVEMBER 2014

## WAYNE COMMUNITY COLLEGE BASIC SKILLS PLANNER

## FALL SEMESTER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	OCTOBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	DECEMBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31				1
2 	3 Fall C Begins	4	5	6 Discover Wayne 8:30 a.m.- 11:30 a.m. 	7 Discover Wayne 8:30 a.m.- 11:30 a.m. 	8
9	10	11 Veteran's Day Campus Closed 	12	13	14	15
16	17	18	19	20	21	22
23 <hr/>	24	25	26 Thanksgiving Break Campus Closed	27 Thanksgiving Break Campus Closed 	28 Thanksgiving Break Campus Closed	29
30						

# DECEMBER 2014

WAYNE COMMUNITY COLLEGE BASIC SKILLS PLANNER

FALL SEMESTER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8 Orientation 5:30 p.m.-8:30 p.m.	9 Orientation 5:30 p.m.-8:30 p.m.	10 Orientation 5:30 p.m.-8:30 p.m.	11 Orientation 5:30 p.m.-8:30 p.m. Fall C Ends	12	13
14	15 Orientation 2 p.m.-5 p.m.	16 Orientation 2 p.m.-5 p.m. Fall II Ends	17 Orientation 2 p.m.-5 p.m. First day of Hanukkah Winter Break Closed for Students  HAPPY HANUKKAH	18 Orientation 2 p.m.-5 p.m. Winter Break Closed for Students	19 Winter Break Closed for Students	20
21	22 Winter Break Campus Closed	23 Winter Break Campus Closed	24 Winter Break Campus Closed Christmas Eve	25 Winter Break Campus Closed  Christmas Day	26 First day of Kwanzaa  Winter Break Campus Closed KWANZAA	27
28	29 Winter Break Closed for Students	30 Winter Break Closed for Students	31 Winter Break Closed for Students New Year's Eve	NOVEMBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	JANUARY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	

# JANUARY 2015

WAYNE COMMUNITY COLLEGE BASIC SKILLS PLANNER

SPRING SEMESTER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY																																																																													
	<p>DECEMBER</p> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td></td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S	1	2	3	4	5	6		7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p>FEBRUARY</p> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> </table>	S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28		<p><b>1</b> Winter Break Campus Closed New Year's Day</p> 	<p><b>2</b> Winter Break Closed for Students</p>	<p><b>3</b></p>
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<b>4</b>	<p><b>5</b> Orientation 9 a.m.-3 p.m. Winter Break</p>	<p><b>6</b> Orientation 9 a.m.-3 p.m. Registration 8 a.m.-5:30 p.m.</p>	<p><b>7</b></p>	<p>Spring A Begins</p> <p><b>Spring I</b> Begins</p>	<p><b>8</b></p>	<p><b>9</b></p>	<p><b>10</b></p>																																																																												
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<b>18</b>	<p><b>19</b> MLK Holiday Campus Closed</p> 	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>																																																																													
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# FEBRUARY 2015

WAYNE COMMUNITY COLLEGE BASIC SKILLS PLANNER

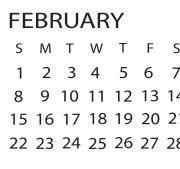
SPRING SEMESTER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9 Orientation 5:30 p.m.-8:30 p.m.	10 Orientation 5:30 p.m.-8:30 p.m.	11 Orientation 5:30 p.m.-8:30 p.m.	12 Orientation 5:30 p.m.-8:30 p.m. Spring A Ends	13 Registration for Modules Spring B	14 
15	16 Presidents' Day Spring B Begins 	17	18	19	20	21
22	23	24	25	26	27	28
				JANUARY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	MARCH S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	

# MARCH 2015

## WAYNE COMMUNITY COLLEGE BASIC SKILLS PLANNER

## SPRING SEMESTER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Orientation 2 p.m.-5 p.m.  Registration for Spring II	3 Orientation 2 p.m.-5 p.m.  Registration for Spring II	4 Orientation 2 p.m.-5 p.m.  Registration for Spring II	5 Orientation 2 p.m.-5 p.m.  Student Spring Break  Potential Make-up Day	6 Student Spring Break  Potential Make-up Day	7
8 	9	10 Spring I Ends	11 Spring II Begins	12	13	14
15	16	17 St. Patrick's Day 	18	19	20	21
22	23 Orientation 5:30 p.m.-8:30 p.m.	24 Orientation 5:30 p.m.-8:30 p.m.	25 Orientation 5:30 p.m.-8:30 p.m.	26 Orientation 5:30 p.m.-8:30 p.m.  Spring B Ends	27 Register for Modules Spring C	28 
29	30 Spring C Begins	31 			 <p><b>Graduates:</b> Make sure you fill out your Application for Graduation this Month.</p>	

# APRIL 2015

WAYNE COMMUNITY COLLEGE BASIC SKILLS PLANNER

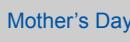
SPRING SEMESTER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY																																																																																											
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5 	6 Spring Break Campus Closed	7 Spring Break	8 Spring Break	9 Spring Break	10 Spring Break	11 Pig in the Park 																																																																																											
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# MAY 2015

## WAYNE COMMUNITY COLLEGE BASIC SKILLS PLANNER

## SPRING SEMESTER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	<b>APRIL</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>JUNE</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30			1	2
3	4	5  Cinco de Mayo	6	7	8	9
10  Mother's Day	11	12  Spring C Ends Spring II Ends	13  Summer Break Graduation Practice	14  Summer Break AHS/GED Graduation	15	16
17	18  Summer Break Orientation 2 p.m.-5 p.m.	19  Summer Break Orientation 2 p.m.-5 p.m.	20  Summer Break Orientation 2 p.m.-5 p.m.	21  Summer Break Orientation 2 p.m.-5 p.m.	22	23
24	25  Memorial Day Holiday Campus Closed	26  Registration	27  Summer I Begins	28	29	30
31						

# JUNE 2015

WAYNE COMMUNITY COLLEGE BASIC SKILLS PLANNER

SUMMER SEMESTER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14 Flag Day 	15	16	17	18 First day of Ramadan 	19	20
21 Father's Day	22	23	24	25	26	27
28	29 Orientation 2 p.m.-5 p.m.	30 Orientation 2 p.m.-5 p.m. Summer I Ends		MAY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	JULY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	

# JULY 2015

## WAYNE COMMUNITY COLLEGE BASIC SKILLS PLANNER

## SUMMER SEMESTER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Orientation 2 p.m.-5 p.m. Registration for Summer II	2 Orientation 2 p.m.-5 p.m. Registration for Summer II	3 Holiday Campus Closed	4  4 <sup>TH</sup> OF JULY
5	6 Summer II Begins	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

# AUGUST 2015

WAYNE COMMUNITY COLLEGE BASIC SKILLS PLANNER

FALL SEMESTER

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## STUDENT CODE OF CONDUCT

The college reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of college officials, a student's conduct disrupts or threatens to disrupt the college community, appropriate disciplinary action will be taken to restore and protect the sanctity of the community. Students and student organizations are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality. This expectation applies to all students and student organizations at college-sponsored events whether on-campus or off-campus. The purpose of this code is not to restrict student rights but to protect the rights of individuals in their academic pursuits.

The following regulations set forth rules of conduct which prohibit certain types of student behavior. Violation of one or more of the following regulations may result in one or more of the sanctions described in the Sanctions section on page 48.

- A. Academic Dishonesty - taking or acquiring possession of any academic material (test information, research papers, notes, etc.) from a member of the college staff or student body without permission; receiving or giving help during tests; submitting papers or reports (that are supposed to be original work) that are not entirely the student's own; not giving credit for others' work (plagiarism).
- B. Theft of, misuse of, or damage to college property; or theft of or damage to property of a member of the college community or a campus visitor on college premises or at college functions; unauthorized entry upon the property of the college or into a college facility or a portion thereof which has been restricted in use and thereby placed off limits; unauthorized presence in a college facility after closing hours.
- C. Possession of or use of alcoholic beverages or being in a state of intoxication on the college campus or at college sponsored or supervised functions off campus or in college owned vehicles. Possession, use or distribution of any illegal drugs, except as expressly permitted by law. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his/her actions.
- D. Lewd or indecent conduct including public, physical or verbal action (profanity) or distribution of or wearing clothes bearing obscene or libelous written material.
- E. Mental or physical abuse of any person on college premises or at college-sponsored or college supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such persons or which promote hatred or racial prejudice.
- F. Any act, comment, or behavior which is of a sexually suggestive or harassing nature and which in any way interferes with a student's or an employee's performance or creates an intimidating, hostile or offensive environment.
- G. Intentional obstruction or disruption of teaching, research, administration or disciplinary proceedings, or other college activities, including public service functions, and other duly authorized activities.
- H. Occupation or seizure in any manner of college property, a college facility or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
- I. Participating in or conducting an assembly, demonstration or gathering in a manner which threatens or causes injury to person or property; which interferes with free access to, ingress or egress of college facilities; which is harmful, obstructive or disruptive to the educational process or institutional functions of the college; remaining at the scene of such an assembly after being asked to leave by a representative of the college staff.
- J. Possession or use of a firearm, incendiary device or explosive, except in connection with a college approved activity. This also includes unauthorized use of any instrument designed to inflict serious bodily injury to any person. \*(limited exception – S.L. 2013-369, sec. 2; HB 937; N.C.G.S. 14-269.2(k))
- K. Setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment.
- L. Gambling.
- M. Smoking or use of tobacco products or any items containing or reasonably resembling tobacco or tobacco products on the WCC campus. This includes all buildings, facilities, College vehicles, walkways, out-of-door areas, campus grounds, parking lots and the instructional areas of off-campus college programs and courses.
- N. Violation of college regulations regarding the operation and parking of motor vehicles.
- O. Forgery, alteration, or misuse of college documents, records, or instruments of identification with intent to deceive. Falsification of admissions documents resulting in incorrect information which could be used in the consideration of admissions to the college, financial aid, or limited admissions programs.
- P. Failure to comply with instructions of college officials acting in performance of their duties.
- Q. Violation of the terms of disciplinary probation or any college regulation during the period of probation.
- R. Fiscal irresponsibility such as failure to pay college-levied fines, failure to repay college-funded loans, or the passing of worthless checks to college officials.
- S. Violation of a local, state, or federal criminal law on college premises adversely affecting the college community's pursuit of its proper educational purposes.
- T. Use of cell phones, beepers, walkie-talkies, or other electronic communication devices in the classroom, lab or library setting. All systems of communication are required to be turned off during instructional, lab, or library time.
- U. Eating or drinking in classrooms, laboratories, shops and the Library is prohibited. Any exceptions must be requested in writing (WCC Room Reservations Form) and pre-approved by the appropriate person.
- V. Computer misconduct including any activity that violates college computer and internet usage policies (e.g., TAUP) including any prohibited internet activities.

## DISCIPLINARY PROCEDURES

(The Director of Counseling Services as designated by the Associate Vice President and hereafter referred to as Director will be responsible for handling judicial procedures. The Associate Vice President may handle judicial procedures in the absence of the Director).

\*Note: Continuing Education disciplinary matters are handled by the Associate Vice President of Continuing Education Services. Basic Skills matters are handled by the Director of Basic Skills - see Basic Skills Handbook.

- A. **Immediate Dismissal** - If an act of misconduct threatens the health or well-being of any member of the academic community or seriously disrupts the function and good order of the college, an instructor or college employee may direct student(s) involved to cease and desist such conduct and

advise them that failing to cease and desist will result in immediate dismissal. If the student(s) fail to cease and desist, the instructor or college employee may then dismiss the student(s) from the event, activity, or the class (until the next class meeting). The instructor or college employee may dismiss the student(s) from either the class or the college until a resolution of the matter can be made. The instructor or college employee invoking such dismissal shall make a formal charge in writing to the Director of the individual(s) involved and the nature of the infraction as soon as possible but no more than five business days following the incident or knowledge of the incident. The Director shall resolve the matter in a timely fashion utilizing the steps outlined below.

**B. Responsibility for Implementation** - The Director is responsible for implementing student discipline procedures.

**C. Disciplinary Procedures** - In order to provide an orderly procedure for handling student disciplinary cases in accordance with due process and justice, the following procedures will be followed:

1. **Charges:** Any administrative official, faculty member, or student may file charges with the Director against any student or student organization for violations of college regulations. The individual(s) making the charge must complete a charge form (available from the office of the Director) stating:
  - a. name of the student(s) involved,
  - b. the alleged violation of the specific Code of Conduct,
  - c. the time, place, and date of the incident, and
  - d. names of person(s) directly involved or witnesses to the infractions,
  - e. any action taken that relates to the matter,
  - f. desired solution(s).

The completed charge form should be forwarded to the Director within five business days of the incident or knowledge of the incident.

2. **Investigation and Decision:** Within five business days after the charge is filed, the Director shall complete a preliminary investigation of the charge and shall schedule a meeting with the student. After discussing the alleged infraction with the student, the Director may act as follows:
  - a. Drop the charges.
  - b. Impose a sanction consistent with those shown in the Sanctions section.
  - c. Refer the student to a college office or community agency for services.
3. **Notification:** The Director shall send a certified letter to the student's last known address on file with the Office of Admissions and Records providing the student with a list of the charges, the Director's decision, and instructions governing the appeal process. A copy will also be sent to the complainant. Failure of the student to accept receipt of the letter within six business days of letter postmark ends the appeal procedure and the student forfeits his/her right to further appeal.

## **SANCTIONS**

A student who disagrees with the decision of the Director of Counseling Services regarding a disciplinary sanction may request a hearing before the College's Disciplinary Review Committee. This request must be submitted in writing and received by the Director within three business days of receipt of the Director's decision. The Director shall refer the matter to the Disciplinary Review Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed, and the relevant facts revealed by the Director's investigation.

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

**B. General Probation:** An individual may be placed on General Probation when involved in a minor disciplinary offense; General Probation has two important implications: the individual is given a chance to show capability and willingness to observe the Student Code of Conduct without further penalty; secondly, if the individual errs again, further action will be taken. This probation will be in effect for no more than two semesters. Specific stipulations may be included in the terms of probation.

**C. Restrictive Probation:** Restrictive Probation becomes a matter of record and results in limitations being placed on the student and/or loss of good standing. Restrictive conditions may limit the student's access to physical locations on the campus, dates and times the student can be on the campus, or activity in the college community. If the individual is restricted from activity in the college community they will not be eligible for initiation into any local or national organization, and may not receive any college award or other honorary recognition. The individual may not occupy a position of leadership or responsibility with any college or student organization, publication, or activity. This probation will be in effect for not less than two semesters. Any violation of Restrictive Probation may result in immediate SUSPENSION.

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

**E. Withholding transcript, diploma, right to register, or participate in graduation ceremonies:** Imposed when financial obligations are not met. (Will not be allowed to register until all financial obligations are met.)

**F. Loss of Academic Credit or Grade:** Imposed as a result of academic dishonesty.

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

**H. Suspension:** Exclusion from class(es), and/or all other privileges or activities of the college for a period of not less than two semesters. This sanction is reserved for those offenses warranting discipline more severe than probation or for repeated misconduct. Students who receive this sanction must get specific written permission from the Director before returning to campus and are placed on two semesters of probation upon their return.

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

**J. Group Probation:** This is given to a college club or organized group for a specified period of time. If group violations are repeated during the term of the sentence, the charter may be revoked or activities restricted. Specific stipulations may be included in the terms of probation.

**K. Group Restriction:** Removing college recognition during the semester in which the offense occurred or for a longer period (usually not more than one other semester). While under restriction, one or more of the following will apply: the group may not seek or add members, hold or sponsor events in the college community, or engage in other activities as specified.

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

**NOTE:** Failure to Comply: Failure to comply with the rules of the college may result in charges filed against the student(s). Statute 14-288.4 of the North Carolina Criminal Law forbids disorderly conduct in any educational institution. The first offense under this statute would be a Class 2 misdemeanor; a second offense would be a Class 1 misdemeanor; a third offense or subsequent offense would be a Class 1 felony.

## APPEALS PROCEDURE

A student who disagrees with the decision of the Director may request a hearing before the Disciplinary Review Committee. This request must be submitted in writing and received by the Director within three business days after receipt of the Director's decision. The Director shall refer the matter to the Disciplinary Review Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed, and the relevant facts revealed by the Director's investigation.

### A. Committee Composition, Role, and Authority

The composition, role and authority of the Disciplinary Review Committee shall be as follows:

1. Committee membership will consist of:
  - a. A minimum of three faculty/staff members appointed by the President of the college.
  - b. Three student members appointed by the Student Government Association and approved by the President of the college.
  - c. The President will appoint one employee to serve as committee chairperson who will vote only in case of a tie.
  - d. The Director as an ex-officio, non-voting member.
2. The Role of the committee:
  - a. Committee members will serve one year from the beginning of fall semester through summer semester with replacements appointed by the President as necessary.
  - b. At least two faculty/staff members and two students plus the chairperson must be present in order for the Committee to conduct business.
  - c. The Committee shall hear and render decisions concerning student appeals.
3. The Authority of the committee:
  - a. The Committee shall have the authority to adopt temporary rules of procedure consistent with this code.
  - b. The Committee shall have the authority to render written advisory opinions to the Associate Vice President concerning student rights, responsibilities and judicial procedures.

### B. Procedures for Hearing Before the Disciplinary Review Committee

1. Procedural Responsibilities of the Director. The Review Committee must meet within ten business days of receipt of a request for a hearing (excluding school breaks). A postponement may be granted by the chairperson upon written request of either party, if the reason stated justifies such action.

At least five (5) business days prior to the date set for the hearing, the Director shall send a certified letter to the student's last known address on file with the Office of Admissions and Records providing the student with the following information:

- a. A restatement of the charge or charges.
- b. The time and place of the hearing.
- c. A statement of the student's basic procedural rights.
- d. A list of witnesses.
- e. The names of committee members.

In addition, if the student(s) decides to have counsel and

or witnesses present at the hearing he she must provide (in writing) to the Director the name of the counsel and/or witness at least two business days prior to the scheduled hearing. If not properly submitted, it is at the discretion of the Committee to allow the counsel and/or witnesses to.

On written request of the student, the hearing may be held prior to the expiration of the five-day notification period, if the Director concurs with this change.

2. Basic procedural rights of students include the following:
  - a. The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the Committee. An individual serving in the role of counsel cannot be a witness during the hearing.
  - b. The right to produce witnesses on one's behalf. Individuals serving in the role of witness cannot serve in the role of counsel.
  - c. The right to request, in writing, the President to disqualify any member of the Committee for prejudice or bias. (The request must contain reasons). A request for disqualification, if made, must be submitted at least three business days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the President.
  - d. The right to present evidence.
  - e. The right to know the identity of the person(s) bringing the charge(s), unless there is sufficient cause for the person bringing the charge to fear (as determined by the appropriate area Vice President) reprisal.
  - f. The right to hear witnesses on behalf of the persons bringing the charges, unless there is sufficient cause for the person bringing the charge to fear (as determined by the appropriate area Vice President) reprisal.
  - g. The right to testify or to refuse to testify without such refusal being detrimental to the student.
  - h. The right to appeal the decision of the Committee to the President who will review the official record of the hearing. The appeal must be in writing and must be received within three business days of the completion of the hearing receipt of the Committee's decision. If the student fails to submit the appeal by the deadline the appeal procedure ends, and the student forfeits his/her right to further appeal.
  - i. If a student fails to attend the hearing (the Committee will wait 10 minutes), the appeal procedure ends, and the student forfeits his/her right to further appeal.
3. Prohibitions - Neither the student, nor his/her representatives (counsel, family, friends, etc.) shall contact a Disciplinary Review Committee member, the College witnesses, the President, members of the Board of Trustees, or other community constituents prior to the Disciplinary Review proceedings. Such contact constitutes a breach in the disciplinary process and may adversely affect the hearing.
4. The Conduct of the Committee Hearings
  - a. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:
    - (1) The student.
    - (2) Counsels.
    - (3) Witnesses who shall:
      - (a) Give testimony singularly and in the absence of other witnesses.
      - (b) Leave the committee meeting room immediately after completion of the testimony.

- (4) Security - the Committee has the right to have members of the Campus Public Safety and Security Office present at the hearing.
- b. The hearing will be recorded. Recordings will become the property of the college, and access to them will be determined by the Chairperson of the Committee and the Director. All recordings will be filed in the office of the Director.
- c. Upon completion of a hearing, the Committee shall meet in executive session to determine concurrence or non-concurrence with the original finding and to recommend sanction, if applicable.
- d. Decisions of the Committee shall be made by majority vote.
- e. Within two business days after the decision of the Committee, the Director shall send a certified letter to the student's last known address on file in the Office of Admissions and Records providing the student with the Committee's decision. A copy of this letter will be sent to the complainant. Failure to accept receipt of the letter within six business days of letter postmark ends the appeal procedure and the party forfeits his/her right to further appeal

- C. **Appeal to the President** - If the student or the complainant refuses to accept the findings of the Committee either may appeal in writing to the President within three business days after receipt of the Committee's decision. If the written appeal is not received by the President within the time frame the appeal process ends and they forfeit their right to further appeal. The President shall have the authority to:
  - 1. Review the findings of the proceedings of the Committee.
  - 2. Hear from the student, the Director, the complainant and the members of the Committee before ruling on an appeal.
  - 3. Approve, modify, or overturn the decision of the Committee.
  - 4. Inform the student and the complainant in writing of the final decision within ten business days of the receipt of the appeal. Failure to accept receipt of the letter within six business days of letter postmark ends the appeal procedure and the party forfeits his/her right to further appeal.

- D. **Appeal to the Board of Trustees** - If either the student or the complainant refuses to accept the findings of the President either may appeal in writing to the Board of Trustees within three business days of receipt of the President's decision.

If the written appeal is not received by the Board of Trustees within the time frame the appeal process ends and they forfeit their right to further appeal. The Board of Trustees or a committee of the Board may review information to date and render a decision without the personal appearance before them of the parties of the Review Committee hearing or they may choose to have the parties involved in the hearing appear before them before rendering a decision. The decision of the Board will be made within twenty business days of receipt of the appeal and will be final.

capricious, or unequal application of written campus policies or procedures. This would include alleged discrimination on the basis of age, sex, race, handicap or other conditions, preferences or behaviors (excluding sexual harassment complaints, which, due to their sensitive nature, would first be directed to the grievance officer appointed by the President, (Director of Human Resources) and only if not resolved by meeting with the grievance officer would then follow the remainder of the grievance procedure). This would also include academic matters (excluding individual grades except where the above conditions apply).

- B. **Procedures** - These procedures are not intended to initiate disciplinary action against a member of the faculty, staff or administration, or to alter college policy.

- 1. **First Step** - The student must go to the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within five business days of the incident which generated the complaint.
- 2. **Second Step** - If the grievance is not resolved at the informal conference, the student must talk with the faculty/staff member's immediate supervisor (e.g. department chair) who will attempt to resolve the issue. This discussion must take place within five business days of completion of step one.
- 3. **Third Step** - If the grievance is not resolved within the department, the student may file a written grievance. The student would obtain the grievance form from the Director of Counseling Services who will explain the grievance process to the student. The completed grievance form must be returned to the Director within five business days of completion of step two. The Director will then refer the grievance to the appropriate administrator (e.g. division chair) involved. The administrator shall respond in writing to the student within ten business days of receipt of the grievance form.
- 4. **Fourth Step** - If the written statement of the administrator does not satisfy the grievant, the student may request to appear before the Student Grievance Committee. The student must submit a written request to the Director of Counseling Services and be received within three business days of receipt of the administrator's statement. The request shall include a copy of the original grievance form, a copy of the administrator's written response, and the reason why the administrator's response is unsatisfactory.

The Director shall immediately notify the President who shall insure that the Committee is organized in a manner consistent with Section C of this procedure (The Student Grievance Committee). The Director will send copies of the appeal to the members of the Committee, the employee, and the employee's supervisor. The employee against whom the grievance was filed shall be given an opportunity to respond in writing to the chairperson of the committee.

The Student Grievance Committee shall meet between five and fifteen business days of receipt of the request (excluding school breaks). A postponement may be granted by the Chairperson upon written request of either party, if the reason stated justifies such action.

The Committee shall function by the guidelines outlined in the Disciplinary Review Committee section.

The Committee shall decide by a majority vote the resolution of the grievance. In case of a tie, the chairperson

## STUDENT GRIEVANCE PROCEDURE

- A. **Purpose** - The purpose of the Student grievance Procedure is to assure students that their grievances will be considered fairly, rapidly, and in a non-threatening atmosphere.

Students have the right to grieve when they have reason to believe that a condition, situation, or action affecting them is unjust, inequitable, and/or a hindrance to effective performance.

A grievable action is an action that is in violation of written campus policies or procedures or constitutes arbitrary,

shall vote to break the tie. The chairperson shall forward a copy of the Committee's decision to all parties involved and to the office of the President within two business days of the Committee's decision.

5. **Fifth Step** - The Committee's decision may be appealed by either party involved to the President of the College within three business days of receipt of the Committee's decision. Failure of the student to accept receipt of the letter within six business days of letter postmark ends the appeal procedure and the student forfeits his/her right to further appeal. If the written appeal is not received by the President within the time frame the appeal process ends and they forfeit their right to further appeal. The President shall review the Committee's findings, conduct whatever additional inquiries deemed necessary, and will render a decision within ten business days of receipt of the appeal.
6. **Sixth Step** - The President's decision may be appealed by either party involved to the Board of Trustees within three business days of receipt of the President's decision. Failure of the student to accept receipt of the letter within six business days of letter postmark ends the appeal procedure and the student forfeits his/her right to further appeal. If the written appeal is not received by the Board of Trustees within the time frame the appeal process ends and they forfeit their right to further appeal.

The Board of Trustees or a committee for the Board shall review any information to date, conduct whatever additional inquiries deemed necessary, and render a decision within twenty business days of receipt of the appeal. The decision of the Board will be final.

**C. The Student Grievance Committee** - The Disciplinary Review Committee may serve as the Student Grievance Committee or, at the direction of the President, a new Committee may be formed for each grievance. Committee

makeup and method of appointment will be the same as for the Disciplinary Review Committee.

- D. Right of Parties Involved in a Grievance** - When a grievance committee meeting is scheduled, the parties involved are entitled to:
  1. A written notice of the complaint.
  2. A written notice of the time and place of the meeting. This notice shall be forwarded to all parties at least five business days prior to the meeting unless they waive this requirement.
  3. Review all available evidence, documents, or exhibits that each party may present at the meeting.
  4. Have access to the names of the witnesses who may testify.
  5. Appear in person and present information on his or her behalf, call witnesses, and ask questions of any person present at the meeting.
  6. The right to counsel. The role of the person acting as counsel is solely to advise the client. The counsel shall not address the Committee.
  7. The student will provide the Director of Counseling Services the name of the student's counsel and the list of student's witnesses at least two business days prior to the scheduled meeting.
  8. If the grievant fails to attend the meeting (the committee will wait ten minutes from the scheduled meeting time), the grievance procedure ends and the student forfeits their right to further appeal.
- E. Prohibitions** - Neither the student, nor his/her representatives (counsel, family, friends, etc.), shall contact a Student Grievance Committee member, the College witnesses, the President, members of the Board of Trustees, or other community constituents prior to the student grievance proceedings. Such contact constitutes a breach in the grievance process and may adversely affect the meeting.

## CAMPUS SAFETY AND SECURITY

### Clergy Act

In 1998, the Campus Security Act was amended and renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Act requires WCC to prepare and distribute to all current faculty, staff, and students an annual report which sets forth our policies on crime prevention issues and provides statistics on the number of specific violent crimes (murder and non-negligent manslaughter and negligent manslaughter, forcible and non-forcible sexual offenses, robbery, aggravated assault, burglary, arson, motor vehicle thefts, and hate crimes) which have occurred on campus. In addition the number of arrests on campus for liquor law violations, drug use violations, and weapons possessions and any referrals for disciplinary action for these violations are reported. Recent amendments have expanded reporting requirements further and the Violence against Women Reauthorization Act of 2013 further addresses domestic violence, dating violence, sexual assault, and stalking. The annual report with crime statistics is available at [www.waynecc.edu/wp-content/uploads/security-stats.pdf](http://www.waynecc.edu/wp-content/uploads/security-stats.pdf) and printed copies are available from the Office of Campus Police and Security on request.

### Security Incident Reporting

Campus Police and Security Officers are trained to observe and report. Upon receipt of a call, Campus Police and Security Officers are dispatched immediately to the site of the complaint to render assistance, write an incident report, take statements from witnesses, and conduct follow-up inquiries as required. A Campus Security Incident Log is maintained by the Office of Campus Police and Security.

### Campus Law Enforcement Authority

WCC Campus Police have complete police authority to apprehend and arrest anyone involved in illegal acts on-campus and areas immediately adjacent to the campus. Campus Police and Security may also refer college students to the Director of Counseling Services for possible disciplinary action; if minor offenses involving college rules and regulations are committed.

Major offenses such as rape, murder, aggravated assault, robbery, and auto theft are reported to the local police and joint investigative efforts with investigators from WCC and the city police are deployed to solve these serious felony crimes. The prosecution of all criminal offenses, both felony and misdemeanor, are conducted by the North Carolina 8th District Court in session at the Wayne County Courthouse.

Campus Police personnel work closely with local, state, and federal police agencies and have direct radio communication with the Goldsboro Police Department and Wayne County Sheriff's Office on the County Emergency Services network. The Campus Police and Security Department is also a part of the Wayne County 911 Emergency System.

Notice: Wayne Community College is randomly patrolled by police K-9 units. All staff, students, visitors and vehicles on WCC property are subject to K-9 exposure.

### Emergency Phone Numbers

EMERGENCY..... 911  
CAMPUS POLICE AND SECURITY..... (919) 739-7050

### Timely Warnings and Emergency Notifications

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of Campus Police and Security, constitutes

an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The warning will be issued through WCC Alert texts, phone calls, e-mails, and social media to students, faculty, and staff and via public address messages. If a situation elevates to an immediate threat, an emergency notification will be issued using the WCC Alert system.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the college community and individuals, the Office of Campus Police and Security may also post a notice on the campus-wide MagicNet monitors as well as the College web site: [www.waynecc.edu](http://www.waynecc.edu), providing the college community with more immediate notification.

Anyone with information warranting a timely warning or emergency alert should immediately report the circumstances to the Campus Police and Security office by phone (919-739-7050) or in person at the Campus Police and Security office on the first floor of the Wayne Learning Center building, WLC-195.

### **Identity Checks**

All employees, including Campus Police and Security Officers, are empowered to stop and identify any person on campus. Anyone on campus should be prepared to show campus or other identification at all times. Any individual who disrupts the educational process, endangers someone else, or fails to identify themselves shall be asked or directed to leave the campus. If a person refuses to leave, student disciplinary action under the handbook and/or a second-degree trespass warning will be administered, and failure to comply will result in trespass charges being filed.

### **Campus Access**

There will be no access to Wayne Community College buildings during the hours of 11:00 p.m. to 7:00 a.m. During business hours, the College will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all College facilities is by key, if issued, or by admittance via the Office of Campus Police and Security staff. In the case of periods of extended closing, the College will admit only those with prior written approval to all facilities.

Some facilities may have individual hours, which may vary at different times of the year. Examples are the Fitness Center, the Library, and the Open Computer Lab. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility. Two persons must be present at all times when using a facility such as a shop, fitness center or laboratory where potential for injury exists. Students desiring access to any academic facility at any time must be accompanied by a staff member, preferably from that department.

Emergencies may necessitate changes or alterations to any posted schedules. Campus Police and Security and Plant Maintenance routinely examine security issues such as landscaping, locks, alarms, lighting, and communications. Anyone can report concerns to the Office of Campus Police and Security at any time by calling 919-739-7050.

## **CRIMES, RULES AND REGULATIONS**

### **Crimes and Illegal Acts**

Illegal acts include but are not limited to the following:

1. All of the reportable crimes listed above under the heading "Clery Act", including any hate crimes involving those crimes listed.
2. Engaging in conduct which disrupts, disturbs or interferes with the teaching of students.
3. Any other illegal act defined under Chapter 14 or Chapter 20 of the North Carolina General Statutes.

Anyone suspected of involvement in illegal acts should be reported to the Campus Police and Security Office as quickly as possible. The Office of Campus Police and Security can be reached through the switchboard operator by dialing 0 or dial 919-739-7050 to reach Campus Police and Security 24 hours a day, 7 days a week.

### **Weapons on Campus**

It is against the laws of the State of North Carolina for weapons to be possessed on any property owned, leased, or occupied by any North Carolina educational institution, except as defined in the limited exception in North Carolina General Statute 14-269.2(k). This includes handguns, shotguns, rifles, BB guns, air rifles, tasers, bows, swords, knives, etc., but is not limited to these items. If you have any questions relating to weapons on campus, contact the Office of Campus Police and Security at 919-739-7050.

### **Tobacco-Free Campus Policy**

Smoking and use of any tobacco products or any items containing or reasonably resembling tobacco or tobacco products, including all forms of e-cigarettes or other "smokeless" devices, is prohibited on the WCC campus. This encompasses all buildings, vehicles, walkways, campus grounds, parking lots and instructional areas, including instructional areas of off-campus college programs and courses.

### **Criminal Activity Off Campus**

Wayne Community College operates no off-campus student organization facilities. The Student Activities Coordinator oversees recognized clubs and club activities. Campus Police and Security members do not provide law enforcement service to activities off-campus as they are not within the jurisdiction of Campus Police authority. All students participating in club activities are subject to the student code of conduct, regardless of venue. Campus Police and Security members enjoy a close working relationship with the local law enforcement agencies when violations of federal, state, or local laws surface. This cooperative team approach addresses situations as they arise as well as future concerns.

### **Controlled Substances and Alcoholic Beverages**

Promoting a drug and alcohol-free environment is everyone's responsibility. WCC supports and is committed to maintaining such an environment for the benefit of all on campus. The WCC campus has been designated "drug free." Therefore, in compliance with the Federal Drug-Free Workplace and Drug-Free Schools and Communities Act of 1988 (Public Law 101-690), it is the policy of this college that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol is prohibited while in the workplace, on college premises, or as part of any college-sponsored activities. Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution. The specifics of this policy as it relates to students are as follows:

1. The term "controlled substance" means any drug listed in 21 CFR Part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of North Carolina General Statutes. Generally, these are drugs, which have a high potential for abuse. Such drugs include, but are not limited to, Heroin, Marijuana, Cocaine, PCP, and "Crack." They also include "legal drugs" which are not prescribed by a licensed physician. The term alcoholic beverage includes beer, wine, whiskey and any other beverage listed in Chapter 18B of the General Statutes of North Carolina. Controlled substance laws are strictly enforced by Campus Police and Security Officers.
2. Wayne Community College does not differentiate between unlawful users, pushers, or sellers of drugs or alcohol. Any student who possesses, uses, sells, gives, or in any way transfers a controlled substance or alcoholic beverage to another person, or manufactures a controlled substance while on college premises or as part of any college sponsored activity, will be subject to disciplinary action under the student code of conduct up to and including expulsion and referral for prosecution, fines and imprisonment. Alternatively, the College may require the student to successfully finish a drug abuse program sponsored by an approved private or

governmental institution as a precondition for continued enrollment at the College.

3. Organizations or groups violating alcohol/substance policies or laws also may be subject to sanctions by the College.
4. Each student is required to inform the College in writing within five (5) days after he or she is convicted for violation of any federal, state, or local criminal drug or alcoholic beverage control statute where such violation occurred on college premises or as part of any college-sponsored activity. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal or state court.
5. Convictions of employees working under federal grants, for violating drug laws in the workplace, on college premises, or as part of any college sponsored activity, shall be reported to the appropriate federal agency. The Office of Human Resources must notify the U. S. Government agency, with

which the grant was made, within ten (10) days after receiving notice from the employee or otherwise receives actual notice of a violation of a criminal drug statute occurring in the workplace. The College shall take appropriate disciplinary action within 30 calendar days from receipt of notice. As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy. this would include any work-study or student employed part-time under a federal grant.

6. Information on applicable state sanctions associated within the use of both illicit drugs and alcohol is available from the Campus Police and Security Office. Violations of North Carolina Controlled Substance Laws under General Statutes 90-95 carry a maximum of up to 35 years in prison and/or fines. A description of health risks associated with the use of illicit drugs and alcohol is presented below.

## DRUGS AND THEIR RISKS

### **TYPES OF DRUGS:**

**Schedule I:** Heroin, LSD, Peyote, Mescaline, Psilocybin (Shrooms), Other Hallucinogens, Methaqualone (Quaaludes) Phencyclidine (PCP), and MDA

**Schedule II:** Morphine, Demerol, codeine, Percodan, Percocet, Fentanyl, Dilaudid, Secondal, Nembutal, cocaine, Amphetamines, and other opium and opium extracts and narcotics

**Schedule III:** Certain barbiturates such as amobarbital and codeine containing medicine such as Fiorinal #3, Doriden, Tylenol #3, Empirin #3, and codeine-based cough suppressants such as Tussionex and Hycomine

**Schedule IV:** Barbiturates, narcotics and stimulants including valium, Talwin, Librium, Equanil, Darvon, Carvocet, Placidyl, Tranzene, Serax, Ionamin (yellow jackets)

**Schedule V:** Compounds that contain very limited amounts of codeine, dihydrocodeine, ethylmorphine, opium, and atropine, such as Terpine Hydrate with codeine, Robitussin AC

**Schedule VI:** Marijuana, THC, Hashish, Hash Oil, Tetrahydrocannabinol

### **HEALTH RISKS:**

**Schedule I:** Psychologically and physically addictive; depression, withdrawal symptoms, convulsions, death, unpredictable behavior with hallicuinogens; possible damage to unborn fetus

**Schedule II:** Psychologically and physically addictive; withdrawal symptoms, convulsions, respiratory failure, frequent accidents; possible damage to unborn fetus; death; cocaine and amphetamines increase blood pressure which can lead to irregular heartbeat and death; amphetamines can cause agitation, increase in body temperature, hallucinations, convulsions, possible death

**Schedule III:** Psychologically and physically addictive; potential liver damage, nausea and vomiting, dizziness, disorientation, shallow breathing, cold and clammy skin, coma, possible death; withdrawal symptoms include anxiety, tremors, insomnia, convulsions, possible damage to unborn fetus

**Schedule IV:** Psychologically and physically addictive; drowsiness; withdrawal symptoms include tremors, abdominal and muscle cramps, insomnia, anxiety, convulsions, possible death; possible damage to unborn fetus

**Schedule V:** Psychologically and physically addictive; nausea, gastrointestinal symptoms, drowsiness; withdrawal symptoms include runny nose, watery eyes, panic, chills, cramps, irritability, nausea; possible damage to unborn fetus

**Schedule VI:** Psychologically addictive; increased risk of lung cancer, bronchitis, and emphysema; contributes to heart disease, fatigue, paranoia, possible psychosis; withdrawal symptoms including insomnia, hyperactivity and decreased appetite; depression of the immune system; decreased sperm count in men and irregular ovulation in women

NOTE: Wayne Community College property includes both a child care center and a secondary school.

North Carolina General Statute 90-95 (e)(8) classifies the manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, a controlled substance on property used for a child care center, or secondary school or within 1,000 feet of the boundary of real property used for a child care center, or secondary school as a Class E felony.

## ALCOHOL AND ITS RISKS

### **TYPES OF ALCOHOL:**

**Malt Beverage** is beer, 1/2 of 1% to 6% alcohol  
**Unfortified Wine** is wine not more than 17% alcohol  
**Fortified Wine** is wine of not more than 24% alcohol  
**Spirituos Liquor** is distilled spirits of ethyl alcohol, including spirits of wine, whiskey, rum, brandy, gin, etc. **Mixed Beverage** is a drink composed in whole or part of spirituous liquor and served at restaurants, hotels and private clubs licensed by the State.

For Additional Information, Contact Your Local Health Care Provider or Pharmacist.

For Additional Information, Contact Your Local Law Enforcement Agency or District Attorney's Office.

### **ORGANIZATIONS AND AGENCIES - LOCAL**

Alcoholics Anonymous - 919-735-4221  
Goldsboro Police Department - 919-705-6572  
Narcotics Anonymous - 919-734-2965  
East Point of Goldsboro - 919-587-0301  
Wayne County Health Department - 919-731-1000  
Wayne County Sheriff's Office - 919-731-1481

### **ORGANIZATIONS AND AGENCIES - NATIONAL**

Drug-Free Workplace Help Line  
1-800-967-5752 • [www.drugfreeworkplace.gov](http://www.drugfreeworkplace.gov)  
Cocaine Hotline - 1-800-688-4232  
Al-Anon - 1-800-356-9996  
National Institute on Drug Abuse Hotline  
1-800-662-HELP  
American Council on Alcoholism - 1-800-527-5344

## SEX OFFENSES

### **Sex Offenses and Offenders**

The FBI's National Incident-Based Reporting System (NIBRS) edition of the UCR defines a sex offense as any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent.

The Clery Act requires WCC to include statements of policy in our annual security report that address sex offenses and access to information on registered sex offenders in the campus community. Statement of policy regarding campus sexual assault program to prevent sex offenses and procedures to follow when a sex offense occurs are referenced in 34 CFR 668.46(b)(11).

### **Preventing and Responding to Sex Offenses**

The College educates the student community about sexual assaults and date rape through orientations and ACA "College Success" classes. The Office of Campus Police and Security offers sexual assault education and information programs to College students and employees upon request. Information and referrals concerning date rape education, risk reduction, and College response is available through the Counseling Services Department.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. Campus Police and Security strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a Campus Police and Security Officer and/or to a College Counselor. Filing a police report with a Campus Police Officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;

- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts the Office of Campus Police and Security, the Goldsboro Police Department or the Wayne County Sheriff's Office will be notified as well. A representative from the Counseling Services Department will also be notified. The victim of a sexual assault may choose to make a Student Code of Conduct charge to the Director of Counseling Services, however, without an official law enforcement investigation, proving the charge may be difficult. A College representative from the Office of Campus Police and Security Department or the Counseling Services Department will guide the victim through the available options and support the victim in his or her decision. Counseling options are available from the College Counseling Services Department. Counseling and support services outside the College system can be obtained through the Wayne Uplift Resource Center.

College disciplinary proceedings are detailed earlier in this Student Handbook. A student found guilty of sexual misconduct in a criminal proceeding in the State courts could also face College disciplinary actions and may be suspended or expelled from the College. Student victims may request to change their academic situation after an alleged sexual assault, if such changes are reasonably available.

### **Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses**

Wayne Community College's Director of Counseling shall send a letter to the complainant in a disciplinary proceeding resulting from alleged crimes of violence or non-forcible sex offenses.

## Sex Offender Registration

The Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a state concerning registered sex offenders may be obtained.

It also requires sex offenders already required to register in state to provide notice of each institution of higher education in that state at which the person is employed, carries a vocation, or is a student. In the State of North Carolina, convicted sex offenders must register with the Sex Offender Registry maintained by the Department of Justice. Searchable registries are found at:

- N.C. Department of Justice's Sex Offender Registry  
Web site - <http://sexoffender.ncdoj.gov>
- U.S. Department of Justice's National Sex Offender Public  
Web site - <http://www.nsopr.gov>

## Title IX

Wayne Community College receives federal funding from the U.S. Department of Education and thus must comply with Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex in education programs and activities. WCC has designated a "Title IX Coordinator" for students who is responsible for coordinating the school's compliance with Title IX. The coordinator's responsibilities include overseeing all complaints of sex discrimination and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

## Title IX Coordinator for Students

Associate Vice-President for Academics and Student Services  
Wayne Learning Center  
jmmorrisette@waynecc.edu  
919-739-6725

## TRAFFIC AND PARKING POLICY

All of the provisions of Chapter 20 of North Carolina General Statutes relating to the use of the highways of the State of North Carolina and the operation of motor vehicles thereon shall apply to the streets, roads, alleys, and driveways on the campus of the College along with other rules and regulations approved by the Board of Trustees as specified under North Carolina General Statute 115D-21.

1. Citations will be issued for violations of the college's Traffic and Parking Policy.
2. These rules and regulations shall apply on a 24-hour basis to operators of all vehicles, public or private, while operating a vehicle on the campus of the college.
3. The operator of any vehicle on the campus of the college shall comply with the legal instructions of any Campus Police or Security Officer and all traffic signs in accordance with the provision of these regulations.
4. The responsibility of finding a legal parking space rests with the motor vehicle operator. Lack of space is not considered an excuse for violation of parking regulations.
5. The College shall be responsible for ensuring that the necessary signs are erected and maintained to carry out the intent of these regulations.
6. All vehicles to be operated on campus must be properly registered and display a parking decal on the rear of the vehicle. Motorcycles and mopeds are also subject to this policy. Failure to comply with the vehicle registration procedure constitutes an offense equal to a parking violation.

7. Display parking decal as shown on left side outside of back glass (left bottom corner).



8. Motorcycles/mopeds must have a parking decal visibly displayed and park in designated motorcycle spaces if available. If a designated space is not available, any undesignated space will suffice. It is the operator's responsibility to use a kick-stand plate if parking outside a designated motorcycle parking space.
9. The person to whom a vehicle parking decal is issued, as herein provided, shall be responsible for all parking and traffic violations of the vehicle for which the permit is issued. Obtaining a parking decal is the responsibility of the person bringing the vehicle on campus, and failure to do so constitutes a violation of the Traffic and Parking Policy.
10. Students may park in any undesignated parking spaces.
11. Visitor parking spaces are not for student use.
12. Should you need a temporary parking pass, contact the Student Activities Office.

## Specific Violations of the Traffic and Parking Policy

The following list includes specific traffic and parking violations which could result in citations, fines, warnings or other disciplinary action. This list is not all-inclusive, but contains most foreseeable punishable offenses:

1. Parking in a restricted parking lot or zone.
2. Parking in "handicapped parking" without a proper handicapped decal or license plate displayed.
3. Parking on grass (unless signs indicate this is permissible or the space is designated as an overflow parking area).
4. Blocking any legally parked vehicle.
5. Not displaying a current parking decal/permit.
6. Not affixing parking decal to the rear of the vehicle.
7. Parking in a "no-parking" zone.
8. Parking in a "visitor" zone.
9. Affixing a parking decal/permit to a vehicle other than that for which it was issued.
10. Parking against traffic flow.
11. Reckless driving.
12. Blocking or obstructing traffic, street, crosswalk, sidewalk, fire hydrant, building entrance or exit, or another vehicle properly parked.
13. Protruding into lane of traffic.
14. Double parking.
15. Parking on shoulder of road (except where parking is indicated by official signs).
16. Driving in excess of posted speed limits.
17. Failure to obey traffic signs.
18. Failure to obey directions of Campus Police and Security Officers.
19. Failure to yield right-of-way at pedestrian crossings.
20. Following too closely.
21. Driving under the influence of alcohol or narcotics.
22. Operating vehicle causing loud and unnecessary noise, such as mufflers, horns, public address systems, stereos, etc.
23. Failure to yield right-of-way to emergency vehicles.
24. Failure to obey all seat belt and child passenger safety seat requirements.
25. Operating or parking a vehicle in any manner that creates a safety hazard.
26. Leaving a vehicle on campus overnight without notifying a Campus Police or Security Officer.

## Consequences of Traffic and Parking Violations

1. The following system of citations and fines shall be used:
  - a. The Office of Campus Police and Security shall be responsible for issuing citations for improper parking and other Traffic Code violations.
  - b. Fines
    - i. Violations of the Traffic and Parking Policy carry a \$25.00 fine for each citation.
    - ii. Fines shall be made payable to the Business Office and receipted by the cashier.
    - iii. Fines must be paid immediately after all appeals have been exhausted; or if the person has not filed notification of the intent to appeal, immediately following his/her last hearing; or ten calendar days after the ticket was issued and the time for appeal has expired; whichever is greater.
2. In addition to the standard fines imposed for violations of the Traffic Code, the following penalties may also be imposed:
  - a. All of those provisions detailed in North Carolina General Statute 115D-21 and Section 20.
  - b. The College shall prohibit a student from registering for classes for the next semester if the student owes fines from the previous semester.
  - c. The College shall withhold transcripts and deny graduation for students for failure to pay fines.
  - d. Faculty and staff will be subject to disciplinary procedures in accordance with college policy.
  - e. Delinquent fines will be added to the student's financial account with the College. The student will not be permitted to re-enroll until fines are paid.
  - f. Students who accumulate five or more traffic citations for parking and traffic violations will lose their parking and driving privileges on campus for the remainder of the semester in which the violations have occurred and for the following semester.
  - g. Any vehicle left on campus for one week or more without properly notifying the Office of Campus Police and Security will be considered abandoned and towed at the owner's expense.
  - h. When a vehicle which is improperly parked so as to obstruct the flow of traffic or movement of other vehicles is identified, the driver of the vehicle will be notified immediately. This may require calling the student out of class. If a student is notified more than once to move his/her improperly parked vehicle, his driving privileges on the college campus may be revoked.

## Traffic and Parking Appeal Process

Students receiving citations or penalties resulting from alleged violations of the Traffic and Parking Policy may do any of the following:

- a. Pay the fine.
- b. File written appeal with the Director of Counseling Services within three business days of receipt of a citation. A ruling on the appeal will be made within five business days and the student will be notified in writing.
- c. Students dissatisfied with the decision of the Director of Counseling Services may make final appeal to the Chief of Administrative Services within three business days.

## CRIME REPORTING

### How to Report Criminal Offenses

To report a crime, contact Campus Police and Security at 919-739-7050 (non-emergencies), dial 9-1-1- (emergencies only), or by using the Code Blue telephones located in the Parking Lots. Any suspicious activity or person seen in the parking lots, loitering around vehicles, or inside buildings should be reported to the Office of Campus Police. In addition you may report a crime to the following Campus Security Authorities:

1. Associate Vice-President for Academics and Student Services: 919-739-6725
2. Director of Counseling Services: 919-739-6725
3. Director of Human Resources: 919-739-7015
4. Student Activities Coordinator: 919-739-6740
5. Coordinator, SJAFB Programs: 919-739-6765, SJAFB Education Center
6. Basic Skills Director 919-739-6903, WAL 228
7. Basic Skills Admissions/Assessment Coordinator 919-739-6917, WAL 207

### Encouraging Accurate and Prompt Crime Reporting

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Campus Police and Security Department in a timely manner. This publication focuses on Campus Police and Security because it patrols the main campus and the Wayne Executive Jetport non-campus site. However, SJAFB Security Forces should be contacted when incidents, emergencies, or crimes occur at SJAFB Education Center.

- To report a crime or an emergency from a college phone, call 9-1-1, call Campus Police and Security at extension 7050 or, from outside the College phone system, 919-739-7050.
- To report a non-emergency security or public safety related matter, call extension 7050 or, from outside the College phone system, 919-739-7050.
- To report a crime at the Wayne Executive Jetport, call 9-1-1 or 919-739-7050.
- To report a crime or emergency at SJAFB, call 919-722-1211.
- To report a non-emergency security or public safety related matter call at SJAFB, call 919-722-1211.
- To report sexual assault on the base, call the Sexual Assault Response Coordinator at 919-722-7272 or the Department of Defense Safe Helpline at 877-995-5247.
- To report a crime at all other off-campus events, activities, or classes, call 9-1-1.

Dispatchers are available at these respective telephone numbers 24 hours a day to answer your call. In response to a call, Campus Police and Security and/or SJAFB Security Forces will take the required action, dispatching an officer or asking the victim to report to the Office of Campus Police or the SJAFB Security Forces to file an incident report. If assistance is required from the local law enforcement agencies or fire department, Campus Police and Security will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including Campus Police and Security, will offer the victim a wide variety of services. Referrals for confidential assistance may be made to Wayne Uplift Resource Association. Wayne Uplift's crisis line number is 919-736-1313. The National Sexual Assault Hotline is 1-800-656-HOPE (4673).

Crimes should be reported to the Campus Police and Security Department to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. For example, a crime that was reported only to Wayne Uplift Resource Association would not be included in the WCC crime statistics.

## **Voluntary Confidential Reporting**

The WCC Office of Campus Police and Security encourages anyone who is the victim of or witness to any crime to promptly report the incident to the police. Because police reports are public records under State law, the Office of Campus Police and Security cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other Campus Security Authorities as identified above. Confidential reports of crime may also be made to Crime Stoppers at 919-735-2255.

## **Counselors and Confidential Crime Reporting**

Campus "Professional Counselors," when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis to any of the Campus Security Authorities listed above, for inclusion into the annual crime statistics. Staff of the Counseling Services Department inform students of the procedures to report crime to the Office of Campus Police and Security on a voluntary basis, should they feel it is in the best interest of the student.

Professional counselors are defined as: "An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification."

## **PERSONAL SAFETY**

### **Safety Tips**

You are the key to your personal safety and the safety of others. By following the precautions listed below, you can substantially decrease your chances of becoming a crime statistic.

- BE AWARE - Recognize your vulnerability.
- REPORT all suspicious persons, vehicles, and activities to the Office of Campus Police and Security immediately at 919-739-7050 or call the switchboard by dialing ext. 0 on campus phones.
- PROTECT your personal property. Keep your car locked at all times. Never leave valuables where they can be seen in your vehicle; lock them in your trunk. Do not leave any personal property lying around such as books, book bags, purses, or electronic devices.
- KNOW the location of emergency call boxes, which are in most parking lots.
- PARTICIPATE fully in the "WCC Alert" warning system by maintaining current e-mail, text, and phone contact numbers (all college e-mail accounts are automatically enrolled). The alert system is capable of delivering messages to web, e-mail, voice, and text messaging.

### **Emergency Call Boxes**

Emergency call boxes are located in most parking lots and near the tennis courts. They are located on light poles and each has a blue light indicator. If you need a Campus Police and Security Officer, push the red button on the emergency call box, and it will automatically notify the Office of Campus Police and Security about where you are and let you communicate directly with the Campus Police and Security Officer who is responding to your call.

### **Escort Services**

The Office of Campus Police and Security can be contacted for assistance at any time. Officers are available to escort students, staff, faculty, and visitors to and from any building and parking lot on campus. If assistance is not requested, we suggest walking with a friend rather than alone.

## **PREVENTION AND EDUCATION**

### **Safety/Security Awareness Programs**

Campus Police and Security Officers discuss safety and security procedures throughout the year at employee orientation sessions and college student success classes, referencing important safety reminders and procedures. College officials and guest speakers discuss safety and security issues during special programs and meetings throughout the school year, such as the annual safety fair.

The Chief of Campus Police and Security publishes, when appropriate, serious incident reports through notification messages which are disseminated using bulletin boards, flyers, Web site, e-mail, text, voice, Magic-Net, and other announcement forms. The purpose of this notification is to aid in the prevention of similar occurrences.

During ACA orientation classes, students are informed of services offered by the Campus Police and Security. Presentations outline ways to maintain personal safety. The Annual Safety and Security Report is made available to students. Crime Prevention Programs and Sexual Assault Prevention Programs are offered. In addition to orientations and ACA classes, information is disseminated to students and employees through crime prevention awareness notices, security alerts, displays, e-mails, text messages, social media and in College publications, as appropriate.

Periodically, the WCC Campus Police and Security Department, in cooperation with other College organizations and departments, present crime prevention awareness sessions on sexual assault (rape and acquaintance rape), Rohypnol abuse, theft, and vandalism, as well as educational sessions on personal safety.

### **Domestic Violence**

Contact Counseling Services and/or Campus Police and Security to report domestic violence concerns that could impact personal or campus safety. Submit copies of any restraining orders to Campus Police and Security. For local assistance, contact Wayne Uplift at 919-736-1313.

### **Suicide Prevention**

Crisis counseling and referrals are available through the Counseling Services Department. For community assistance, contact Eastpointe at 1-800-913-6109 or the National Suicide Prevention Lifeline at 1-800-273-TALK.

### **Substance Abuse Education**

The Substance Abuse Education Program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and college disciplinary actions. WCC's Counseling Services Department provides an overall coordination of the Drug-Free Campus Program. However, some services are the responsibility of other areas of the institution. These include:

- Alcohol and Drug Education: Student Activities
- Counseling Services: Counseling Services Department
- Referral Services: Counseling Services Department
- College Disciplinary Actions: Curriculum/Continuing Education and Basic Skills Disciplinary Review Committees.

### **Drug Counseling and Rehabilitation**

If anyone needs assistance for any reason related to the use/abuse of drugs or alcohol, a member of the WCC counseling staff will act as a referral source to the following services in Goldsboro and Wayne County:

Narcotics Anonymous	1-866-321-1631
Eastpointe	1-800-913-6109
Alcoholics Anonymous	919-735-4221

## **Wayne Community College Drug and Alcohol Prevention program**

The abuse and use of drugs and alcohol are subjects of immediate concerns in our society. These problems are extremely complex and ones for which there are no easy solutions. The College strives to encourage prevention of drug and alcohol abuse to the extent possible. The College's prevention program includes an educational program aimed at preventing drug abuse and illegal drug use, therapeutic support through short-term clinical counseling and appropriate referrals, and deterrence through an active Campus Police and Security Department. From a safety perspective, the users of drugs or alcohol may impair the well-being of all persons on campus; drug and alcohol use may also result in damage to college property.

## **EMERGENCY PLANS**

### **Emergency Information Placards**

Emergency information cards are located across campus in most corridors, classrooms, labs and other public venues. They are mounted to the walls in clear acrylic frames and consist of red and white cards, printed front and back with the following information: Emergency Evacuation Plan (by building/floor), Emergency Evacuation Procedures, Emergency Evacuation Plan Designated Evacuation Areas, Emergency Response Checklist, Emergency Levels, Emergency Medical Protocols. Please familiarize yourselves with the information on these cards and the evacuation routes for the locations on campus that you visit.

### **Emergency Evacuation**

A building should be evacuated immediately whenever the building fire alarm sounds or when instructed to do so over the public address system. When notified to evacuate the building, walk quickly to the nearest marked exit and alert others to do the same. Be sure to close office and classroom doors before you leave. Faculty and staff are to notify students and visitors in their respective areas to assemble in the areas designated. Once outside the building, report to the designated meeting area for your building.

At the beginning of each semester, each instructor should encourage individuals who will need assistance in exiting the building in case of an emergency to self-identify with the instructor or the Office of Campus Police and Security. This will include wheelchair-bound individuals, those with any condition limiting mobility, visually or hearing-impaired individuals, and anyone else who might have difficulty following directions in an emergency situation. The names and locations of these individuals must be given to the Chief of Campus Police and Security. An Evacuation Assistance Team member will be available to assist those individuals in exiting the building in case of an emergency and may consult with students as to the best methods to assist them in exiting the building.

Generally, building elevators are not available for use and those individuals with limited mobility may require assistance from WCC staff in using the stairs. If assistance is required by any individual who has not self-identified, please notify the Office of Campus Police and Security at 919-739-7050 or ext. 7050 from an internal phone, or the switchboard at ext. 0, and someone will be dispatched to assist in the evacuation.

### **Accident and Medical Emergencies Procedure**

If you have a medical emergency, call 911 for EMS and ext. 0, or 919-739-7050 to notify the Office of Campus Police and Security and give the location and nature of the situation. Wayne Community College maintains basic first aid boxes in every building. Anything beyond basic first aid will require outside attention by a medical provider. Under college policy, no medicines will be dispensed by college staff. A limited supply of basic pain relievers, allergy medicines and other over-the-counter items may be found in the Bookstore during normal operating hours for personal purchase.

In general, accidents occurring during WCC-sponsored activities will be covered by student and/or college insurance. The College

generally will not be responsible for medical transport or any hospital or medical provider fees for personal illnesses.

Should a medical emergency requiring more than basic first aid arise, the procedures posted on the red Emergency Medical Cards located throughout the campus, should be followed.

1. Call EMS immediately at 9-1-1 and then call Campus Police and Security at 919-739-7050 to notify them of the situation, location, and nature of the accident or illness. Campus Police and Security will escort the ambulance to the scene.
2. Do not move injured persons unless:
  - a. you are absolutely certain about their condition; or
  - b. the person is in more danger if they remain where they are.
3. In the event of a seizure, do not restrain the victim. Clear the area around the victim of everything that could be a hazard. If possible, put the victim on their side. Never force the victim's mouth open.

All accidents involving students must be reported to the Student Activities Coordinator or to the Evening Coordinator after hours. Accidents involving guests must also be reported to the Business Office. It is important that these notifications be made prior to transport if possible so that appropriate insurance documents may be prepared and related agencies notified. Failure to follow procedure could result in claims not being covered.

### **Campus "Lock Down"**

If ever a dangerous situation develops that poses a serious threat to the College and jeopardizes the safety of students or employees, a campus "Lock Down" will be initiated. "Lock Down" will be announced either by college personnel in a building, over the public address system, and/or by WCC Alert message, and will remain in effect until terminated by law enforcement. If you are in a classroom when you hear the "Lock Down" announcement, close the classroom door, move away from the door and close the window blinds. Keep low to the floor and out of line of sight with the door. Stay there until instructed to do otherwise by law enforcement or until the "ALL CLEAR" is sounded.

If you are in a hallway or outside when "LOCK DOWN" is announced, please take cover immediately by getting into a building and into a room. If you can't do either, take cover behind any object you can find. Stay there until instructed otherwise by law enforcement.

### **Campus Evacuation**

When a "campus state of emergency" is declared, all nonessential personnel, students, and visitors must immediately begin an orderly evacuation of the campus. The Office of Campus Police and Security and Traffic Control Team will assist in directing traffic to ensure the safest and quickest evacuation.

### **Severe Weather Alert**

In the event that a severe weather warning indicates an immediate threat to individuals on the WCC campus, the campus will be alerted by way of the public address system, the Office of Campus Police and Security, and/or WCC Alert message, and the plan below will be activated. Please close all windows and doors before you leave your area. If time permits, disconnect all electrical and computer equipment before you leave your area. Everyone is to remain in the designated safe area(s) until notified by the Office of Campus Police and Security that all is clear.

1. Azalea, Dogwood, and Wayne Learning Center Buildings:  
Everyone on the 1st and 2nd floors should immediately proceed to the first floor of their respective buildings and assemble in the safe shelter areas away from outside doors and windows. People on the 3rd and 4th floors should shelter on the 2nd floor away from outside doors and windows. In the WLC building, people in the dining hall, atrium, student lounge and other open areas should proceed to Moffatt Auditorium if safe to do so, move to the front row and fill in from the middle of

the center section out to the aisles and from the walls back to the aisles on the right and left wing seating areas. This will facilitate getting everyone to safety as quickly as possible.

2. Aviation and Hangar Buildings: All individuals should immediately proceed quickly to the Aviation classroom building away from outside doors and windows for safe shelter if time permits.
3. Hocutt Building: Everyone on the first floor should assemble in the automotive area away from doors and windows. Individuals on the second floor should proceed to the interior hallway or other interior rooms with no outside doors or windows.
4. Maple Building: All individuals should immediately proceed to the Prep Booth, Room 102, or to the Storage Room 101 and stay away from outside doors and windows.
5. Cedar, Holly, Oak, Pine, Spruce, and Walnut Buildings: All individuals should remain on the floor they are on and seek safe shelter away from outside doors and windows.
6. Individuals in service buildings or elsewhere on the grounds should seek immediate shelter in the nearest brick building or lay flat in a ditch or low-lying area if time does not permit getting inside a building.

## Communicable Disease Policy for Students

Wayne Community College is committed to assuring that all necessary training and precautions are taken with regard to communicable diseases. The Biohazard Exposure Control Plan and the Pandemic Preparedness Plan of Wayne Community College reflect our efforts to ensure the good health and safety of all employees and students. The College adopts this communicable disease policy for students in an effort to control communicable diseases and the threat of pandemics on campus based upon established rules and regulations of the N.C. Division of Health Services. Employees and employees of contractors or contracted services infected with a communicable disease have the responsibility of reporting this fact to the Director of Human Resources. Students infected with a communicable disease have the responsibility of reporting this fact to the Associate Vice President of Academic and Student Services or the Vice President of Continuing Education, as appropriate.

Communicable disease is an illness resulting from an infectious agent or its toxic products being transmitted directly or indirectly to a person from an infected person or animal through the agency of an intermediate animal, host, or vector, or through the inanimate environment. [N.C.G.S. 130A-2(1c)] Communicable Disease shall

include, but is not limited to: Chickenpox, influenza, Infectious Mononucleosis, Conjunctivitis, Hepatitis A, B and D, Acquired Immune Deficiency Syndrome (AIDS), Aids-related complex (ARC), positive HIV antibody status, Influenza, Measles, Meningitis, Tuberculosis, Whooping Cough, and sexually transmitted diseases.(N.C.G.S. 130A)

Persons who are infected with a communicable disease are expected to seek expert medical advice and are encouraged to advise local health authorities. Local health authorities should offer counseling to these persons about measures that can be taken to prevent the spread of infection and to protect their own health.

Persons who know, or have a reasonable basis for believing, that they are infected with a communicable disease have an ethical and legal obligation to behave in accordance with such knowledge to protect themselves and others. Medical information relating to the communicable disease of a student or employee will be disclosed to responsible college officials only on a strictly limited need-to-know basis. No person, group, agency, insurer, employer, or institution should be provided any medical information without the prior specific written consent of a student unless required by state and/or federal law. Furthermore, all medical information relating to the communicable diseases of students and employees will be kept confidential, according to state and federal law, including the Family Education Rights and Privacy Act.

If a student reports a communicable disease condition, the student may be excluded from the institution until an appropriate evaluation of the student's medical condition can be made. The evaluation may be made by a physician or a health department official and testing may be required if appropriate. Students in any Allied Health program may have additional requirements, as specified in each program's student handbook; therefore, these students should report all suspected communicable diseases.

The final determination of a student's ability to remain in school will be made by the Vice President or Associate Vice President based upon professional medical evaluation results and recommendations. If a student is found to have a communicable disease, then the attendance of the student on campus or at any College activity will be prohibited until a satisfactory letter or certificate is obtained from one or more licensed physicians or public health officials stating that the student is not a health risk to employees and other students at the College.

The College's Biohazard Control Plan defines guidelines that will be followed in the event of an accidental exposure to bodily fluids or biohazards. Any such exposure should be reported immediately to the responsible faculty or staff person associated with the WCC activity involving such exposure and to the Student Activities Coordinator and an incident report must be completed.

# UNLOCK THE MYSTERY OF WORDS COMMON LATIN AND GREEK WORDS AND THEIR MEANING



# IMPORTANT NUMBERS

919-735-5151 | FAX: 919-736-1707 | [www.waynecc.edu/continuing-ed/basic-skills](http://www.waynecc.edu/continuing-ed/basic-skills)

STAFF	NAME	NUMBER: 919-739-EXT. #	E-MAIL
Director	Sonja Redmon	6903	<a href="mailto:sonja@waynecc.edu">sonja@waynecc.edu</a>
Administrative Secretary	Erica Babb	6908	<a href="mailto:ejbabb@waynecc.edu">ejbabb@waynecc.edu</a>
Admissions/Assessment Coordinator	Lynn Rabhan	6917	<a href="mailto:lrabhan@waynecc.edu">lrabhan@waynecc.edu</a>
GED Assessment	Phil Crouthamel	6939	<a href="mailto:plcrouthamel@waynecc.edu">plcrouthamel@waynecc.edu</a>
Transcripts/Records Specialist	Harold Warren	6921	<a href="mailto:harwar@waynecc.edu">harwar@waynecc.edu</a>
Basic Skills Labs Coordinator	Karen Burnette	6906	<a href="mailto:kburnett@waynecc.edu">kburnett@waynecc.edu</a>
TLC Retention Team Leader	Terry Bergmark	6905	<a href="mailto:tbergmark@waynecc.edu">tbergmark@waynecc.edu</a>
FACULTY	NAME	NUMBER: 919-739-EXT. #	E-MAIL
Computer Based Basic Skills Instructor	Tiffanie Chase	6922	<a href="mailto:tschase@waynecc.edu">tschase@waynecc.edu</a>
Basic Skills Instructor	Michael McCrae	6913	<a href="mailto:mmcrae@waynecc.edu">mmcrae@waynecc.edu</a>
Basic Skills Instructor	Angela Boyette	6912	<a href="mailto:ajboyette@waynecc.edu">ajboyette@waynecc.edu</a>
Basic Skills Instructor	Kelly Dawson	6923	<a href="mailto:kjdawson@waynecc.edu">kjdawson@waynecc.edu</a>
Basic Skills Instructor	Donna Moore	6909	<a href="mailto:donnam@waynecc.edu">donnam@waynecc.edu</a>
Part Time Faculty		6908 to leave message	
FACULTY/STAFF	NAME	NUMBER: 919-739-EXT. #	E-MAIL
Orientation/Assessment Specialist	Darlene Andrey	6904	<a href="mailto:dcandrey@waynecc.edu">dcandrey@waynecc.edu</a>
Recruiting/Retention Specialist	Amelia Hall	6911 (hablo español)	<a href="mailto:ajhall@waynecc.edu">ajhall@waynecc.edu</a>
TLC Instructional Team Leader	Sujatha Chittilla	6907	<a href="mailto:sac@waynecc.edu">sac@waynecc.edu</a>
Transition Coach/Instructor	Leigh Goroski	6918	<a href="mailto:legoroski@waynecc.edu">legoroski@waynecc.edu</a>
ESL Coordinator/Instructor	Maria Abalo-Zarate	6924	<a href="mailto:mfabalo-zarate@waynecc.edu">mfabalo-zarate@waynecc.edu</a>
WAYNE COMMUNITY COLLEGE	DEPARTMENT	NUMBER: 919-739-EXT. #	
Switchboard	WCC	919-735-5151	
Student Services	Basic Skills	6908, 6917, 6918, 6921, 6904	
Basic Skills Labs	Basic Skills	6905, 6906, 6907, 6922	
Bookstore	WCC	7021	
Public Safety and Security	WCC	7050	
COMMUNITY SERVICE NUMBERS			
Crime Stoppers		919-735-2255	
Crisis Hot Line		1-800-672-2903	
Wayne County JobLink Career Center (Employment Security Commission)		919-731-7950	
GATEWAY Bus System		919-736-1374	
Health Department		919-731-1000	
Mental Health/Eastpointe		919-587-0301	
Social Services		919-580-4034	
Wayne Memorial Hospital		916-736-1110	
WATCH Mobile Unit		919-222-4450	

