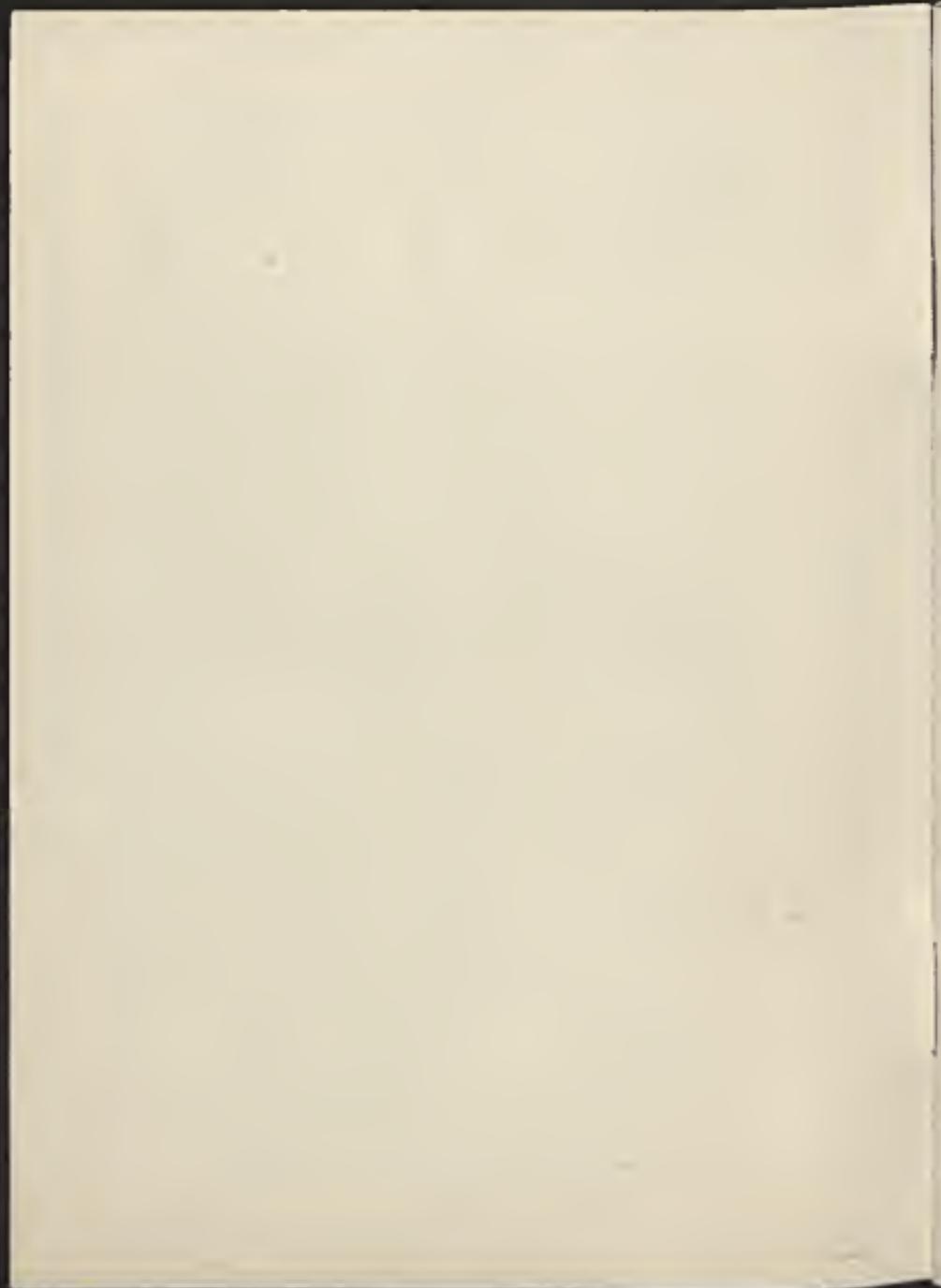


ROBESON
TECHNICAL
INSTITUTE

STUDENT
HANDBOOK



1970-1971



INTRODUCTION

* * * * *

Welcome to Robeson Technical Institute! We hope that this handbook will get you started on the right track by providing useful information, and also give you a quick overview of and a comprehensive look at your responsibilities, duties, obligations and privileges while attending Robeson Tech. As a student, you are presented with a serious challenge and responsibility—the responsibility of maintaining the high traditions set by your predecessors and of establishing further traditions worthy of being followed by future students. Every student group becomes a community in itself, and it is necessary for each citizen of that community to develop a sense of individual responsibility and integrity which contributes to constructive and dependable citizenship.

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

ACADEMIC CALENDAR — 1970-1971

FALL QUARTER

Tuesday, September 8	Freshman Orientation
Wednesday, September 9	
(9 a.m.-12 noon)	Freshman Registration
(1 p.m.-3 p.m.)	Senior Registration
Thursday, September 10	Classes Begin
Wednesday, November 25	End of Fall Quarter
November 26, 27	Thanksgiving Holidays

WINTER QUARTER

Tuesday, December 1	Registration
Wednesday, December 2	Classes Begin
December 19-January 3	Christmas Holidays
Monday, January 4	Classes Resume
Tuesday, March 2	End of Winter Quarter

SPRING QUARTER

Thursday, March 4	Registration
Friday, March 5	Classes Begin
Friday, April 9-Monday,	
April 12	Easter Holidays
Tuesday, April 13	Classes Resume
Monday, May 24	End of Spring Quarter
Wednesday, May 26-May 28	Instructors Workshop

SUMMER QUARTER

Friday, June 4	Registration
Monday, June 7	Classes Begin
Monday, July 5	Holiday
Tuesday, July 6	Classes Resume
Monday, August 16	End of Summer Quarter
Friday, August 20	Commencement
August 23-September 3	Instructors Vacation

Harold B. Thompson ----- Related Subjects
Tommy E. Williams ----- Mathematics and Science

SECRETARIAL STAFF

Lola B. Bracey ----- Secretary, President
Carolyn Britt ----- Secretary, Library
Vickie Jean Hester ----- Secretary, Adult Education
Debra Hodges ----- Secretary, Student Personnel
Mary P. Hughes ----- Secretary, Adult Education
Lynne R. Parker ----- Secretary, Business Manager
Candice H. Smith ----- Secretary, Student Personnel
Gayle Wilkes ----- Secretary, Occupational Education

STUDENT ACTIVITY ADVISERS

Student Government ----- Mrs. McNair
Mr. Bryan
Student Newspaper ----- Mr. Brown
Mrs. Britt
RTI Annual ----- Mrs. Revels

Other Assigned Responsibilities

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

STUDENT SERVICES

COUNSELING

The Student Personnel office is open to the student body at all times and its staff is committed to the services of the students. Counseling services are available to help you with difficulties of a personal, vocational, or academic nature.

ADVISEMENT

The Advisement Service is YOUR formal, continuing contact with the institution during your stay at RTI. Advisement covers academic progress, change of course or transfer, and resolution of personal problems and relationships. The conferences with advisers offer the opportunity of maintaining desirable student-faculty communication and understanding.

Your adviser -----

1. You will be assigned an adviser upon entering Robeson Tech.
2. Your adviser is available to help you with your academic progress, to help you with any problems, and generally be your Number 1 contact at Robeson Technical Institute.
3. Your adviser usually will be able to take care of any problem. If he cannot help you, he will be able to refer you to someone who can.

4. Your adviser cannot help you if you do not contact him. He has a very special interest in you and your welfare while at Robeson Tech, so get acquainted with him.
5. If you wish to make any change in your program, **FIRST SEE YOUR ADVISER.**
6. Faculty members have regular office hours, but meetings do not necessarily have to be by appointment.
7. Don't wait until you have problems. Give your adviser a chance to know you. He is interested in **YOU** at all times.

STUDENT ATTENDANCE POLICY

The Faculty and Staff of Robeson Technical Institute recognize that academic achievement is best attained and conducted through an orderly and well planned program of instruction. All courses of study at Robeson Tech have been carefully developed and organized to include the essential theory and practical experience deemed appropriate to the respective occupational skill.

Experience in the educational processes indicates that absences in the organized learning processes are serious deterrants to the most effective academic achievement. Therefore, the Faculty and Staff of Robeson Tech have adopted a policy concerning student absences.

Absences are defined as non-attendance at a regularly scheduled class, laboratory, or shop meeting. Non-attendance due to personal illness, family illness, personal

business, automotive breakdowns, lack of transportation, etc., are all treated as absences.

Students are expected to attend all regularly scheduled classes, laboratory, and shop periods; however, it is recognized that some unavoidable absences will occur during a period of time. Absences due to a death in the immediate family and prolonged personal illness under a doctor's care are examples of absences which may be excused.

Students are required to attend at least 90 per cent of the scheduled number of hours for each course in which they are enrolled. Absence in excess of 10 per cent will result in a review by the instructor and the program director to determine what action should be taken in each individual case.

Absences of up to 10 per cent of the scheduled number of hours is to be allowed for absences such as medical appointments, automotive breakdowns, transportation problems, personal short term illness, or for reasons of a personal nature.

Students should discuss absences with their instructors to determine how absences are affecting their progress within a course and to determine if make-up work is necessary for missed assignments.

Each instructor has the prerogative to determine what he considers excessive absences up to the 10 per cent factor and will announce his attendance practices for each course at the beginning of the course.

When in the judgement of the instructor, a student's absences are affecting his progress, the instructor will so advise the student, the student's adviser, the student personnel office, and the program director in writing.

Absences in excess of the 10 per cent will automatically initiate the following action:

1. Conference between the student, the instructor, and the program director.
2. Recommendations are made to the student concerning future attendance practices and achievement or a student may be advised to drop the course.
3. The program director will notify the student, the student's adviser, and the student personnel office in writing what recommendations were made to the student.
4. If a student is advised to drop the course he is given the opportunity to appeal* within two school days to a committee of the Program Director, Director of Student Personnel Services, and Dean of Instruction.

* The student must attend class during the appeal process.

STUDENT DIRECTORY

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

RECORDS

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

TESTING

A testing program for the purpose of placement is given to all students prior to registration. Additional academic occupational testing will be conducted on an indi-

vidual basis as deemed necessary, or at the specific request of the student.

FINANCIAL AID

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

The Institute serves as a referral agency for:

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

The Institute serves as a disbursing or coordinating agency for:

- Scholarships
- College Work — Study Programs

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

JOB PLACEMENT

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

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

ever, rests entirely with the individual.

GRADUATION

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

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

CLASS RINGS

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

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

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

PRESIDENT'S LIST

The President's List will be published after each quar-

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

LOST AND FOUND

Lost and found articles are handled through the Student Personnel Office.

TELEPHONE

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

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

CHANGE OF NAME AND/OR ADDRESS

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

ADMINISTRATIVE OFFICE HOURS

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

BOOKSTORE

It is the student's responsibility to obtain the required textbooks and supplies. A bookstore is maintained from

which students may purchase the necessary books and supplies.

STUDENT LOUNGE

The student lounge area is a place to meet, eat, and relax during leisure moments. Wastebaskets are provided in order that students may leave the area neat and clean for others. We always welcome you to take advantage of the refreshment center, but do not scatter litter to other parts of the campus. Robeson Tech is your school, and you should make every effort to keep the appearance of the buildings always as nice as possible.

THE LIBRARY

Library services are available for students of Robeson Tech to supplement and enhance classroom activities and to provide the opportunity for leisure reading.

Currently, three daily and five weekly newspapers, plus approximately 130 periodicals are available for the convenience of library patrons.

Students are requested to observe the following library policies:

1. Books may be borrowed for a period of two weeks, with the privilege of renewal for an additional two weeks if there are no other calls.
2. Reference books and periodicals must be used in the library. They may be checked out for overnight use at 3 P.M. and returned at 8 A.M. the following day.
3. Each borrower may have only one book at a time charged to him. However, if the need arises for special projects, the student may check out additional books with permission of the librarian.

4. A fine of five cents per school day is charged for overdue books. No fine is charged for overdues caused by an excused absence, provided that the book is returned on the day the borrower returns to school.
5. Library hours during the regular quarter are 8:00 A.M.-10:00 P.M. Monday through Thursday and 8:00 A.M.-4:00 P.M. on Friday.
6. Library hours in the summer quarter are 8:00 A.M.-4:00 P.M. Monday through Friday.
7. All lost books must be paid for at the replacement cost of the book. Books damaged, beyond the regular wear and tear, must be settled for in proportion to the damage.
8. Mutilation of library property, removing books from the library without checking them out, and creating disturbances may result in the loss of library privileges.
9. A student will not be allowed to take exams when he has an overdue book or owes a fine.
10. Food and drinks are not permitted in the library.

CAMPUS REGULATIONS

Students are expected to display the qualities of courtesy and integrity that characterize the behavior of ladies and gentlemen. In order to protect the rights and privileges of all students, the following rules of conduct must be observed:

1. Students are expected to conduct themselves as mature ladies and gentlemen at all times. Conduct unbecoming to a student of Robeson Tech will not

be tolerated.

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

PARKING

All student cars will be parked in the designated student parking areas. The area south of the Administration Building and other marked reserved areas are for faculty and staff parking. Student vehicles are not allowed in spaces reserved for faculty and staff.

SMOKING

Smoking is not allowed in the classrooms or laboratories at any time. There are ash trays and trash receptacles throughout the buildings. Do not put out cigarettes on the floors.

VISITORS

We welcome all visitors. Visitors must be accompanied by a staff member or student and are subject to the regulations of the school while on campus.

CHANGES IN REGULATIONS

Robeson Technical Institute reserves the right to make changes in the regulations, courses, fees, and other matters of policy and procedure when deemed necessary.

ACADEMIC INFORMATION

EXPENSES

1. Tuition is \$32.00 per quarter, payable at each registration.
2. For non-residents of the State of North Carolina, tuition is two and one-half times the amount listed above.
3. Cost of textbooks and necessary materials.
4. Yearly activity fee of \$15.00, payable at the first registration.

REGISTRATION

Students are expected to register for course work on the day specified each quarter in the Academic Calendar. A \$5.00 late registration fee will be charged to students registering after the announced registration day.

GRADING SYSTEM

Grades are issued at the end of each quarter and are entered on the permanent record. Grades are leased on the following scale:

Grade	Explanation
A—Excellent	4 quality points for each quarter hr. credit
B—Good	3 quality points for each quarter hr. credit

Grade	Explanation
C—Average	2 quality points for each quarter hr. credit
D—Poor, but passing	1 quality point for each quarter hr. credit
F—Failure	0 quality points for each quarter hr. credit
WP—Withdrew Passing	Official Withdrawal — passing (WP's are not used in computing Grade Point Average)
WF—Withdrew Failing	Official Withdrawal — failing
I—Incomplete	Issued rarely; work must be completed before the end of the following quarter; otherwise F will be recorded
AU—Audit	Enrollment as a special or non-credit student

COMPUTATION OF GRADE POINT AVERAGE (GPA)

A student's grade point average is determined by the following process:

- (1) Multiply the number of quarter hour credits assigned a course by the number of quality points for the grade received; (2) add all the quality points together; (3) divide by the total number of quarter hours attempted.

Subject	Qtr. Hrs. Credit	Grade Received	QP's Per Qtr. Hr.	Total Q.P.'s
English 1101	3	C	2	6
PME 1101	7	B	3	21
MAT 1101	5	A	4	20
FHY 1101	4	F	0	0
DFT 1101	1	D	1	1
	—			—
	20			48
				2.4

$$20 \overline{)480}$$

48 quality points divided by 20 hours attempted equals 2.4 grade point average for work attempted in this example. A 2.4 constitutes a C average. Hours attempted and quality points earned in previous quarters should be included in the above procedures to determine the CUMULATIVE GRADE POINT AVERAGE. NOTE: A CUMULATIVE 2.0 (C) GRADE POINT AVERAGE IS NECESSARY FOR GRADUATION.

Students may remove academic deficiencies by successfully repeating necessary courses. When a course is repeated, only the grade on the last course attempt is used in computing the student's quality point standing.

WITHDRAWAL

Students desiring to withdraw from Robeson Tech should contact the Office of Student Personnel Services and withdraw officially. The proper procedure is as follows:

1. FIRST: See the Director of SPA, Counselor or Registrar and obtain Withdrawal Form.

2. **SECOND:** Obtain signatures of your adviser, Library, and Business Office.
3. **THIRD:** Return the completed form to SPS Office. Proper official withdrawal protects the student's scholastic record, his right to re-enroll, and the right to transfer to another institution in good standing.

REFUNDS

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

RE-ENTRANCE

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

CHANGE OF PROGRAM

Any student who wishes to change programs must file a Registration Change notice with his adviser. The adviser will instruct the student in the proper channels to follow.

SELECTIVE SERVICE SYSTEM

Male students subject to the draft who wish their local Selective Service Board to be notified of their full-time attendance must authorize the school to release this information. Local boards are NOT notified unless the student requests this be done. The proper form should be requested and completed at the first registration.

VETERANS ADMINISTRATION BENEFITS

Recipients of Veterans Administration benefits must complete monthly attendance forms which are retained by Robeson Tech. Note: The VA must be informed of Change of Program or unsatisfactory progress. Consult Eddie Mac Locklear, Counselor, if you have questions regarding VA benefits.

GRADUATION REQUIREMENTS

To receive a degree or diploma, a student must:

1. Have a cumulative 2.0 (C) average.
2. Meet all specific course requirements.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association is your organization. It is composed of all full-time students who are enrolled in the Institute. Your interest is its success. We

encourage every student to be an active participant and to voice opinions and thoughts through the Student Government Association throughout the year. The organization sponsors social events, assembly programs, and various other activities to supplement the academic program. The constitution and activities of the association are subject to the approval and sanction of the administration of Robeson Tech.

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

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

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

STUDENT GOVERNMENT ELECTIONS

All major officers (President, Vice-President, Secretary, and Treasurer) will be elected the first part of October and will assume office before the end of the month. In October representatives from each curriculum will be elected. Any person desiring to run for any office should check the constitution for qualifications and procedures for filing.

1970-1971 Student Council Officers

(Fill in blanks after October elections)

President -----

Vice-President -----

Secretary -----

Treasurer -----

Representatives

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STUDENT GOVERNMENT CONSTITUTION
of the
ROBESON TECHNICAL INSTITUTE

PREAMBLE

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

ARTICLE I

ORGANIZATION

Section 1

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

Section 2

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

Section 3

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

Section 4

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

Section 5

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

ARTICLE II

DUTIES OF THE OFFICERS

Section 1

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

Section 2

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

Section 3

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

Section 4

The treasurer shall have charge of all monies and shall

deposit the same in the central office; shall keep a record of expenditures and receipts and make a report of the finances at each meeting of the Council.

ARTICLE III

MEETINGS

Section 1

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

Section 2

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

Section 3

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

ARTICLE IV

COMMITTEES

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

1. Constitution
2. Publicity

3. Elections

4. Intra-school Relations

ARTICLE V

POWERS

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

ARTICLE VI

APPROVAL

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

ARTICLE VII

AMENDMENTS

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

ARTICLE VIII

RATIFICATION

This constitution shall be adopted by a vote of two-thirds of the Student Council and three-fourths of the

student body present and voting.

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

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

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

ACADEMIC RECORD

FALL	Course	Day	Time	Grade	Cr. Hrs.	QP's	Instructor
Total							

*Grade Point Average _____

WINTER	Course	Day	Time	Grade	Cr. Hrs.	QP's	Instructor
Total							

*Grade Point Average _____

SPRING	Course	Day	Time	Grade	Cr. Hrs.	QP's	Instructor
Total							

*Grade Point Average _____

SUMMER	Course	Day	Time	Grade	Cr. Hrs.	QP's	Instructor
Total							

*Grade Point Average _____

* To Compute GPA See Page 17 Of This Handbook.

NAME PHONE

ADDRESS

Nº 89