



Student Life

Student activities beyond the classroom are supported through RCCC's Student Services Office. A Student Services Office can be found on both the North and South campuses. The office on the North Campus is located in Building 100. The South Campus office is located in Building 1000, Front Lobby. At these offices, you can find out more about the following services.

Counseling

Professional counseling services are provided to students, prospective students, and the entire college community in the areas of personal, academic, and career counseling. The staff is comprised of trained counselors who are qualified to help individuals assess and understand their personal issues, abilities, aptitudes, interests, and other characteristics. Counseling services are confidential and are focused to promote the growth and success of the individual.

The counseling program is an integral part of the teaching and learning process. Counseling services are provided through the comprehensive work of the Student Services Office and are available on both campuses day and evening.

The Discover Center program offers career-counseling services to students and citizens of the community. These services are offered in both individual and small group formats. State-of-the-art career development materials and programs are utilized to assist individuals in exploring career options, determining appropriate career choices, and then making short and long-range plans to achieve career goals.

Educational Placement

Rowan-Cabarrus Community College is committed to providing high-quality education to the citizens of Rowan and Cabarrus counties. Through a comprehensive assessment and placement program, the college assures that entering students have appropriate prerequisite levels of skill to be reasonably sure of success in further academic study. Results are used before registration to help the student plan a program of study.

Occupational Information

Information on occupations, educational programs, and job opportunities is available through the college to students and prospective students. The staff in the Student Services Office is available to assist anyone in finding and interpreting desired information.

Job Placement

A job placement service is available for Rowan-Cabarrus Community College students and alumni in the Student Services Office at both campuses. The Director of Job Placement and faculty keep in touch with area businesses and industries so that they will be aware of job opportunities in the various fields taught at the college.

The purpose of the job placement service is to help students establish contact with prospective employers and present qualifications for employment. Job-seeking skills, resumè writing, and interviewing skills are offered in an individual and small group setting. The responsibility for getting the job rests entirely with the individual. Companies and other organizations that wish to consider graduates of Rowan-Cabarrus Community College are

invited to call or write the Student Services Office. Interviews with prospective graduates are generally arranged on the campus during the Spring Semester and Summer Term. A representative from the Employment Security Commission is on campus weekly.

Student Participation in College Decision-Making

RCCC encourages and provides for student involvement in institutional governance and decision-making through the following means:

The Student Government Association (SGA) elects student representatives from each academic division to provide input and recommendations to the college. The SGA Constitution, approved by the college's Board of Trustees, details the purpose and responsibilities of the SGA. Administrative and supervisory responsibilities for the SGA reside with the Vice President of Student Services. The SGA's elected president serves as a non-voting member of the Board of Trustees.

Students contribute to college decision-making through interaction with faculty and staff and through participation in campus clubs and organizations.

Student involvement also occurs through membership on advisory committees and task forces such as Developmental Studies, Students with Disabilities, and Diversity.

Student Government Association

Explanation and Functions

There is more to life than books and classes at Rowan-Cabarrus Community College. What goes on outside the classroom is also very important. The school offers a wide variety of social and cultural opportunities which, as well as being enjoyable, expand the learning experience. Students are encouraged to plan their own activities and programs through the Student Government Association and may use any of the excellent facilities for assembly, theatre, club meetings, relaxation, and recreation.

All students at Rowan-Cabarrus Community College are members of the Student Government Association (SGA) and have the chance to participate in the organization and control of student activities. In addition, membership in the SGA gives students the opportunity to learn responsible citizenship and gain practical experience in the democratic process.

The constitution and activities of the SGA are subject to the approval of the administration of the college.

Clubs

All students are invited to join the departmental, service, and special interest clubs which are an important part of life at Rowan-Cabarrus Community College.

The following organizations are available:

- Campus Crusade for Christ
- Criminal Justice Club
- Licensed Practical Nursing (LPN)
- N.C. Student Nurses' Association
- Office Pro (CIAAP)
- Phi Theta Kappa (PTK)
- Rotaract Chapter of Rotary International
- VICA

Students who are interested in forming a new club should contact the Student Activities Director, in Student Services concerning their particular interests.

Student Publications

RCCC respects the right of free and open discussion and encourages student involvement with publications created, developed, and funded through the SGA.

Student opinions in such publications do not necessarily reflect the position of the college. The student newsletter funded by the SGA is "**The Achiever**."

A faculty/staff advisor assists students in developing this publication in a manner consistent with responsible journalism, English composition, and the stated purposes of the college. The college has developed a policy and procedure for the development and review of student publications (Procedure No. 7.44).

Whenever the advisor of a student publication is unable to resolve issues regarding a student publication, the advisor will involve the Vice President of Student Services.

Intramural Sports

Intramural sports are organized as student groups desire through the Student Government Association.

School Colors and Mascot

Royal blue and white are the official school colors, and "The Warrior" is the name of the Rowan-Cabarrus Community College mascot.

OTHER SERVICES

Bookstore

Books and supplies you might need can be purchased at one of the college's bookstores. Each student is responsible for his/her own textbooks and supplies. Costs will vary according to curriculum. For purchases of textbooks, supplies, and other merchandise, the bookstores accept major credit cards. The bookstore on the North Campus is located in Building 500. The bookstore on the South Campus is located on the first floor of Building 1000.

Bulletin Boards

Bulletin boards are reserved for Student Services' information, the SGA, general student information, and articles to buy or sell. Some bulletin boards are designated for some divisions and departments.

Students are asked to check with the Student Services Office before posting any information.

Class Rings

To place an order for a Rowan-Cabarrus Community College class ring, a student must:

1. Be enrolled in a one- or two-year occupational education program for which Rowan-Cabarrus Community College awards a diploma or associate degree.
2. Have satisfactorily completed a minimum of two semesters of the prescribed program.
3. Be currently enrolled for all courses in the third semester of the program or have completed such courses.
4. Show evidence of satisfactory academic standing. Students on probation are ineligible to place orders for school rings.

Class rings are purchased through the college's bookstore. GED graduates may order rings through the college's bookstore.

First Aid

First aid kits are located in each building on campus. Accidents which happen in class should be reported to the instructor. Otherwise, accidents should be reported to the Student Services Office.

Food Service

The college provides food service on both the North and South campuses. Vending machines are available in the student lounge at both campus locations.

Housing

Rowan-Cabarrus Community College does not provide dormitory facilities. Students who desire living accommodations should make arrangements in the local community. Assistance is available from the Student Services Office in locating living accommodations.

Insurance

Accident insurance is available to all students at a cost of \$2.55 per semester. **This insurance is required of all students and included as part of the activity fee.** Students taking Allied Health, Early Childhood Education, and Cosmetology are required to obtain student professional liability insurance at a cost of \$13.00 per year.

Lockers

Lockers are available on a first-come, first-serve basis at the North Campus. Requests should be made in the Business Office. Some shops have lockers available. The lockers in the shop areas are assigned and supervised by individual program heads.

Lost and Found

Lost and Found services are provided by the college. Any item found on the North Campus should be turned in to the receptionist located in Building 300. Items found on the South Campus should be turned in to the Student Services Office. These will be returned to the owner upon proper identification.

Parking

Students who want to park a vehicle on campus should get a free parking decal from the Business Office or obtain one when they register. Citations for illegal parking will be given by campus security officers.

Parking is allowed only in designated areas, not in fire lanes. Spaces have been set aside for handicapped persons and are to be used by the handicapped only.

Overnight parking on college property is discouraged and should occur only in cases of emergency or when it is necessary in the performance of college business. When overnight parking is required, the college Business Office must be notified so that security officers can be informed and so that the vehicle can be parked where it will not interfere with college activities. Vehicles parked on campus overnight without notification to proper college authorities may be towed at the owner's expense.

Student Centers

Located on the ground floor of Building 500, the Student Center is a spacious facility offering a beautiful view of the wooded area adjacent to the North Campus. In addition to the comfortable environment of the North Campus center, students also enjoy the use of an arcade, ping-pong tables, cafeteria, and a variety of vending machines.

The South Campus boasts a comfortable and accommodating Student Center as well. South Campus students enjoy the casual environment, handsome decor, and assortment of vending machines their center offers. The center also includes ping pong tables, table games, and television.

Telephones

Public phones are located at convenient locations on both the North and South campuses. Please be considerate of your fellow students and limit your call to 10 minutes.

Only in cases of emergency (such as sickness or family death) will messages be delivered to students.

Cell phones may be used in the public areas of the campus, but may not be used in classrooms, labs, tutoring centers or professional offices during meetings or appointments.

Health Services

Rowan-Cabarrus Community College provides both health education and services to meet the needs of students, faculty, staff, administrators, trustees, and visitors to our campus locations.

The location of the college is such that the campuses are easily accessible to medical attention and hospital care at Rowan Regional Medical Center, Pro-Med, Ro-Med, Tri-County Mental Health, Rowan County Public Health, and the VA Medical Center; and in Cabarrus County, at Northeast Medical Center, Urgent Care, Piedmont Area Mental Health Association, and Cabarrus County Public Health. Public ambulances are available to the Rowan and Cabarrus campus locations on a 24-hour schedule. First aid supplies are available to students in all laboratories, shops, classrooms, and offices. First aid supplies are available in the Student Services Offices and campus reception area at the Rowan and Cabarrus campuses. In the event of an accident or emergency, assistance can be obtained by contacting the Switchboard Operator (Ext. 225) or the Vice President of Student Services (Ext. 218 - North Campus, Ext. 510 - South Campus).

RCCC conducts various classes and seminars in the area of health and safety. Annual seminars are held on Bloodborne Pathogens, Hazardous Materials, AIDS Education, Fire Safety, and Drugs. The college has a policy and procedure concerning communicable diseases. This information is available in the office of the Vice President of Student Services.

Communicable Diseases

A communicable disease is an illness due to an infectious agent or its toxic products which is transmitted directly or indirectly to a person from an infected person or animal. Communicable diseases include, but are not limited to, acquired immune deficiency syndrome (AIDS), hepatitis, chicken pox, measles, meningitis, whooping cough, mononucleosis, mumps, and rubella.

Students and employees who know or believe they have been infected with a communicable disease have both a legal and ethical obligation to conduct themselves in a manner that will protect themselves and others. Individuals who contract a communicable disease are responsible for reporting this fact to appropriate RCCC officials. Students are to report this information to the Vice President of Student Services. All such information will be kept

confidential. Only persons with a "need to know" will be informed with the direct knowledge of the affected student.

Employees and students with a communicable disease will be allowed to engage in work or study as long as they are able to meet acceptable performance standards and medical evidence indicates that their condition is not a threat to other persons on campus.

A student may be prohibited from attending RCCC until an appropriate evaluation of the student's medical condition can be completed. The assessment of a student's condition with a communicable disease and the final determination of that student's ability to stay in school will be made by the Vice President of Student Services after consultation with, and recommendation from, local health authorities. If a student is found to have a communicable disease that poses a risk to others, the Vice President of Student Services will prohibit the attendance of the student until such time that a letter is presented by one or more physicians certifying that further attendance is no longer a risk to others. Information and brochures on AIDS and other communicable diseases can be obtained from the Student Services Office.

To help prevent the spread of communicable diseases, students are cautioned to avoid contact with body fluids of other persons. Disposable plastic gloves and bags are located in first aid kits in each building. These can be used to clean up any body fluid spills that may be encountered and for the administration of first aid. In addition, proper handwashing is recommended as a prime precaution against the spread of disease. For assistance or further information, contact the Student Services Office.

To Solve a Problem

<i>If you need to</i>	<i>See the</i>
Drop or Add a Course	Program Advisor
Send a Transcript	Director of Records (Student Services Office)
Obtain Financial Aid	Director of Financial Aid (Student Services Office)
Get Help with Personal/Academic Problems	Counselor (Student Services Office)
Apply for Graduation	Student Services Office
Withdraw	Student Services Office
Change Curriculum	Student Services Office
Get a Job	Director of Job Placement (Student Services Office)
Organize a Student Activity	S.G.A. (Student Services Office)
Change Name and/or Address on Records	Student Services Office
Arrange a Schedule	Program Advisor
Check a Grade	Instructor for that course
Make Up a Grade of Incomplete	Instructor for that course
Request a New Course-Curriculum	Office of the Academic Vice President
Inquire About General Adult and Occupational Extension	Occupational Extension & Community Services Office
Pay Bills	Business Office
Locate Part-Time Instructor	Curriculum Programs Office

