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MY VWCC Instructions

Look Up Username

- Go to: virginiawestern.edu and click on User Name under MY VWCC on left side of page
- Enter your First Name
- Enter your Last Name
- Enter your six-digit birth date (birth month, day, year)
- Enter your Emplid or Social Security Number (SSN)

If you do not know your Emplid or failed to provide your Social Security Number (SSN) at the time of application to the college, contact the Admissions Office at 855-874-6690, and for now that information is displayed in the green banner on top of the Virginia Western homepage. Student support services is now available 24/7.

Create a Password

Students accessing My VWCC for the first time must create a password. Please review the hints provided when creating your password.

- Go to: virginiawestern.edu and click Login/Sign up
- Click New to your college? Look up your username and set your password.
- Enter your First Name
- Enter your Last Name
- Enter your six-digit birth date (birth month, day, year)
- Enter your Social Security Number (SSN)
  - If you failed to provide your Social Security Number (SSN) at the time of application to the college, contact the Admissions Office at (540)857-7231
- Click Search
- Enter a new Password
- Retype the Password
- Scroll down on the page and create a Security Questions and Answers
- Click Next
- Your Username, Emplid, and Institution will be displayed

Reset a Forgotten Password

- Go to: virginiawestern.edu and click Password help
- Click Reset your password here
- Enter your First Name
- Enter your Last Name
- Enter your six-digit birth date (birth month, day, year)
- Enter your Social security Number (SSN)
If you failed to provide your Social Security Number (SSN) at the time of application to the college, contact the Admissions Office at (540) 857-7231.

- Click **Search**
- You will be required to provide the 3 out of the 5 **Security Answers**. Once answered, click **Submit**. *(Answers are case sensitive)*
  - if you are unable to remember the answers to those questions you will either need to contact the Help Desk at 540-857-7354 or come by the Help Desk in M273 with a photo ID.
- Enter a new **Password**
- Retype the new **Password**
- If required, scroll down on the page and create a **Security Question** and **Answer**
- Click **Next**
- Your Username, Emplid, and Institution will be displayed.

**Sign into My VWCC**

- Go to: [virginiawestern.edu](http://virginiawestern.edu) and click **Login/Sign up**
- Enter your **Username** and **Password**
- Click **Log In**

**Set Your User Preferences**

- Login to **My VWCC**
- Click **VCCS SIS8.9: Student Information System**
- Click **Student Center**
- Scroll down to **User Preferences**
- Click **User Preferences**
- Select **Va. Western Community College**
- Select your **Academic Career**
- Select the **Term**
- Select the **Aid Year**
- Click “**Save**”

**Search for Classes**

- Login to **My VWCC**
- Click **VCCS SIS8.9: Student Information System**
- Click **Student Center**
- Click **Search for Classes**
- Select **Va Western Community College**
- Select the Term and click **Go**
- Enter at least two search criteria and click Search

- **Do not Drop your classes. Talk to your Instructor first.**
View/Print Your Class Schedule

- Login to My VWCC
- Click VCCS SIS 8.9: Student Information System
- Click Student Center
- Click “My Class Schedule”
- To print your schedule, click the Printer icon on the toolbar
- To exit, click Sign Out

View/Print Your Grades

- Login to My VWCC
- Click VCCS SIS8.9: Student Information System
- Click Student Center
- Click Grades
- Select the desired item
- Click Continue
- To print a copy of your grades, click Printer Friendly Page
- Click the Printer icon on the toolbar
- To exit, click Sign out

View/Print Your Unofficial or Advisement Transcript

- Login to My VWCC
- Click VCCS SIS.9: Student Information System
- Click Student Center
- To view an unofficial transcript, click on other academic and select Unofficial Transcript
  - Click >>
  - Select Va Western Community College as the Academic Institution
  - Select Advisement Transcript as the Report Type
  - Click go

Students should refer to the student help link at: http://www.virgiawestern.edu/studenthelp/.
The page has detailed directions for most things they will need to do within Blackboard and SIS
Blackboard Instructions

Introduction

Blackboard is a Web-based course-management system designed to allow students and faculty to participate in courses delivered online or use online materials and activities to complement face-to-face teaching. Blackboard works with both Windows and Macintosh computers. You can access Blackboard using most web browsers, but it performs best with an up-to-date version of Mozilla Firefox.

Blackboard Tutorials

Login to Blackboard

To access Blackboard from the VWCC main web page, you click the MyVWCC link at the top of the page. You will need to enter your username and password on the next screen. From the login landing page, you will select the button for Blackboard.

To access Blackboard more directly, enter http://learn.vccs.edu in your browser. Enter your MyVWCC username and password and click the Login button to continue.

![Login Screen](image)

The welcome screen appears next. The precise appearance and contents of each user's welcome screen vary based on individual settings and course association. It can be customized to the student’s preferences. The tabs at the top of the page allow you to access many of the features provided to you by VWCC. To get to your Blackboard courses, either click the Learn tab at the top of the page or any of the links in the My Blackboard Courses area.

When your work within Blackboard is completed, it is important to remember to logout, particularly if you are working from a shared computer or in a shared space. To logout, click the power icon at the top of the page.
Download Documents
Your instructors may place course materials, such as PowerPoint presentations, Word documents, or images, in the Blackboard course site. These items can be placed in many different areas in Blackboard. Some types of computer files, such as images or video, can be viewed inside the Blackboard window. Other types of files, such as word documents, are stored on the Blackboard server and must be downloaded and opened on your computer.

1. Login to your Blackboard account.
2. Open the course that you wish to view.
3. Go to the section of the course containing the file you wish to view.
For example: if the file is in the Course Documents section, click on the Course Documents link in the course menus area on the left.
4. Find the name of the item you wish to view.
5. To download a course document, right mouse click on the link and select **Save Target As** (using Internet Explorer) or select **Save Link As** (using Mozilla Firefox)
6. Select the location on your computer.
7. Click **Save**
8. You must have the correct program installed to open the file (e.g. Microsoft Word)

Submit Assignments in Blackboard

Instructors use assignments to assess your mastery over course content and objectives. You can find assignments in any content area, learning module, lesson plan, or folder. Your instructor assigns point values to assignments. Your completed assignment is submitted for grading, and the results are recorded under My Grades. You can see your grades when your instructor makes them available to you.

Your instructor lets you know when an assignment is available and where to find it in your course. Read all of the instructions carefully and pay attention to due dates. Depending on the instructions provided by your instructor, you may be asked to add text, attach a file, enter comments, or a combination of these actions. If you have any trouble submitting your assignment, contact your instructor immediately.

Here are the steps:

1. To submit an assignment, students need to locate the assignment from the course menu. For example: click on Assignments menu item in the course menu area.
2. Click on the name of the assignment.

Essay 1
Please answer the following questions.
3. A new screen will load with further instructions, a due date, points possible, and an area to type comments along with any necessary file attachments.

4. When you are ready to submit an assignment, click **Browse My Computer** to attach your file or click **Write Submission** to type the text in the text box.

5. If attaching a file, enter a name of **Link Title**. If this field is left blank, then the file name becomes the link. Click **Do not attach** button to delete the attachment.

6. If you need to submit more than one file for an assignment, attach the first file and then attach the following ones by repeating step 4 and 5 above.

7. If you have any comments to enter, type them in the comments box which is located directly below the attached files. Click **Submit** to submit the assignment.

8. If you want to submit later, click **Save Draft** instead of **Submit**. After you click **Submit**, you will be able to view your **Submission History**.

**Note:** When naming files, keep file names short. Use letters, numbers and underscores only, and avoid using any of the following characters in the filename: & # % . , ; : * ^ ! @ $ ( ) + / \ [ ] {} + =
Discussion Board

The Discussion Board is a communication tool that can enhance the interactivity within Blackboard courses by sharing thoughts and ideas about class materials. Topics are posted to the Discussion Board so that you can reply and discuss the topic online. This feature is similar to a Chat but is designed for asynchronous use so you do not have to be online at the same time to have a conversation.

Create New Threads in Discussion Board Forums (this option is available only if allowed by your instructor)

1. Login to your Blackboard account and go to your Blackboard course.
2. Click the menu item named Discussion Board in the course menu area.
3. Click the desired forum link to open the forum. The area to the right of the forum indicates the total number of posts, unread posts, and total forum participants.

The purpose of this forum is to ask each other questions and help each other with technical issues, using Blackboard, or the course.
4. After opening the Forum View screen, it will display the date, time, and author information for any threads already posted. Click the button **Create Thread** to create a new thread.

5. Complete the **Subject** and **Message** fields and attach any files if necessary.

6. When completed, scroll down to the bottom of the page and click **Submit**. **Note**: You will notice there is a **Save Draft** button available. Choosing Save Draft will keep a draft copy of the thread which can be opened, re-edited, and submitted at a later time. To display any previously saved drafts, you must choose **Show All** or **Drafts Only** from the **Display** options at the top of the Forum View page.

**Reply to an Existing Thread**

1. Click on the name of the thread to which you wish to reply.
2. Click **Reply** to post a comment to this message.

3. The subject line automatically refers to the previous message. Enter the reply content in the message box. To post your reply on the discussion board, click the **Submit** button. Your reply will
Access Grades using My Grades Feature

On the My Grades page, you can view all the coursework and grades for the course you are in. You can also filter and order your view. You will receive a notification email for each assignment or test submission that includes information such as attached filenames and sizes. For group assignments, all the members in your group will receive the receipt when one member submits for the group.

1. Login to Blackboard and go to your course.
2. Look for the menu item named My Grades in your course menu area.
3. There will be a list of assessment items. Visible are the due date, grade, the number of possible points for each assessment items, and comments that the instructor provides to the students about that particular assessment.
4. The following table describes the symbols appearing on the **My Grades** page.

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>Item has not been completed. No information is available.</td>
</tr>
<tr>
<td>✔</td>
<td>Item is completed, but will not have a grade (for items such as surveys).</td>
</tr>
</tbody>
</table>
| 🟢     | Item has been submitted. This item is waiting to be reviewed by your instructor.  
-OR- 
Item has been submitted. Your instructor may review this item, but may not be provided a grade. |
| Grade  | Item has been graded. Click the grade to view detailed feedback. |
| 🔄     | Attempt is in progress. This item has not been submitted. To submit the item, see [How to Save an Assignment as a Draft and Submit Later](#). |
| 📝     | Grade is exempted for this user. If you do not complete this assignment, it will not affect your grade. |
| ⚠️     | Error has occurred. Contact your instructor. |
College Resources

Academic Link/Link Learning Commons

The Academic Link comprises Virginia Western Community College’s learning assistance services. The Link’s mission is to connect students to academic success by helping them develop or enhance the critical learning skills that can make students better learners. The Academic Link fulfills this mission by offering learning assistance services in a format to fit every student’s need.

The Link Learning Commons (the main floor of Brown Library) is managed by the Academic Link and is a great place for students to work individually or collaboratively. In the Link Learning Commons, students can access computers and check out a variety of resources, including study rooms (with Mediascapes and whiteboards), laptops, headphones, and more. At the Link Learning Commons Resource Desk, students can obtain information about Academic Link and other college services, sign up for tutoring, get printing help, check out resources, and get assistance with some technical and software-related issues.

The learning assistance services provided by the Academic Link include the following:

- **1-on-1/Group Tutoring** (In person and online) - Individual or small group tutoring.
- **Walk-in Math Center** - Assistance is available on a walk-in basis for most math courses.
- **Walk-in Writing Center** - Assistance is available on a walk-in basis for papers for any course.
- **Online Writing Center (OWC)** - Assistance delivered via email for papers for any course.
- **Walk-in Science Center** - Assistance is available on a walk-in basis for basic biology, anatomy & physiology, and chemistry.
- **Walk-in Accounting Lab** - Assistance is available on a walk-in basis for Accounting 111 & 112.
- **Academic Success Coaching** - Assistance with a variety of study strategies is available by appointment.
- **Online Tutoring** - Available by request when a tutor is available.

For hours of operation or other information about Academic Link services or the Link Learning Commons, please see our contact information below or check out our website (http://www.virginiawestern.edu/learning/link/index.php).

Academic Link/Learning Link Commons (Main Floor Brown Library) .......... (540) 857-6442
Email ........................................ tutoring@virginiawestern.edu

Linda Whitlock, Academic Link Coordinator ..............................................(540) 857-6704
Email ........................................ lwhitlock@virginiawestern.edu
Link Labs

Three computer labs on campus are currently available to students. Each lab has a general range of software that includes Microsoft Office applications. The Link Labs in B17 (ground floor Brown Library) and M302 (Business Science Bldg.) and several machines in the Link Learning Commons also have other specialized software.

- **The Link Learning Commons** - Located on the main floor of Brown Library. General student study lab; also available to the public.
- **M302** - Located on the third floor of the Business Science Building. Tutoring is available at published hours for ITE 115 and other IT-related subjects.
- **B17 - Quiet Work Lab**: Located on the ground floor of Brown Library, across from the Testing Center. Open for Testing Center, general computing, basic tutoring, and iMac use.

For hours of operation and tutoring availability, please see our website (http://www.virginiawestern.edu/learning/link/labs.php) or contact the Academic Link at 540-857-6442.

Testing Center

The Testing Center administers the Virginia Placement Test (VPT) for English & math, as well as proctored exams for all asynchronous distance learning courses. As a service to the community, the Center also administers proctored tests and special tests. For additional information and hours of operation, please check the website http://www.virginiawestern.edu/learning/testing/index.php.

Melissa Williams, Testing Center Coordinator............. (540) 857-7250
Email .................................................. testingcenter@virginiawestern.edu

**Monday - Thursday**: 8:00 AM - 8:00 PM
**Friday**: 8:00 AM - 5:00 PM
**Saturday**: 9:00 AM - 1:00 PM
**Sunday**: Closed

**Note**: Students must have a photo ID to take a test. Tests will not be given out less than 30 minutes prior to closing. Students must hand in all tests at closing time. Children are not allowed in the Testing Center so parents should make arrangements for their care prior to coming to take a test.

eLearning & Instructional Technology (eLIT)
eLearning and Instructional Technology (eLIT) provides training and support to assist students in using eLearning technologies so as to benefit and contribute to student academic success. These technologies include, but are not limited to, Blackboard Learn, Blackboard Collaborate, Blackboard Collaborate Ultra, Atomic Learning, Respondus Campus-Wide Exam and Respondus LockDown Browser, Panopto Lecture System, and SafeAssign.

Carrie Halpin.............................. (540) 857-6202
Email ........................................... eLIT@virginiawestern.edu
Library Services

The Library floor (the top floor of Brown Library) is a quiet and comfortable atmosphere where students can access study rooms, computers for academic work, DVDs, books, magazines, reserve textbooks, eBooks, and online journal articles. Library services and instruction are also provided to prepare students to efficiently locate, evaluate, and use information. Online resources are available both on- and off-campus through our website: http://virginiawestern.edu/library. Librarians have also created many helpful InfoGuides to provide guidance and information: http://infoguides.virginiawestern.edu/home.

Stop by, email (library@virginiawestern.edu), or call (540-857-7303) to see how we can help with your research needs!

Regular Hours:
Monday – Thursday 8:00am-8:00pm
Friday 8:00am-5:00pm
Saturday 9:00am-1:00pm
Sunday Closed

Other

Admissions ......................... (540) 857-7231
Bookstore .......................... (540) 857-7334
Counseling ......................... (540) 857-7237
Record Office ........................ (540) 857-7236
Testing Center ..................... (540) 857-7250
Academic Link ...................... (540) 857-6442
Library Services .................... (540) 857-7303
Help Desk .......................... (540) 857-7354

Useful Online URLs

Blackboard Login  http://learn.vccs.edu
Help Desk  http://www.virginiawestern.edu/helpdesk
Academic Link  http://www.virginiawestern.edu/services/link/index.php
Testing Center  http://www.virginiawestern.edu/services/testing/index.php
Library Services  http://www.virginiawestern.edu/library/index.php
Library InfoGuides http://infoguides.virginiawestern.edu/home
Link Labs  http://www.virginiawestern.edu/services/link/labs.php
Student Tutorials  http://www.virginiawestern.edu/learning/elit/students/index.php
Student Help  http://www.virginiawestern.edu/student_life/get_advising/index.html
Student Email –

In accordance with the Family Educational Rights and Privacy Act (FERPA):

FERPA – VCCS policy - VCCS policy states that “all official email communication will be distributed through VCCS email accounts only.” Therefore, both faculty and students must use their VWCC/VCCS email account when exchanging information related to the student’s record. Faculty may not use their personal email account.

To use your student email:

Sign on to MY VWCC
Click on the Gmail Link (should have your name after it)

Note: You have to be registered for a class before the system will let you create your email account!!

Follow the instructions for “Setup your account for Virginia's Community Colleges” on this page. Be sure to keep your password in a safe place!

Remember all official email communications for your classes have to be distributed through the VCCS email accounts only!!
Purpose: Engineers are the planners and designers of the technological systems that are the backbone of our modern society. They apply principles of science and mathematics to meet the needs or solve the problems of humankind. These problems typically are multifaceted and involve the interplay of technological, economic, environmental, sociological, and political components.

Occupational Objectives: The Career Studies Certificate in Engineering is designed for persons want to explore engineering as a potential major. This program allows students to experience the exciting opportunities in engineering and prepare themselves for an associate of science degree in engineering, which is transferable to a four-year college or university to complete a baccalaureate degree.

Admission Requirements: Applicants must meet the general requirements for admission to the college. To be successful in this program, students must have demonstrated Math competency to be placed into pre-calculus with trigonometry (or equivalent). Students not achieving this level will be required to take developmental courses.

Program Requirements: If a student is interested in completing the entire first year of the Engineering transfer degree, please refer to the Engineering Associate of Science degree for the additional courses to complement those listed in this career studies (i.e. ENG 111, etc.). Applicants must also meet the ability to benefit requirements.

Please note that not all the courses listed in this program are transferrable. There are foundational courses built into this program to support the success of students in more rigorous engineering courses.

Curriculum and Other Requirements

**General Education Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM 111*</td>
<td>4</td>
</tr>
<tr>
<td>MTH 167*</td>
<td>5</td>
</tr>
<tr>
<td>MTH 263*</td>
<td>4</td>
</tr>
<tr>
<td>MTH 264*</td>
<td>4</td>
</tr>
<tr>
<td>MTH 195</td>
<td>2</td>
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<tr>
<td>SDV 101</td>
<td>1</td>
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**Engineering Courses**

<table>
<thead>
<tr>
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<tr>
<td>EGR 120*</td>
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<tr>
<td>EGR 124**</td>
<td>3</td>
</tr>
<tr>
<td>EGR 126**</td>
<td>3</td>
</tr>
<tr>
<td>EGR 140*</td>
<td>3</td>
</tr>
<tr>
<td>EGR 198</td>
<td>1</td>
</tr>
<tr>
<td>EGR 199</td>
<td>2</td>
</tr>
<tr>
<td>EGR 216</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Minimum Credits for Degree 37

* This course has a prerequisite. Prerequisites for all courses are listed in the course description section at the back of the catalog.

** This course has a co-requisite. Co-requisites for all courses are listed in the course description section at the back of the catalog.

**Suggested Schedule**

**Fall Yr 1**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>EGR 216</td>
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<tr>
<td>MTH 167</td>
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<tr>
<td>EGR 198</td>
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**Fall Yr 2**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>EGR 120</td>
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<tr>
<td>EGR 199</td>
<td></td>
</tr>
<tr>
<td>MTH 264</td>
<td></td>
</tr>
<tr>
<td>MTH 195</td>
<td></td>
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</table>

**Spring Yr 1**

<table>
<thead>
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<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EGR 124</td>
<td></td>
</tr>
<tr>
<td>MTH 263</td>
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</tr>
<tr>
<td>SDV 101</td>
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<tr>
<td>MTH 195</td>
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**Spring Yr 2**

<table>
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<th>Course</th>
<th>Credits</th>
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<tr>
<td>EGR 126</td>
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<tr>
<td>EGR 140</td>
<td></td>
</tr>
<tr>
<td>CHM 111</td>
<td></td>
</tr>
</tbody>
</table>
Regional Academy for Engineering Career Studies  
Engineering Course Descriptions

CHM 111 College Chemistry (4 CR)
Explores the fundamental laws, theories, and mathematical concepts of chemistry. Designed primarily for science and engineering majors. Requires a strong background in mathematics. Part I of II.

EGR 120 Introduction to Engineering (2 CR)
Introduces the engineering profession, professional concepts, ethics, and responsibility. Reviews hand calculators, number systems, and unit conversions. Introduces the personal computer and operating systems. Includes engineering problem solving techniques using computer software. Lecture 2 hours per week.

EGR 124 Introduction to Engineering and Engineering Methods (3 CR)
Introduces the engineering profession, professionalism, and ethics. Covers problem presentation, engineering calculations, digital computer applications, word processing, worksheets, programming in FORTRAN or C++, and elementary numerical methods. Lecture 3 hours per week.

EGR 126 Computer Programming for Engineers (3 CR)
Introduces computers, their architecture and software. Teaches program development using flowcharts. Solves engineering problems involving programming in languages such as FORTRAN, PASCAL, or C++. Lecture 3 hours per week.

EGR 140 Engineering Mechanics - Statics (3 CR)
Introduces mechanics of vector forces and space, scalar mass and time, including S.I. and U.S. customary units. Teaches equilibrium, free-body diagrams, moments, couples, distributed forces, centroids, moments of inertia analysis of two-force and multi-force members and friction and internal forces. Lecture 3 hours per week.

EGR 198 Introduction to Robotics (1 CR)
In this course students will learn to develop an autonomous robot. They will learn both the hardware and software for this device, and have to construct a robot that will meet a pre-determined objective.

EGR 199 Engineering Problem Solving (2 CR)
Assigns problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit. Lecture 2 hours per week.

EGR 216 Computer Methods in Engineering and Technology (3 CR)
Prerequisite: Basic computer knowledge including file management, mouse usage, and keyboarding skills. Co-requisite: MTH 115. Provides advanced level experience in using a computer as a tool for solving technical problems and performing office functions. Includes computer hardware and operating system usage, structured programming in a selected high level language, use of word processing software, computer graphics and spreadsheets. Focuses on the analysis and solution of problems in engineering and technology. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. 3 credits.

MTH 167 Pre-Calculus with Trigonometry (5 CR)
Prerequisites: Algebra I, Algebra II, and Geometry or equivalent and a placement recommendation for MTH 166. Presents college Algebra, analytic Geometry, Trigonometry, and Algebraic, exponential, and logarithmic functions. Credit will not be awarded for both MTH 163 and MTH 166. Lecture 5 hours per week.
MTH 263 Calculus with Analytical Geometry I (4 CR)
Presents analytic geometry and the calculus of algebraic and transcendental functions including the study of limits, derivatives, differentials, and introduction to integration along with their applications. Designed for mathematical, physical and engineering science programs. Prerequisites: a placement recommendation for MTH 173 and four units of high school mathematics including Algebra I, Algebra II, Geometry and Trigonometry or equivalent.

MTH 264 Calculus with Analytical Geometry II (4 CR)
Continues the study of analytic geometry and the calculus of algebraic and transcendental functions including rectangular, polar, and parametric graphing, indefinite and definite integrals, methods of integration, and power series along with applications. Designed for mathematical, physical, and engineering science programs.

SDV 101 Introduction to Engineering (1 CR)
Introduces students to the skills necessary to achieve their academic goals, services offered at the College, to the engineering curriculum, and to topics for students on academic probation. Covers topics such as services offered at the College including the learning resources center; counseling, and advising; listening, test taking, and study skills; and topical areas which are applicable to their particular discipline. Lecture 1 hour per week.
Purpose: The Advanced Technology in Mechatronics program is designed to challenge the student with hands-on experience and training in basic concepts of the electromechanical engineering technology field. This program offers not only general education courses but also offers exciting hands-on courses in advanced technology. Upon completion, students should possess the basic level for skills required for continued training in the Advanced Technology in Mechatronics field. Graduates may seek immediate employment, continue their studies in the Technical Studies A.A.S. Mechatronics Technology specialization degree, or consider opportunities available to transfer to Bachelor of Technology programs offered by some four-year colleges and universities.

Occupational Objectives: Electromechanical equipment technicians install, maintain, troubleshoot, and repair a wide range of computer-driven manufacturing or automatic control equipment. Electromechanical equipment technicians must understand basic electronics and computer operating systems in order to work with a wide variety of equipment, systems, and manufacturing processes. Responsibilities may include estimating, inspecting, and testing engineering equipment; operating, maintaining, and repairing engineering plants; research and development; sales and representation; and training and education.

Admission Requirements: Applicants must meet the general requirements for admission to the college. To be successful in this program, students must have demonstrated Math competency to be placed in Algebra 1. Students not achieving this level will be required to take developmental courses.

Curriculum and Other Requirements

**ADVANCED TECHNOLOGY AND RELATED COURSES   CREDITS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EGR 105</td>
<td>Intro to Problem Solving in Tech</td>
<td>1</td>
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<tr>
<td>EGR 216</td>
<td>Comp Methods in Eng. &amp; Tech</td>
<td>3</td>
</tr>
<tr>
<td>ETR 113*</td>
<td>DC and AC Circuits</td>
<td>4</td>
</tr>
<tr>
<td>ETR 237</td>
<td>Electronics I</td>
<td>3</td>
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<tr>
<td>ETR 286*</td>
<td>Prin. and Applications of Robotics</td>
<td>3</td>
</tr>
<tr>
<td>IND 113</td>
<td>Materials and Processes of Manuf.</td>
<td>3</td>
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<tr>
<td>IND 116</td>
<td>Applied Technology</td>
<td>3</td>
</tr>
<tr>
<td>IND 243</td>
<td>Automated Manufacturing Systems</td>
<td>3</td>
</tr>
<tr>
<td>MEC 140</td>
<td>Introduction to Mechatronics</td>
<td>3</td>
</tr>
<tr>
<td>MEC 162</td>
<td>Applied Hydraulics &amp; Pneumatics</td>
<td>3</td>
</tr>
<tr>
<td>MTH 115</td>
<td>Technical Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>SDV 101</td>
<td>Introduction to Engineering</td>
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</tbody>
</table>

**Total Minimum Credits for Certificate** 32

* This course has a prerequisite. Prerequisites for all courses are listed in the course description section at the back of the catalog.

**SUGGESTED SCHEDULE**

**FIRST YEAR**

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<th>FALL</th>
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<tr>
<td>ETR 113</td>
<td>EGR 105</td>
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<td>IND 116</td>
<td>MEC 162</td>
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<td>SDV 101</td>
<td>MTH 115</td>
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**SECOND YEAR**

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<tr>
<td>EGR 216</td>
<td>IND 113</td>
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<tr>
<td>ETR 286</td>
<td>IND 243</td>
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<tr>
<td>MEC 140</td>
<td>ETR 237</td>
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</table>
Advanced Technology in Mechatronics Career Studies  
Course Descriptions

**EGR 105 Introduction to Problem Solving in Technology (1 CR)**
Teaches engineering problem solving, using hand held calculator. Applies computers to solving problems. Laboratory 3 hours per week.

**ETR 113 D.C. and A.C. Fundamentals I (4 CR)**
Studies D.C. and A.C. circuits, basic electrical components, instruments, network theorems, and techniques used to predict, analyze and measure electrical quantities. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**ETR 237 Industrial Electronics (4 CR)**
Studies linear integrated circuits for industrial applications, motors, industrial control devices, power control circuits, transducers, industrial process control, and sequential process control.

**ETR 286 Principles and Applications of Robotics (3 CR)**
Provides an overview of terminology, principles, practices, and applications of robotics. Studies development, programming; hydraulic, pneumatic, electronic controls; sensors, and system troubleshooting. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

**IND 113 Materials and Processes of Manufacturing (3 CR)**
Studies materials and processes for the manufacture of products. Examines the manufacturing processes of industry and their effects on materials. Lecture 3 hours per week.

**IND 116 Applied Technology (3 CR)**
Introduces basic information and problem solving techniques in liquids, gases, solids, metrics, mechanics, forces, simple machines, heat, light, sound and nuclear energy as applied in industrial engineering technologies. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**IND 243 Automated Manufacturing Systems (3 CR)**
Introduces terminology and principles related to Mechatronic system design and application. Integrates concepts of electrical/electronic, mechanical and computer technologies in the development, setup, operation and troubleshooting of automated products and systems. Covers breakdown of various automated manufacturing operations with emphasis on system planning, development and troubleshooting processes.

**MEC 140 Introduction to Mechatronics (3 CR)**
Presents foundational concepts in mechatronics including analog and digital electronics, sensors, actuators, microprocessors, and microprocessor interfacing to electromechanical systems. Surveys components and measurement equipment used in the design, installation, and repair of mechatronic equipment and circuits.

**MEC 162 Applied Hydraulics and Pneumatics (3 CR)**
Introduces hydraulic and pneumatic systems found in construction equipment, road vehicles, and farm equipment. Includes the basic theory, construction, maintenance and repair of hydraulic and pneumatic power systems. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.
MTH 115 Technical Mathematics (3 CR)
Presents Algebra through exponential and logarithmic functions, Trigonometry, vectors, analytic Geometry, and complex numbers.

SDV 101 Introduction to Engineering (1 CR)
Introduces students to the skills necessary to achieve their academic goals, services offered at the College, to engineering, and to topics for students on academic probation. Covers topics such as services offered at the College including the learning resources center; counseling, and advising; listening, test taking, and study skills; and topical areas which are applicable to engineering.
Health Science

**BIO 205 - General Microbiology (4 CR)**
Examines morphology, genetics, physiology, ecology, and control of microorganisms. Emphasizes application of microbiological techniques to selected fields. Prerequisites one year of college biology and one year of college chemistry or divisional approval.

**BIO 141 Human Anatomy and Physiology I (4 CR)**
Prerequisite: BIO 101 or high school Biology within the past 5 years; an ENG 111 placement recommendation, co-enrollment in ENF 3/ENG 111, or successful completion of all developmental English requirements. Integrates anatomy and physiology of cells, tissues, organs, and systems of the body. Integrates concepts of chemistry, physics and pathology. Lecture 3 hours per week. Laboratory 3 hours per week. Total 6 hours per week.

**BIO 142 Human Anatomy and Physiology II (4 CR)**
Prerequisite: BIO 141 or equivalent; an ENG 111 placement recommendation, co-enrollment in ENF 3/ENG 111, or successful completion of all developmental English requirements. Integrates anatomy and physiology of cells, tissues, organs, and systems of the human body. Integrates concepts of chemistry, physics and pathology. Lecture 3 hours per week. Laboratory 3 hours per week. Total 6 hours per week.

**CHM 111 College Chemistry I (4 CR)**
Explores the fundamental laws, theories, and mathematical concepts of chemistry. Designed primarily for science and engineering majors. Requires a strong background in mathematics. Part I of II.

**CHM 112 College Chemistry II (4 CR)**
Explores the fundamental laws, theories, and mathematical concepts of chemistry. Designed primarily for science and engineering majors. Requires a strong background in mathematics.

**HLT 106 First Aid and Safety (2 CR)**
Focuses on the principles and techniques of safety and first aid. Lecture 2 hours per week.

**HLT 143 Medical Terminology I (3 CR)**
Prerequisite: A placement recommendation for ENG 111, co-enrollment in ENF 3/ENG 111, or successful completion of all developmental English requirements. Provides an understanding of medical abbreviations and terms. Includes the study of prefixes, suffixes, word stems, and technical terms with emphasis on proper spelling, pronunciation, and usage. Emphasizes more complex skills and techniques in understanding medical terminology. Lecture 3 hours per week.

**HLT 144 Medical Terminology II (3 CR)**
Prerequisite: HLT143 or equivalent. Provides an understanding of medical abbreviations and terms. Includes the study of prefixes, suffixes, word stems, and technical terms with emphasis on proper spelling, pronunciation, and usage. Emphasizes more complex skills and techniques in understanding medical terminology. Lecture 3 hours per week.

**ITE 115 - Introduction to Computer Applications and Concepts (3 CR)**
Covers computer concepts and internet skills, and uses a software suite which includes word processing, spreadsheet, database, and presentation software to demonstrate skills. Recommended prerequisite keyboarding skills. Lecture 3-4 hours per week.
**PHI 101 Introduction to Philosophy I (3 CR)**
Introduces a broad spectrum of philosophical problems and perspectives with an emphasis on the systematic questioning of basic assumptions about meaning, knowledge, reality, and values. Lecture 3 hours per week.

**PHI 220 – Ethics (3 CR)**
Provides a systematic study of representative ethical systems.

**PSY 200 - Principles of Psychology (3 CR)**
Surveys the basic concepts of psychology. Covers the scientific study of behavior, behavioral research methods and analysis, and theoretical interpretations. Includes topics that cover physiological mechanisms, sensation/perception, motivation, learning, personality, psychopathology, therapy, and social psychology.

**PSY 230 - Developmental Psychology (3 CR)**
Studies the development of the individual from conception to death. Follows a life-span perspective on the development of the person’s physical, cognitive, and psychosocial growth.

**SDV 101 Orientation to Health Professions (1 CR)**
Introduces students to the skills necessary to achieve their academic goals, services offered at the College, to the discipline in which they are enrolled, and to topics for students on academic probation. Covers topics such as services offered at the College including the learning resources center; counseling, and advising; listening, test taking, and study skills; and topical areas which are applicable to their particular discipline. Lecture 1-3 hours per week.

**Total Credits: 44**

**Suggested Schedule**

**FIRST YEAR**

<table>
<thead>
<tr>
<th>FALL</th>
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<tbody>
<tr>
<td>BIO 141</td>
<td>BIO 142</td>
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<td>HLT 143</td>
<td>PHI 101</td>
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<td>ITE 115</td>
<td>PSY 200</td>
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<td>SDV 101</td>
<td>HLT 106</td>
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**SECOND YEAR**

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<th>FALL</th>
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<tbody>
<tr>
<td>CHM 111</td>
<td>BIO 205</td>
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<tr>
<td>PHI 220</td>
<td>CHM 112</td>
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<td>PSY 230</td>
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Please note that not all the courses listed in this program are transferrable. There are foundational courses built into this program to support the success of students in more rigorous engineering courses.
FALL SEMESTER 2017
16-Week Session
First Day of Classes        August 21
Last Day to Register/Add Class August 27
Labor Day Holiday         September 4
Last Day to Drop and Receive Refund September 7
Last Day to Withdraw Without Grade Penalty October 26
Faculty Research Day - No Day or Night Classes November 21-22
Thanksgiving Holidays      November 23-26
Last Day of Classes        December 9
Final Examinations        December 11-16
Grades Due                   December 18

SPRING SEMESTER 2018
First Day of Classes        January 8
Last Day to Register/Add Class January 14
Last Day to Drop and Receive Refund January 25
Spring Break/Makeup*        March 4-11
Last Day to Withdraw Without Grade Penalty March 22
Last Day of Classes        April 28
Final Examinations         April 30 - May 5
Grades Due                   May 7
Commencement Ceremony      TBA

* Spring Break may be used as makeup days if too many instructional days are missed due to inclement weather.

** Reminder: When high schools are closed due to teacher work days, spring break, or for other days such as Election Day, the Regional Academy classes will meet at their regularly scheduled times.
Policies and Procedures for
Regional Academy for Advanced Technology

3098 Colonial Avenue
Roanoke, VA

Name and Districts

The name of this program is the Regional Academy (hereinafter, the “Regional Academy”). The area I included in the Regional Academy are Botetourt County, Craig County, Franklin County, Roanoke City, Roanoke County and Salem City. Divisions may be added if the new division’s school board passes a resolution to join the Regional Academy.

Purpose

The purpose of the Regional Academy is to offer local area 11th and 12th grade students the opportunity to improve and grow their skills in the science, technology, engineering, mathematics and health sciences (STEM-H) spectrum and, at the same time, earn college credit. The demand for these skills is high and transfer opportunities from the Regional Academy to four-year colleges are available and promoted. This academy stresses critical skills and behaviors identified as important for success in today’s global economy. It will integrate core academic and workplace readiness skills with enhanced computer literacy in all curricula. All classes are dual enrolled so students will complete high school coursework with college credit, which is permanently recorded on a college transcript. Students should consider this academy as an excellent way to jump start their college career and prepare themselves for workforce readiness or for transfer to a four year institution upon graduation.

Governing Board

The Governing Board of the Regional Academy shall be Virginia Western Community College (hereinafter, “Virginia Western”) in cooperation with individual school divisions participating in the Regional Academy. The operations of the Academy will be governed by Virginia Western. Communications involving Academy students will include Virginia Western, the specific school divisions and parents.

Advisory Committee

The Regional Academy will have an Advisory Committee consisting of the Dean of Science, Technology, Engineering and Mathematics; the Deans of Health Professions and Liberal Arts; the instructional program heads from each curriculum; and members of the college faculty and staff. This committee will have the responsibility of carrying forward the recommendations for the programs and supporting the students while they are attending the Regional Academy. This includes advisement of school goals; approval of curriculum changes, and individual student advisement performed jointly with the student’s individual high school. The Advisory Committee shall discuss matters of and give direction to the program for instruction; staffing needs; operational policies; finances; and all other matters within the limits of the Advisory Committee. The Advisory Committee will meet twice a year to review and make recommendations regarding the Regional Academy. Minutes for these meetings will be recorded and filed in the Academy office.
Student Application Procedures

The students participating in the Regional Academy will be admitted based on the requirements of each program. Students must complete both a dual enrollment application to the college and an application to the Academy. Students will receive dual enrollment credit for each class that is successfully completed. Credits for each class may be different; however a combination of courses totaling nine credit hours will be taken per semester with the exception of the first and final semesters of the Mechatronics Program in which students receive 10 credits for each. Students must also sign the “Information Release Form” to allow Virginia Western to release information to their high school; release their college transcripts; report daily attendance; release information to parents; and provide emergency information. This policy conforms to the requirements of the Family Educational Rights and Privacy Act Regulations (FERPA). Students admitted to the Academy will take classes for two consecutive years in the fall and spring semesters. A student successfully completing both years will receive 36 (thirty-six) college credits. A limited number of students will be admitted to each program due to space and required resources. Virginia Western reserves the right to select the students who are most capable and qualified for these programs.

Students who successfully complete the Regional Academy will receive a Career Studies Certificate and will be eligible to graduate with Virginia Western students receiving the same Career Studies Certificate. Students must apply for summer graduation and may participate in the spring graduation ceremony; however, the certificate will not be available for pick up until the end of the summer semester.

Engineering Career Studies
To be considered for the Engineering Academy, applicants must meet the general requirements for admission to the college and have successfully completed Algebra II before starting the Academy. It is preferred that students achieve an A in Algebra II or in a higher level math. Applicants must also meet the ability-to-benefit requirements in writing and English and be recommended for MTH 166 after the completion of the college placement tests. Students must pass all nine (9) math assessments of the Virginia Placement Test. Students who have not attained an A in Algebra II must contact the division office to schedule a meeting with the program head prior for interview and recommendations.

Note: Engineering is very math intensive and MTH 166 differs from many of the high school Pre-Calculus classes. **Students who have completed a dual enrolled MTH 166 at their high schools and received an “A” may choose to waive the required MTH 166 in the Regional Academy.** Virginia Western will make every effort to offer another class during the same time slot or students may elect to choose a regular college course at the regular tuition rate. Students who have completed Pre-Calculus/Trigonometry at their high school that is not dual enrolled or received less than an A in a dual enrolled MTH 166 will be required to take the equivalent of this class at VWCC. Going an entire semester without math would be difficult for the student as they are required to take Calculus I in the spring semester.

In the MTH 173 Calculus with Analytical Geometry I, students must receive a minimum of a “C” to continue to MTH 174 Calculus with Analytical Geometry II. **NO exceptions will be allowed.**

Advanced Technology in Mechatronics
To be considered for the Mechatronics Program, applicants must meet the general requirements for admission to the college and have successfully completed Algebra I and Geometry before starting the Academy. Students must pass math assessments 1 - 6 of the Virginia Placement Test. Applicants must also meet the ability-to-benefit requirements in writing and English and be recommended for MTH 115 on the college placement test.

Pre-Health
To be considered for the Pre-Health Program, applicants must meet the general requirements for admission to the college and have successfully completed Algebra I, Geometry and Biology before starting the Academy. Exceptions
will be considered for students who have successfully completed Chemistry and who will be co-enrolled in Biology at the high school during their junior year. Students must pass math assessments 1 - 5 of the Virginia Placement Test. Applicants must also meet the ability-to-benefit requirements in writing and English and be recommended for MTH 115 on the college placement test.

**Curriculum Awareness**
Students must recognize that the curriculum for the Regional Academy is at college level and is treated in the same manner. Students will be subject to rigorous academic standards and must have the needed tools to succeed. Virginia Western will make every attempt to analyze and consider each student’s motivation and aptitude before accepting the student into the Academy.

**Selection Process**
Students must apply to the Regional Academy for admission. Information and applications can be found online at [http://www.virginiawestern.edu/academics/stem/regionalacademy/index.php](http://www.virginiawestern.edu/academics/stem/regionalacademy/index.php) or by contacting the division office at Virginia Western 540-857-6731. A profile approach is used for the selection process. The selection committee will look at the student’s past academic performance; interests; and desire for their Academy choice. Students are assessed using their high school transcripts, placement test results; parental permission, teacher’s reference, guidance coordinator’s approval; and Virginia Western faculty evaluation. The selection committee is comprised of specialists from curriculum and instruction; administrators from VWCC, and members of VWCC staff. Virginia Western embraces diversity and encourages all applicants regardless of race, color, gender, national or ethnic origin; political or religious affiliation, sexual orientation or physical ability to apply.

**Dual Enrollment**

**Purpose of Dual Enrollment**
Virginia Western Community College’s dual enrollment program promotes effective teaching and learning through quality instruction, programs, and services designed to meet the needs of a diverse student body.

The VWCC dual enrollment program is committed to providing high school age students who can demonstrate college readiness with the opportunity to complete college-level classes at their local high schools or on the VWCC campus, while satisfying the requirements for the completion of junior and senior high school level courses. On campus opportunities for high school and home schooled students are available through the college’s regularly scheduled classes and through the dual enrollment specialty programs. These programs embark on an extensive initiative involving career and technical education programs and courses. These programs and courses are related to various occupations which require one to two years of training and may allow students to go to work immediately after their training is completed. Even more importantly, most of these career and technical programs are designed to allow students to move into a career pathway which will lead to two-year and four-year college degree programs.

**Course Registration**

*Students do not register themselves in the Academy dual enrollment classes.* The Regional Academy officer from the School of Science, Technology, Engineering and Mathematics - Division of Engineering will register students for their classes at the beginning of each semester. The student EMPL ID number replaces the use of a social security number for class registration and each student should memorize the number or keep it handy so that instructors may copy each student’s EMPL ID number next to his/her name on their class rosters.
Fees and Refunds
The Regional Academy and Institute classes taught by VWCC staff are offered at 100% tuition rates. Tuition should be paid by students or parents directly to VWCC. Students who choose to drop or withdrawal from a class will follow VWCC policy guidelines. Refund requests for tuition or fees paid to the college must adhere to Virginia Western’s stated policy and procedures.

Required Books and Course Material
Course books are the responsibility of the student, however, students should check with their school administrators to determine if they provide support for textbooks.

Accessing Student Records
Dual enrolled students have access to their enrollment information through the College’s student information system. Students can access their enrollment status at the college by visiting https://vw.my.vccs.edu/jsp/home.jsp. Directions for setting up a USERNAME and for establishing a PASSWORD to access records are on this site as well as printed in this guide. The directions state: New to your college? Look up your username and set your password. If a student is unable to log into the student information system after following the directions, he/she should call the College’s Help Desk at 857-7354 or email a message to: helpdesk@vw.vccs.edu. Each student’s record contains information concerning each dual enrollment class the student is taking or has taken, and the grades received.

Transferability of Dual Enrolled Course Credits
Virginia Western Community College is accredited by the Southern Association of Colleges and Schools. Our instructors have met the criteria for credentialing as college-level instructors in their particular field of teaching. Unlike Advanced Placement and International Baccalaureate Programs, dual enrollment classes carry college credit and are not dependent on a particular score on a standardized testing instrument before a college will grant credit for the various courses taken in these programs. Students who elect college-level dual enrollment transfer courses should experience little difficulty in transferring these credits to four-year colleges and universities after they graduate from high school. Verification of transfer credits is the responsibility of the student and should be reviewed with the admission office of the college to which they choose to attend. Articulation agreements between VWCC and four year colleges are for degree programs, not specific individual classes.
Academic Regulations

Academic Calendar
Academy students will observe the same academic calendar that Virginia Western uses for their academic semester. The academy will run through the end of Virginia Western’s exam schedule. Students are expected to attend on days their schools have special events, i.e., teacher’s workdays, etc. The Academic Calendar should accompany the syllabus.

Academic Misconduct
Violations of the following list of academic misconduct actions, which is not all-inclusive, are subject to disciplinary action.

1. Cheating on an examination or quiz — either giving or receiving information
2. Copying information from another person for graded assignments
3. Possessing unauthorized materials during tests
4. Collaboration during examinations
5. Buying, selling, providing or stealing papers, examinations, or other work to be submitted for a class
6. Substituting for another person, or arranging such a substitution for yourself
7. Plagiarism — the intentional or accidental presentation of another’s words or ideas as your own. Students should familiarize themselves with the description of plagiarism found in their English handbooks, their English class syllabi, or in writing manuals available in the library. Ignorance of what constitutes plagiarism is not a defense for such a serious infraction.
8. Submission of work other than one’s own for written assignments
9. Collusion with another person or persons in submitting work for credit in class or lab, unless such collaboration is approved in advance by the instructor
10. Falsifying documentation
11. Multiple Submissions — It is a violation of academic honesty to submit substantial portions of the same work for credit more than once without the explicit consent of the instructor to whom the material is being submitted

Spring Break
The Regional Academy will observe only Virginia Western Community College’s spring break. These dates will be posted on the VWCC spring semester calendar and class syllabi.

Attendance
Faculty will report attendance on a daily basis and attendance will be reported to the high schools. Virginia Western will monitor student absences and will alert the high schools if absenteeism threatens student success. Tardiness will be reported on an individual basis and will be reported if the student’s success is in jeopardy. Snow days will be considered an excused absence, and if a student has an extenuating circumstance, the faculty member will determine if the absence is excused.

Grades
The Regional Academy coordinator is required to report 9-week grades to both the public and private high schools. Once calculated, faculty will forward the numeric grades to the Academy administration. This report will be sent electronically to the guidance coordinators as soon as this information is received in the division office.

Inclement Weather
- When VWCC is CLOSED – no academy classes will meet
- When VWCC is on a delayed opening – no academy classes will meet. However, regular sections associated with the Academy may still meet.
• When VWCC is operating on-time, but some or all of the school divisions are delayed:
  o Classes are held as usual at VWCC
  o Students from school districts with a delayed opening are excused from class in the event that they are unable to drive to campus. As you will see from the table below, many of the schools systems with students in the academy allow students the option of driving to campus. While that may be the case, every student’s situation can differ from his or her peers when bad weather and poor road conditions exist. Despite the fact they are permitted to drive, the parent may feel that driving is not the best choice. Ultimately, safety should drive the decision as to whether or not the student should attend.

While an absence during inclement weather situations is considered an excused absence, it is the responsibility of the student to complete and submit any missed coursework, assignment or test.

**Nine Week Grades**
Nine week grades will be reported to individual schools as soon as time permits the faculty members to record and send the grades to the Academy administration. This report will be sent electronically to the guidance coordinators. School systems that need grade reports more often should contact the academy director and request that this be done.

**Student Performance**
The Regional Academy will generate a “Watch List” for students they feel may need extra help during the semester. This list will be reviewed every 3 weeks to be sure student performance is satisfactory. If a student is struggling in the curriculum after the first review or after the first test, faculty will talk to the student to determine if help needs to be provided. Faculty will also evaluate progress after the first nine weeks. If the student continues to struggle, the college will contact the school to set up an appointment with the guidance counselor; parents; student; and college faculty. At the end of the first semester, all students will be evaluated by the faculty members to determine the student’s ability to continue in the Academy. After reviewing the student’s performance and evaluation, Virginia Western faculty may suggest that a student transition after the first semester from Engineering to Mechatronics Engineering Technology. This may only be done during the first year of the academy. If a student decides to transition to another curriculum after the first year, the student should discuss this with the faculty member and their guidance counselor. If the faculty member agrees, the student will be placed in the new curriculum without having to reapply to the Academy.

**Graduation Application**
Students must officially apply for graduation by the deadline set by VWCC. This will be posted on the VWCC website and the student can search on “graduation” for the deadline date. In order to apply, a student must meet with their faculty advisor to complete a graduation application. Please make an appointment with your faculty advisor to complete your graduation application and submit your paperwork by the established deadlines. Academy students will not receive their actual diploma until after they graduate from their high school, however they will be able to attend the graduation ceremony with the other graduating students.

**Withdrawal and Dissolution from Participation in the Regional Academy**
Virginia Western is committed to providing every possible opportunity for students to successfully complete their studies. However, there will be occasions when students need to withdraw/discontinue their course studies from the Regional Academy. If, for some reason, the student, parents and high school decide the Academy is not meeting the needs of the student, the student may withdraw from the Academy under special circumstances at the end of a semester. This Dissolution/Withdrawal Policy should be viewed as applicable only to extraordinary situations. If, after the first year of the academy the student feels he/she is not suited to this academic choice, the
A student can elect to return to the high school or apply to another academy as a first year student. The high school guidance counselor should be alerted immediately following this decision. The Regional Academy Director will make every effort to communicate with the high school administration, however, **it is the responsibility of the student/parent to communicate with the Guidance Coordinator at the respective high school.**

Teaching and administration staff will ensure students are aware of the consequences of withdrawal from the Academy and will offer any support services available, as well as the correct process to follow if withdrawal is necessary. All students will be treated equitably and will be provided with access to the full range of Academy counseling and support services. At all times, student privacy and dignity will be respected as set forth in the Family Educational Rights and Privacy Act Regulations (FERPA).

**Disclaimer**

Virginia Western Community College provides its website, catalog, and handbooks for your general guidance. The college does not guarantee that the information contained within them, including, but not limited to, the contents of any page that resides under the DNS registrations of virginiawestern.edu, the associated marketing site of http://www.wheresyourthere.com, and the associated social media sites of http://www.facebook.com/virginiawestern, http://www.twitter.com/virginiawestern, and http://www.youtube.com/virginiawestern is up-to-date, complete and accurate, and individuals assume any risks associated with relying upon such information without checking other credible sources, such as a college advisor. In addition, a student’s or prospective student’s reliance upon course information contained within these sources, or individual program catalogs or handbooks, when making academic decisions does not constitute, and should not be construed as, a contract with the college. Further, the college reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student’s enrollment or otherwise.

Links to other materials and websites provided in these sources are also for information purposes only and do not constitute the college’s endorsement of products or services referenced in such materials.

**VWCC Student Handbook:** Students will be responsible for reading and adhering to the policies and procedures of this handbook in addition to the Academy policies and procedures as stated on pages 24-30 of this guide. A copy of the Student Handbook is available on the Web at [http://www.virginiawestern.edu/about/policies/stuaffairs.php](http://www.virginiawestern.edu/about/policies/stuaffairs.php)