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*Pending approval

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 Student, Advertising Design

VIRGINIA WESTERN COMMUNITY COLLEGE CATALOG

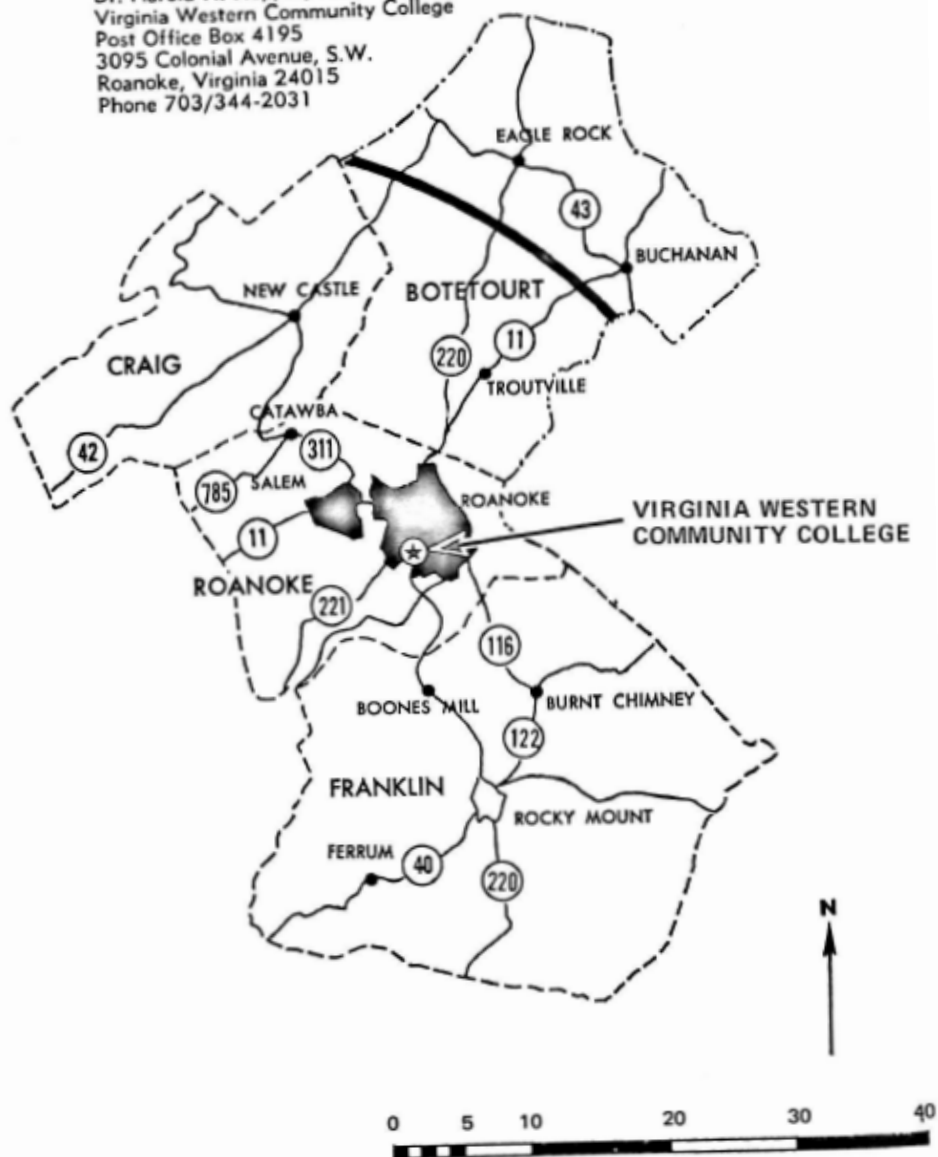


1971-72

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Roanoke, Virginia 24015
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ROANOKE AREA

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Virginia Western Community College
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It is the student's responsibility to become completely familiar with the College regulations and other important material in this catalog.

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WINTER QUARTER 1972

All Faculty Report.....	Monday, January 3
Orientation Day for New Students.....	Monday, January 3
Registration.....	Monday-Tuesday, January 3-4
Classes Begin.....	Wednesday, January 5
Last Day to Add or Change Classes.....	Tuesday, January 11
Last Day for Withdrawal Without Penalty.....	Tuesday, January 25
Mid-term Grade Reports.....	Friday, February 11
Classes End.....	Tuesday, March 14
Final Exams.....	Wednesday-Friday, March 15-17
Faculty Work Day.....	Saturday, March 18

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DECEMBER						
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SPRING QUARTER 1972

Faculty Report.....	Wednesday, March 22
Orientation Day for Students.....	Wednesday, March 22
Registration.....	Thursday-Friday, March 23-24
Classes Begin	Monday, March 27
Last Day to Add or Change Classes.....	Friday, March 31
Last Day for Withdrawal Without Penalty.....	Friday, April 14
Mid-term Grade Reports.....	Monday, May 1
Classes End.....	Saturday, June 3
Final Exams.....	Monday-Thursday, June 5-8
Faculty Work Day.....	Friday, June 9
Graduation.....	Saturday, June 10
Last Faculty Work Day.....	Monday, June 12

1972

MARCH

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SUMMER QUARTER 1972

(Full ten-week session)

Faculty Report.....	Thursday, June 15
Registration.....	Thursday-Friday, June 15-16
Classes Begin.....	Monday, June 19
Last Day to Add or Change Classes.....	Monday, June 26
Independence Day Holiday.....	Monday, July 3
Last Day to Withdraw Without Penalty.....	Friday, July 7
Mid-term Grade Reports.....	Tuesday, July 25
Classes End	Friday, August 25
Final Exams.....	Monday-Tuesday, August 28-29
Faculty Work Day.....	Wednesday, August 30
Graduation.....	Thursday, August 31

1972

JUNE						
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SUMMER QUARTER 1972

(Two five-week terms with double class periods)

FIRST TERM

Faculty Work Day.....Thursday, June 15
Registration.....Thursday-Friday, June 15-16
Classes Begin.....Monday, June 19
Last Day to Add or Change Classes.....Thursday, June 22
Last Day for Withdrawal Without Penalty.....Wednesday, June 28
Independence Day Holiday.....Monday, July 3
Classes End.....Monday, July 24
Final Exams.....Tuesday, July 25
Faculty Work Day.....Wednesday, July 26

SECOND TERM

Faculty Work Day.....Monday, July 24
Registration.....Tuesday, July 25
Classes Begin.....Wednesday, July 26
Last Day to Add or Change Classes.....Monday, July 31
Last Day for Withdrawal Without Penalty.....Friday, August 4
Classes End.....Monday, August 28
Final Exams.....Tuesday, August 29
Faculty Work Day.....Wednesday, August 30
Graduation.....Thursday, August 31

GENERAL INFORMATION

THE COLLEGE

Virginia Western Community College is a two-year institution of higher education established under a state-wide system of Community Colleges in the Commonwealth of Virginia, and serving an area within driving distance of the City of Roanoke. This includes the Southern portion of Botetourt County, Craig County, Franklin County, and Roanoke County. The areas covered have a population of approximately two hundred and fifty thousand, with a heavy projected growth within the next 25 years.

The College operates under the policies established by the State Board for Community Colleges and with the support and advice of a local Community College Board. It is financed primarily by State funds supplemented by contributions from the various local political subdivisions, individuals, and businesses.

LOCATION AND FACILITIES

Virginia Western Community College is located in Southwest Roanoke at 3095 Colonial Avenue. The campus consists of 70 acres split roughly in half by Colonial Avenue.

The South Campus has four buildings which were inherited by Virginia Western from Roanoke Technical Institute in 1966. Two of these buildings house the Electrical and Mechanical Technologies Labs, one building is mostly classrooms, and one is for Music and Fine Arts.

The North Campus has three buildings surrounding a mall planted with flowers and shrubs selected to bloom alternately in each of the four seasons. The smaller of these buildings is the Administration Building that also contains Business Science classrooms. Opposite is the Science Building containing laboratories and equipment of the most modern design, Learning Laboratory, Reading Laboratory, Language Laboratory, classrooms, and faculty offices. In the center is the Library with its 23,000 volumes and the Counseling, Admissions, and Records Offices on the bottom floor.



The campus was dedicated on October 23, 1969, and its buildings were named for men of Southwestern Virginia influential in education or in the development of the region.

HISTORY

Since 1927 the Extension Division of the University of Virginia, its programs under the direction and supervision of the University, has served students in the Roanoke Valley. In 1960 the area's educational opportunities were further expanded by establishment of the Roanoke Technical Institute, its programs an extension of Virginia Polytechnic Institute. In February of 1966 by authorization of the General Assembly of Virginia, these two existing facilities were combined into the comprehensive community college now known as Virginia Western Community College with the University of Virginia continuing to offer its upper division program.

PURPOSE

Virginia Western Community College is dedicated to the belief that each individual should be given a continuing opportunity for the development and extension of his skills and knowledge along with an opportunity to increase his awareness of his role and responsibility in society. The College is devoted to serving the educational needs of its community and assumes a responsibility to help meet the requirements for trained manpower in the region through a cooperative effort with local industry, business, professions, and government.

A variety of educational opportunities is provided for post high school age youth and adults. This includes high quality instructional programs at the associate degree level and at the preparatory or foundations level. A strong guidance and counseling program plus a number of other student services is also provided to help each student make sound decisions regarding his occupational, educational, and personal-social plans.

Virginia Western Community College is a comprehensive institution of higher education, offering programs of instruction generally extending not more than two years beyond the high school level. Programs include:

1. **Occupational-Technical Education.** The occupational and technical education programs are designed to meet the increasing demand for technicians, semiprofessional workers, and skilled craftsmen for employment in industry, business, the professions, and government. The curricula are planned primarily to meet the needs for workers in the region being served by the College.

2. **University Parallel-College Transfer Education.** The university parallel-college transfer program includes college freshman and sophomore courses in arts and sciences and pre-professional programs meeting standards acceptable for transfer to baccalaureate degree programs in four-year colleges and universities.
3. **General Education.** The programs in general education encompass the common knowledge, skills, and attitudes needed by each individual to be effective as a person, a member of a family, a worker, a consumer, and a citizen.
4. **Continuing Adult Education.** Adult education programs are offered to enable the adults in the region to continue their learning experiences. This work includes both degree credit and non-degree credit work during the day and evening hours.
5. **Special Training Programs.** Special training may be provided where specific job opportunities are available for new or expanding industries. This special training shall be coordinated with Virginia's economic expansion efforts and with the needs of employers.
6. **Preparatory (Foundation) Programs.** Foundations and developmental programs are offered to help prepare individuals for admission to the occupational-technical program and to the university parallel-college transfer program in the Community College. These programs are designed to help the individual develop the basic skills and understandings necessary to succeed in other programs of the community college.
7. **Specialized Regional and Community Services.** The facilities and personnel of the College are available to provide specialized services to help meet the cultural and educational needs of the region served by the Community College. This service includes the non-classroom and non-credit programs, cultural events, workshops, meetings, lectures, conferences, seminars, and special community projects which are designed to provide needed cultural and educational opportunities for the citizens of the region.

RECOGNITION

The College is a division of the Virginia Community College System and is approved by the State Board for Community Colleges and by the State Department of Community Colleges in Virginia.

The Associate Degree Programs of the College have also been approved by the State Council of Higher Education for Virginia. The College was given full academic accreditation by the Southern Association of Schools and Colleges in December 1969.

The College has institutional membership in the American Association of Junior Colleges and has been approved by the Veterans Administration for V.A. assistance and by the U. S. Office of Education for various federal funding programs.

The College is listed among the approved institutions of higher education in the Education Directory of the U. S. Office of Education.



PART II

ADMINISTRATIVE INFORMATION

ADMISSION REQUIREMENTS

General Admission to the College

Any person who has a high school diploma or the equivalent, or who is 18 years of age, and in any case is able to benefit from a program at the College may be admitted to the College as a regular or special student when the following items have been received by the Office of Admissions. The College reserves the right to evaluate special cases and to refuse admission to applicants when considered advisable in the best interest of the College.

For all regular students, the following items are required:

1. A completed "Application for Admission as a Regular Student" (Note: Social Security Number is required);
2. A \$5.00 application fee (non-refundable unless the requested program or course is not offered);
3. Official transcripts from all high schools, colleges, and universities attended.
4. Regular health form signed by a physician.

For all special students, the following items are required:

1. A complete official application for admission (Note: Social Security Number is required);
2. A \$5.00 application fee (non-refundable unless the requested program or course is not offered).
3. Short health form signed by the student only.

Persons wishing to apply for the non-credit community service programs should contact the College for additional information.

After a person has been admitted to the College as a regular student, he will be required to meet with one of the College counselors (a) to discuss the applicant's educational interests, (b) to determine what additional tests he may need, and (c) to plan his application for admission to a specific curriculum or program at the College. He will also be required to submit a health certificate (form to be furnished by the College).

This College does not discriminate on the grounds of race, color, or national origin and is in compliance with the Civil Rights Act of 1964.

Admission to Specific Curriculums

In addition to the general admission requirements listed above, specific requirements are usually prescribed for each curriculum of the College. Among the items generally considered in determining the eligibility of a student for admission to a curriculum in the College are his educational and occupational experiences, and other reasonable standards to insure that the student possesses the potential to meet program requirements.

The specific requirements for each curriculum in the College are listed in the Curriculum Offerings section of the College catalog. Persons who do not meet the requirements for a specific curriculum or course may be eligible to enter the curriculum or course after they have completed foundation (preparatory) study.

All regular students entering the College will be required to take the Comparative Guidance and Placement Test (CGP). The test battery is administered at the College normally prior to registration.

Persons applying for admission to an associate degree (Associate in Science, Associate in Arts, or Associate in Applied Science) program shall be a high school graduate or the equivalent or have completed an approved foundation (preparatory) program.

In addition, all students who plan to transfer to a four-year college or university which requires the Scholastic Aptitude Test (SAT) of the College Entrance Examination Board will be requested to submit these test scores to the Community College.

Foreign Student—Admission Requirements

In addition to the general requirements of the College, all foreign students must demonstrate proficiency in both written and oral English.

Written English proficiency will be demonstrated by submitting scores on "Test of English as a Foreign Language," administered by the College Entrance Examination Board, Princeton, N. J.

Oral English proficiency must be demonstrated by a personal interview at the College. If this is not possible, a letter from an official of the U. S. Government residing in the foreign country testifying to the student's ability will be accepted.

Financial responsibility must also be shown by stating how school and living expenses will be met.

Residence Requirements

Applicants will be required to submit a residence affidavit to determine state residency eligibility for tuition purposes.

When enrollments must be limited for any curriculum or course, first priority must be given to all qualified students who are residents of the political subdivision supporting the College, provided such students apply for admission to the program a reasonable length of time prior to registration. The priority list is as follows: (1) residents of the political subdivisions supporting the College, (2) other Virginia residents, (3) out-of-state and foreign students.

Students Transferring from Other Colleges

Usually a student transferring from another college who is eligible for reentrance at the last college shall also be eligible for admission to this College.

It is the role of the College to help each student succeed in a program from which he can benefit. Counseling and testing services are available to help students select a program appropriate to his interests and abilities. If a transfer student is ineligible to return to a particular curriculum in a previous college, generally he will not be allowed to enroll in the same curriculum in the College until two quarters elapse or until he completes an approved foundation (preparatory) program at the College. The Admissions Committee of the College shall decide on each case and usually shall impose special conditions for the admission of such students, including placement or probation.

Each student transferring from another college should consult the Coordinator of Admissions and Records at the community college for an assessment of credits in order to determine his standing before registering for classes. Generally no credit will be given for courses with grades lower than "C". A transfer student may be advised to repeat courses if it is clearly to his advantage to do so in order to make satisfactory progress in his curriculum.

Students Applying for Credit or Waiver of Requirements

Students who have reason to believe that previous educational studies, training programs, or work experience may entitle them to an adjustment in the course requirements for a particular curriculum should contact the Coordinator of Admissions and Records to determine procedures before registering for classes.

Auditing A Course

Students desiring to attend a course without taking the examination or receiving credit for the course, may do so by registering to

audit that course. Degree candidates usually may not audit required courses prior to taking the course for credit. Students desiring to audit a course will register in the regular manner and pay the regular tuition. Audited courses carry no credit and do not count as a part of the student's course load. Students desiring to change status in a course from audit to credit or credit to audit must do so within the first week of the quarter. Permission of the institutional department and the Dean of Instruction is required to audit a course.

CLASSIFICATION OF STUDENTS

All students are classified according to the following categories:

Regular Student. A student is designated as a regular student when his file in the Admissions Office contains all of the information required for general admission to the College as a regular student and when he has been admitted to one of the curriculums of the College. A regular student is one of the following:

1. A full-time or part-time student working toward completion of an associate degree, diploma, certificate, or foundation program;
2. A full-time or part-time student taking credit courses for transfer to another college or university.

Special Student. A special student is one who is permitted to register under special conditions including the following:

1. A part-time student taking course(s) as audit for no credit;
2. A high school senior who, with the permission of his high school principal, is concurrently enrolled in a college course;
3. A part-time student not enrolled in an associate degree, diploma, or certificate program who may be taking a course(s) for credit (such students may later apply to the College for admission to a program as a regular student);
4. A student who has not yet fulfilled all of the requirements as a regular student but who is admitted under special consideration by the Admissions Committee of the College. It is expected that such students would fulfill all requirements prior to the mid-term of the quarter or face dismissal from the College.

Full-time Student. A student is considered a full-time student if he is carrying 12 or more course credits.

Part-time Student. A student is considered a part-time student if he is carrying less than 12 course credits.

Freshman. A student is classified as a freshman until he has completed 45 course credits in his designated curriculum.

Sophomore. A student is considered a sophomore after he has successfully completed 45 or more course credits. Transferred credits are included providing they apply toward meeting the requirements of the student's curriculum.

EXPENSES

Application Fee

An application fee of \$5.00 must accompany the application for admission to the College for each student. This fee is not applicable to tuition, nor refundable unless the requested program is not offered.

Tuition

Full-time Student (12 or more credits)

Virginia Resident	\$ 60.00
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Out-of-State Resident	200.00
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Part-time Student (less than 12 credits):

Virginia Resident	\$ 5.00 per credit (or equivalent)
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Out-of-State Resident	17.00 per credit (or equivalent)
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A Virginia resident is one who has been domiciled in, and is and has been an actual bona fide legal resident of Virginia, for a period of at least one year prior to the commencement of the term or quarter for which he is enrolling.

Payment of tuition also enables the student to use the library, bookstore, parking lot, student lounge and other facilities of the College. There are no special laboratory or library fees but students are expected to pay charges for any college property which they damage or lose (such as laboratory or shop equipment, supplies, library books and materials). There are special fees from time to time (such as Physical Education fees).

Graduation Fee

A graduation fee of \$10.00 shall be charged each graduating student to cover the cost of the rental of caps and gowns and the cost of the degrees, diploma, or certificates, payable at the beginning of the last quarter of instruction.

Books and Materials

Students are expected to obtain their own books, supplies, and consumable materials needed in their studies. It has been estimated that the cost of these items will average \$35-\$50 per quarter for the average full-time student. The College operates a bookstore which maintains a complete stock of books and supplies to meet the needs of students.

Refunds

Authorized refunds will be as follows for students withdrawing from the College:

1. Within first 15 class days of a quarter, refund will be $\frac{2}{3}$ of the tuition;
2. Within first 16-35 class days of a quarter, refund will be $\frac{1}{3}$ of tuition;
3. After 35 class days of a quarter have elapsed, no refund will be made.

If a course is cancelled, there will be a refund of tuition for that course. No refunds for tuition will be made after the first week of classes for individual course changes or for on individual class which is dropped. For part-time students who withdraw from the College, refunds will be prorated on the above schedule.

Official resignation for a student shall become effective on the date that written notification of intent to resign is received by the Office of Admissions and Records. The resignation date is not the date of the last class attended, unless the two dates coincide.

CREDITS

A credit is equivalent to one collegiate quarter hour credit or two-thirds of a collegiate semester hour credit. Usually, one credit for a course is given for approximately three hours of study **weekly** by each student as follows:

1. One hour of lecture plus an average of two hours of out-of-class study, or
2. Two hours of laboratory or shop study plus an average of one hour of out-of-class study, or
3. Three hours of laboratory or shop study with no regular out-of-class assignments.
4. Fixed credit and variable hours with behavioral objectives are assigned to each Foundation Course (courses numbered 01-09).
5. Variable Credit (1-5 credits) is assigned to all Supervised Study, Seminar and Project, and Coordinated Internship courses.

GRADING SYSTEM

A	Excellent	4 grade points per credit
B	Good	3 grade points per credit
C	Average	2 grade points per credit
D	Poor	1 grade point per credit
F	Failure	0 grade points per credit
S	Satisfactory	No grade point credit (applies to specialized courses and seminars).
U	Unsatisfactory	No grade point credit (applies to specialized courses and seminars).
W	Withdrawal	No credit (A grade of withdrawal implies that the student was making satisfactory progress in the courses at the time of his withdrawal or that the withdrawal was officially made before the "deadline" date published in the college calendar).
I	Incomplete	No credit (A grade of incomplete is assigned only in cases of the student's absence from a limited number of class sessions near the end of a term or grading period and when the absence is for a verifiable unavoidable reason; i. e., sickness verified by medical statement, accident verified by police records, etc., or absence from final examination for a verifiable and unavoidable reason. An "Incomplete" must be academically removed during the ensuing quarter following the issuance of that grade unless special permission for an extension of time is given by the Dean of Instruction or his designate). (Approved March 20, 1969.)
R	Re-enroll	No credit (Credit will be given when the course objectives are completed. To be used only for courses numbered 01 through 09.)
X	Audit	No credit (Permission of the instructor and the Dean of Instruction is required to audit a class.)

The grade point average (GPA) is determined by dividing the total number of grade points earned in courses by the total number of credits attempted.

Grading-Foundation Courses

A grade of "S" (Satisfactory) shall be assigned for satisfactory completion of each Foundation Course (courses numbered 01-09).

Students making satisfactory progress but not completing all of the behavioral objectives for a Foundation Course (courses numbered 01-09) shall be graded with an Administrative "R" (Re-enroll) and re-enrolled to complete the course objectives.

Students not making satisfactory progress in a Foundation Course (courses numbered 01-09) shall be graded "U" (Unsatisfactory), and counselors will recommend consultation with the instructor to determine the subsequent sequence of courses for the student who receives a grade of "U".

DEGREES, DIPLOMAS, AND CERTIFICATES

The College offers the following degrees, diplomas, or certificates for students who successfully complete approved programs at the College.

1. **Associate in Arts Degree (AA)** is awarded to students majoring in the liberal arts who may plan to transfer to four-year colleges or universities after completing their Community College program.

2. **Associate in Science Degree (AS)** is awarded to students majoring in specialized curriculums such as business administration, pre-engineering, pre-music, pre-teacher education, science, and other pre-professional programs who may plan to transfer to four-year colleges or universities after completing their Community College programs.

3. **Associate in Applied Science Degree (AAS)** is awarded to students majoring in one of the occupational-technical curriculums.

4. **Diploma** is awarded to students who complete one of the two-year non-degree occupational curriculums.

5. **Certificate** is awarded to students who complete one of the approved, non-degree curriculums which are usually less than two years in length.

GRADUATION REQUIREMENTS

Associate Degree Requirements

To be awarded an Associate Degree from the College, a student must:

1. Have fulfilled all of the course requirements of his curriculum as outlined in the College catalog;
2. Have been recommended for graduation by the appropriate instructional authority in his curriculum;
3. Have completed at least 97 credits applicable to an associate degree of which 45 credits must be acquired at the College;

4. Have completed the general education requirements (study in Economics, English, Government, Orientation, and Psychology) for an associate degree;

5. Have earned a grade point average of at least 2.0 on all courses attempted which are applicable toward graduation in his curriculum;

6. Have filed an application for graduation in the Office of Admissions and Records;

7. Have resolved all financial obligations to the College and returned all library and other college materials;

8. Have attended graduation exercises.

Diploma Requirements

To be awarded a diploma from the College, a student must:

1. Have fulfilled all of the course requirements of his curriculum as outlined in the College catalog;

2. Have been recommended for graduation by the appropriate instructional authority in his curriculum;

3. Have completed at least 97 credits applicable to a diploma of which 45 credits must be acquired at the College;

4. Have completed the general education requirements (study in Economics, English, Government, Orientation, and Psychology) for a diploma;

5. Have filed an application for graduation in the Office of Admissions and Records;

6. Have resolved all financial obligations to the College and returned all library and other College materials;

7. Have attended graduation exercises.

Certificate Requirements

If a student successfully completes a program of instruction which does not lead to an associate degree or diploma, he may be awarded a certificate. Also, if he pursues a degree or diploma program but is unable to complete the degree or diploma requirements, he may, upon the recommendation of the appropriate instructional division and the Dean of Instruction, be issued a certificate provided the portion of study successfully completed is equivalent to an approved certificate program offered at the College.

ACADEMIC REGULATIONS

Attendance

Registration in a course presupposes that regularly scheduled classes and laboratory sessions will be attended. When absence

from a class becomes necessary it is the responsibility of the student to inform the instructor prior to the absence whenever possible. Frequent unexplained absences may result in dismissal from a course.

The student is responsible for making up all work missed during an absence. If a student fails to appear for a test or final examination he should contact the instructor. The granting of requests for late examinations is left to the discretion of the instructor involved.

The classroom and laboratory are central to the education programs of the College, and require regular attendance to achieve the learning goals of those programs. Any instruction missed and not made up may, regardless of the reason for the absence, affect the grade of the student concerned.

Change of Registration

In all cases students should follow established procedures for making any changes in their programs after registration. Failure to do so could place their college record in jeopardy.

1. Withdrawal from a class:

Withdrawal from a class without academic penalty may be made within the first three weeks after the beginning of a quarter. If a student's course work has been satisfactory up to that time, he will receive a grade of "W" for withdrawal. After that time the student may receive a grade of "W" if his course work has been satisfactory or will receive a failing grade of "F" if his course work has been unsatisfactory up to the time of official withdrawal. In all cases the word "Withdrawn" will be written on his permanent academic record.

2. Addition of a course:

In most cases a student may not enter a new class after the first week of a quarter. Any request for entry after that period may be approved by the instructor concerned and the Dean of Instruction.

3. Withdrawal from the College:

A student who wishes to withdraw from the College should contact a counselor to determine the appropriate procedure. Failure to follow established procedures could place the student's college record in doubt and prejudice his return to this or another college.

Academic Warning

Any student who fails to attain a minimum grade point average of 2.0 for any quarter, or who fails any course, will receive an Academic Warning.

Academic Probation

Any student who fails to maintain a cumulative grade point average of 1.5 will be placed on academic probation. The statement "Placed on Academic Probation", will be placed on the student's permanent record.

Any student on academic probation is required to consult with his counselor and may be required to elect less than the normal academic course load in his next quarter following this action.

Academic Suspension

The student on academic probation who fails to attain a grade point average of 1.5 for the next quarter he is in attendance will be subject to academic suspension. Academic suspension normally will be for two quarters unless the student reapplies, and is accepted, for readmission to another curriculum of the College. The statement "Placed on Academic Suspension" will be placed on the student's permanent record. The student must apply for readmission under all circumstances of academic suspension.

Academic Dismissal

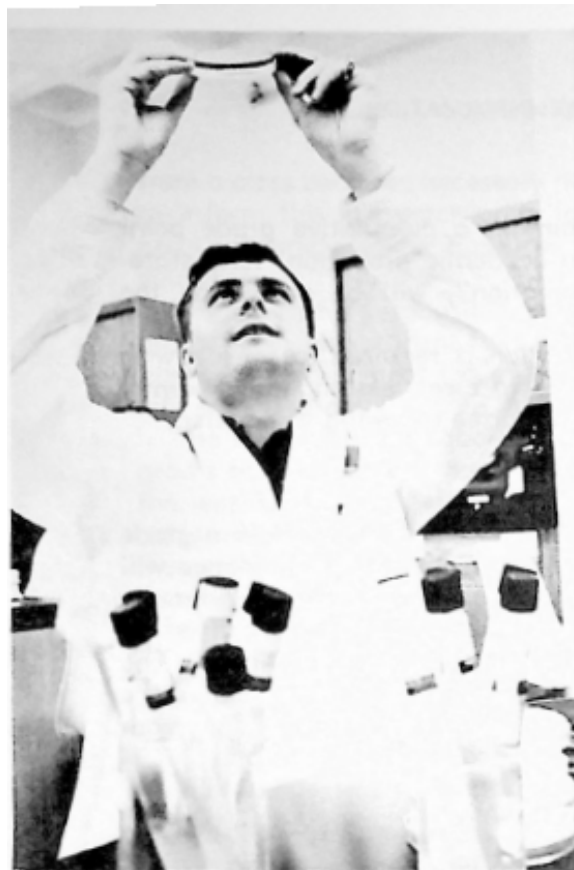
A student who does not maintain at least a 2.0 average for the quarter following reinstatement to the College after having been on academic suspension will be academically dismissed from that curriculum. Academic dismissal normally is permanent unless, with good cause, the student reapplies, and is accepted under special consideration for readmission by the Admission Committee of the College. The statement "Placed on Academic Dismissal" will be placed on the student's permanent record.

Examinations

All students are expected to take their examinations at the regularly scheduled times. No exceptions will be made without the permission of the Dean of Instruction and the instructor of the class.

Normal Academic Load

The normal academic course load for a student is 15-17 credits. The minimum full-time load is 12 credits and the normal maximum full-time load is 18 credits. A student wishing to carry an academic load of more than 18 credits must ordinarily have a minimum average of 3.0 and must have the approval of the Dean of Instruction and usually the student's faculty advisor and/or counselor.



PART III

STUDENT SERVICES

COUNSELING

As a service to students and to the community, the College maintains a staff of professional counselors and faculty advisors in each instructional program.

The counseling office assists students in making intelligent decisions regarding their vocational, educational, and personal-social plans. As a part of this assistance, students have available appropriate tests, inventories, occupational and educational information, and information regarding financial assistance or employment.

The counseling service provides individual attention and supplementation to the instructional program of the College.

TESTING

A well-planned testing program for all students is coordinated by Student Services. The Comparative Guidance and Placement Test (CGP) is required for all new students planning to enter one of the associate degree, diploma, or certificate programs. This test battery is administered at the College, normally prior to registration. In addition, all students who plan to transfer to a senior college or university which requires the Scholastic Aptitude Test (SAT) of the College Entrance Examination Board will be requested to submit these test scores to the Community College. In addition, other special tests and inventories are available at the counseling office and may be used to help solve particular problems.

ORIENTATION

An orientation program has been established to acquaint new students with the purposes and programs of the College. The orientation program begins weeks before registration when the student may be asked to meet with a counselor at the college for an interview to discuss the student's educational interests, to determine what additional tests he may need, and to plan the student's application for admission to a specific curriculum at the College. The student will also meet with a counselor and/or faculty advisor in his major curriculum to plan his program and course of studies.

An orientation is scheduled for all new students prior to the registration period for group orientation to the College and a discussion of student services and activities.

In addition, an orientation class is provided for the first quarter for all students to aid them in their personal and academic adjustments. This orientation class is required for all newly entering full-time regular students.

FINANCIAL AIDS

It is the desire of the College that no qualified student be denied the privilege of attendance because of financial need. The Student Financial Aids Committee may be composed of representatives of the administrative, counseling, and instructional staffs—appointed by the President of the College for the purpose of providing information on policies. Students wishing to apply for financial aid may secure application forms from the office of the Placement and Financial Aid Officer.

APPLICATION PROCEDURES

To apply for financial assistance with Virginia Western Community College, students should follow procedures as outlined below:

1. File application for admission to Virginia Western Community College. Application forms are available upon request from the Office of Admissions and Records, Virginia Western Community College, Box 4195, 3095 Colonial Avenue, S.W., Roanoke, Virginia 24015.
2. File application for financial assistance with the Financial Aid Officer of Virginia Western Community College. Applications are available on request in the office of the Placement and Financial Aid Officer.
3. Have completed a "Parents' Confidential Statement" or a "Student's Confidential Statement" and submit to the College Scholarship Service, Box 176, Princeton, New Jersey, designating Virginia Western Community College (Code 5868) to receive the analysis. The statement forms are available through the office of the Placement and Financial Aid Officer.

Determination for awards will be processed when the application for financial aid and the analysis sheet from College Scholarship Service are received by the Financial Aid Officer.

Scholarships

The Community College participates with the State Teacher's Scholarship, College Service, and Notional Merit Programs. A separate pamphlet explaining all financial assistance programs is available from the office of the Placement and Financial Aid Officer.

Part-Time Employment

A placement office operates throughout the year to assist students in securing part-time employment. An effort is made to place students in job fields which are related to our College programs. Students who work more than 20 hours per week are advised to adjust their course loads accordingly.

(Also see section "Placement Service.")

Work-Study Program

Numerous jobs on campus are available each year under the Work-Study Program. Application forms are available in the office of the Placement and Financial Aid Officer.

Student Loans

Students who need student loans should contact the Financial Aid Officer for information.

Students who are residents of Virginia are eligible to apply for loans under the State Education Assistance Authority Plan. Loans are made through commercial banks at favorable interest rates and are repayable in monthly installments beginning six months after the student graduates or after he leaves college. For details about the program or a list of participating banks, contact the College or write to State Education Assistance Authority, 1010 State-Planters Building, Richmond, Virginia 23219.

Other financial aid plans may be added throughout the year. Interested students may inquire through the office of the Placement and Financial Aid Officer.

The College also participates in the Notional Defense Student Loan Program.

Vocational Rehabilitation

The College cooperates with the State Department of Vocational Rehabilitation in providing education and training for persons with vocational handicaps.

Veterans

Programs and courses of instruction at this College are approved by the Veterans Administration.

Law Enforcement Education Program

A Law Enforcement Student Loan Program and Law Enforcement Student Grant Program has been established by the Law Enforcement Assistance Administration as authorized by the Omnibus Crime Control and Safe Streets Act of 1968 (PL 90-35). This grant and loan program is designed to encourage and assist persons pursuing, or interested in pursuing, law enforcement careers.

Under this program, an applicant has available low interest bearing loans, and grants applicable toward tuition, fees, and associated expenses.

These benefits are available to those students enrolled in programs leading to degrees in areas directly related to law enforcement and who can establish financial need.

Application and full information relative to this program are available from the Financial Aid Officer.

HEALTH SERVICES

The College does not provide facilities or staff for the treatment of students' health problems. Each student must make his own arrangements for caring for his health needs. Applications for student accident insurance are available in the Dean of Student Services office.

PLACEMENT SERVICE

The College maintains a placement service for students who wish to secure part-time or full-time employment while attending college, during vacations, or after graduation. Occupational information on job requirements and opportunities is provided in the office of the Placement and Financial Aid Officer. The College maintains continuous contact with the state employment service, business, industry, the professions and government for the latest information about jobs.

Students who seek part-time work are encouraged to do so with a view to their future career plans. The experience gained will assist them in finding permanent and satisfying positions.

Many students feel they are in need of further information about various occupational fields and opportunities in order to aid them in selecting vocational goals which will be maximally satisfying to them. These students are invited to peruse the occupational information available in the Counseling Office and to consult with a counselor if additional assistance is desired.

LUNCH ROOM

The College provides a student lounge where light refreshments and foods are available at reasonable cost.

PARKING

In order to make most effective use of our limited parking facilities, students must register their vehicles at the time of registration for classes. All students are expected to comply with the parking regulations in force. A copy of these regulations is made available at registration, and they are also printed in the Student Handbook.

STUDENT ACTIVITIES

The student activities program is designed to provide a variety of meaningful educational, cultural, and social experiences.

Additional information is provided in the Student Handbook.

STUDENT HANDBOOK

A student handbook will be available to provide additional information of interest to students. The handbook will describe student activities and organizations and will also list the college rules and regulations.

The Student Handbook may be obtained during the registration process through the office of the Dean of Student Services or at the Counseling Office.

STUDENT CONDUCT

Each College student is considered a responsible adult, and it is assumed that men and women of college age will maintain standards of conduct appropriate to membership in the college community. Emphasis is placed on standards of student conduct rather than on student limits or restrictions. Guidelines and regulations governing student conduct usually are developed by representatives of the students, faculty, counseling staff, and administration. The College refrains from imposing a rigid code of discipline but reserves the right to take disciplinary action compatible with its own best interest when it is clearly necessary. The regulations shall become official by administrative statement.

Failure to meet standards of conduct acceptable to the College may result in disciplinary probation or dismissal, depending upon the nature of the offense. A disciplinary probation period, unless otherwise specified, is for the duration of one quarter. A student who is dismissed must reapply to the College and will normally be required to appear before a special committee before readmission can be granted.

The Virginia Community College System guarantees to each student the privilege of exercising his rights of citizenship under the Constitution of the United States without fear of prejudice. Special care is taken to assure due process and to spell out clearly-defined routes of appeal when a student feels his rights have been violated.

Basically, students of the Virginia community colleges are expected to conduct themselves as ladies and gentlemen, both within the colleges and elsewhere. For student conduct which tends to discredit or injure the College, the Chancellor is authorized by the State Board for Community Colleges to impose such penalty as he may deem appropriate, including expulsion from the College. This authority has been delegated by the Chancellor to the Administration of each community college, subject to review by the Chancellor or his delegated representative. When the penalty for misconduct is suspension or dismissal, the student may appeal the decision to the Local College Board. Final appeal may be made to the State Board for Community Colleges.

Any student found guilty of participating in or inciting a riot or an unauthorized or disorderly assembly is subject to suspension or dismissal.

To prevent misunderstanding, the Chancellor has issued the following clarification:

1. When an assembly on campus of students not authorized by the College has been requested to disband by the President or other designated officer, those refusing to comply will be subject to immediate suspension, and/or dismissal and legal action.
2. In the event that an assembly appears to be a demonstration related to grievances, those present should be advised that orderly procedures for the hearing of grievances are available and must be adhered to. College officials will not negotiate with such groups under condition of duress, such as unauthorized occupation of College property.
3. Any unauthorized occupation of buildings and/or College property constitutes reason for immediate suspension and/or dismissal from the institution of students who may be involved. Furthermore, legal action will be brought against any student involved in acts on community college property which are prohibited by law.
4. Any person currently not a student is not allowed to participate in demonstrations on the campus.

PART IV

CURRICULUM S OF STUDY

Associate in Arts

Liberal Arts
Music

Associate in Science

Business Administration
Pre-Engineering
Pre-Teacher Education
Science

Associate in Applied Science Degree

Accounting
Architectural Technology
Business Management
Civil Engineering Technology
Commercial Art
Data Processing Technology
Electrical/Electronics Engineering Technology
Mechanical Engineering Technology
Police Science
Radio and Television Production Technology
Secretarial Science
Traffic and Transportation Management

Diploma Curriculum

Automotive Technology

Certificate Curriculums

Air Conditioning and Refrigeration
*Automotive Mechanics
Clerk-Typist
Dental Assistant
*Engineering/Technical Assistant
*Industrial Management
Stenographic

*Pending Approval.



**STATEWIDE ASSOCIATE DEGREE CURRICULUMS AVAILABLE
TO ALL QUALIFIED STUDENTS**

Students interested in these special curriculums should contact the Admissions Office of this community college for further information.

1. Agricultural Technology
Paul D. Camp Community College
2. Animal Technology
Blue Ridge Community College
3. Aviation Technology
Northern Virginia Community College
4. Broadcast Engineering Technology
Northern Virginia Community College
5. Chemical Technology
John Tyler Community College
6. Construction Management Technology
Germanna Community College
7. Dental Laboratory Technology
Northern Virginia Community College
8. Environmental Technology
Wytheville Community College
9. Forest Technology
Dabney S. Lancaster Community College
10. Hotel, Restaurant and Institutional Management
Northern Virginia Community College
11. Insurance
Tidewater Community College
12. Marine Science
Thomas Nelson Community College
13. Media Advertising Arts
Tidewater Community College
14. Medical Laboratory Technology
Central Virginia Community College
15. Medical Record Technology
Central Virginia Community College
Northern Virginia Community College
16. Mental Health Technology
Blue Ridge Community College
17. Mining Technology
Southwest Virginia Community College
18. Mortuary Science
John Tyler Community College
19. Radio and Television Production Technology
Virginia Western Community College

20. Radiologic Technology
Central Virginia Community College
21. Real Estate Management
Northern Virginia Community College
Tidewater Community College
22. Recreation and Parks Leadership
Northern Virginia Community College
23. Textile Management
Danville Community College
24. Traffic and Transportation Management
Virginia Western Community College

MINIMUM REQUIREMENTS FOR ASSOCIATE DEGREES

Associate in Arts (AA)

Associate in Science (AS)

Associate in Applied Science (AAS)

	Number of Credits AA ¹	AS ¹	(Quarter Hours) AAS
Humanities			
English Composition	9	9	0
Communication Skills	0	0	6-9
Literature (English, American, or World)	6-9	0-3	-
English or Speech	0-3	0-3	0-3
Art, Drama, Music, Humanities and/or Philosophy	3-6	0-3	-
Foreign Language	12-24 ²		
Social Sciences			
History (American or Western Civilization)	9	3-9	-
Economics	0-9	0-9	3
Government	0-9	0-9	3
Psychology or Human Relations	0-9	0-9	3
Sociology	0-9	0-9	-
Natural Sciences and Mathematics			
Natural Sciences (Laboratory) (Biology, Chemistry, Geology, Physics)	12-24	12-15	-
Mathematics	9	9	-
Health, Physical Education or Recreation	3-6	3-6	3-6
Orientation	1	1	1
Electives and Other Major Requirements	3-21 ¹	48	75 ⁴
Minimum Total Number of Credits for Degree	97	97	97

¹ Each student is urged to acquaint himself with the requirements of the major department in the college or university to which transfer is contemplated and further to consult with the Counseling Department of the community college in planning his program and selecting his electives.

² Students who have successfully completed two years of a foreign language in high school may petition for advance placement to the sophomore level course of this foreign language.

³ In addition to the history requirements, the student shall complete a total of nine quarter-hours credit in the social sciences which may include economics, government, sociology, and/or psychology.

⁴ The Associate in Applied Science Degree programs should be organized approximately as follows:

Specialized courses in major field	50%
Supporting technical and theory courses in related fields	25-30%
General education courses	20-25%

LIBERAL ARTS

Degree: Associate in Arts

Length: Six-quarter (two-year) program

Purpose: The Associate in Arts Degree program in Liberal Arts is designed for persons who plan to transfer to a four-year college or university to complete a baccalaureate degree program, usually the Bachelor of Arts degree, in the liberal arts or social sciences. Students in this program may wish to major in the following fields:

Economics	Library Science
Education	Literature
English	Philosophy
Foreign Language	Pre-Law
Government (Political Science)	Psychology
History	Sociology
Humanities	Teacher Education
Journalism	

Admission Requirements: In addition to the admission requirements established for the College, entry into the Associate in Arts Degree program in Liberal Arts requires the satisfactory completion of the following high school units or equivalent as a minimum: 4 units of English; 2 units of college preparatory mathematics; 1 unit of laboratory science; and 1 unit of history. The remaining units are elective courses, but at least two units of a foreign language are recommended. Students are urged to check the mathematics requirements of the four-year college or university to which they plan to transfer to determine the proper mathematics courses to be taken in the community college. Students with deficiencies will require Developmental Studies.

Program Requirements: This curriculum consists of courses in the humanities including a foreign language, natural sciences, and social sciences usually required in the first two years of a baccalaureate liberal arts curriculum. Students are urged to acquaint themselves with the requirements of the major department in the institution to which transfer is contemplated and also to consult with the counseling office of the community college in planning this program and selecting electives. To prepare for junior class standing at a four-year institution, students usually must complete a program at the community college which is comparable in length and course content to the first two years of the program at the four-year college or university. Upon satisfactory completion of the six-quarter program, the graduate will be awarded the Associate in Arts Degree in Liberal Arts.

LIBERAL ARTS**Associate in Arts Degree**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST QUARTER				
ENGL 111	English Composition I	3	0	3
GENL 100	Orientation	1	1	1
HIST	American History (or Hist. of West. Civ.)	3	0	3
MATH	Mathematics I (MATH 161 or 181)	3	0	3
	Foreign Language ¹	3	2	4
	Natural Science	<u>3</u>	<u>3</u>	<u>4</u>
	Total	16	6	18
SECOND QUARTER				
ENGL 112	English Composition II	3	0	3
HIST	American History (or Hist. of West. Civ.)	3	0	3
MATH	Mathematics II (MATH 162 or 182)	3	0	3
	Foreign Language ¹	3	2	4
	Natural Science	3	3	4
	Health, Physical Education, or Recreation	<u>0-3</u>	<u>0-3</u>	<u>1-3</u>
	Total	15-18	5-8	18-20
THIRD QUARTER				
ENGL 113	English Composition III	3	0	3
HIST	American History (or Hist. of West. Civ.)	3	0	3
MATH	Mathematics III (MATH 163 or 183)	3	0	3
	Foreign Language ¹	3	2	4
	Natural Science	<u>3</u>	<u>3</u>	<u>4</u>
	Total	15	5	17
FOURTH QUARTER				
ENGL	English or American Literature	3	0	3
GOVT	Government ²	3	0	3
	Foreign Language	3	2	4
	Health, Physical Education, or Recreation	0-3	0-3	1-3
	Humanities Elective	3	0	3
	Elective	3	0	3
	Total	15-18	2-5	17-19

¹ Students who have satisfactorily completed two years of a foreign language in high school may petition for advanced placement into the second year of the foreign language at the college.

² A year sequence of Social Science is recommended in lieu of the Government-Economics-Psychology requirement.

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIFTH QUARTER				
ENGL	English or American Literature	3	0	3
PSYC	Psychology ²	3	0	3
	Foreign Language	3	2	4
	Health, Physical Education, or Recreation	0-3	0-3	1-3
	Humanities or Social Science Elective	3	0	3
	Elective	3	<u>0</u>	3
	Total	15-18	2-5	17-19
SIXTH QUARTER				
ECON	Economics ²	3	0	3
ENGL	English or American Literature	3	0	3
	Foreign Language	3	2	4
	Humanities, Social Science or Speech	3	0	3
	Elective	<u>3</u>	<u>0</u>	<u>3</u>
	Total	15	2	16
Total Minimum Credits for the Liberal Arts Degree-----				97

²A year sequence of Social Science is recommended in lieu of the Government-Economics-Psychology requirement.

MUSIC

Degree: Associate in Arts

Length: Six-quarter (two-year) program

Purpose: The Associate in Arts Degree curriculum in Music is designed primarily for students who wish to transfer to a four-year college or university to complete the baccalaureate degree in music or music education.

Admission Requirements: In addition to the admission requirements established for the college, entry into the Music program requires the satisfactory completion of the following high school units or equivalent as a minimum: 4 units of English; 2 units of mathematics (algebra and geometry); 1 unit of laboratory science; and 1 unit of social studies. Students with deficiencies will require Developmental Studies. An audition and interview by the music faculty is necessary prior to final acceptance in this program. Students are urged to check the mathematics requirements of the four-year institution to which they plan to transfer to determine the proper mathematics courses to be taken in the community college.

Program Requirements: The major emphasis in the Music curriculum is on performance and basic musical knowledge. All music majors must display the ability to sight-read simple piano accompaniments, play scales, arpeggios and cadences in all major and minor keys, and play pieces equivalent in difficulty to standard classical sonatinas and the little preludes of Bach. These requirements may be satisfied by successfully completing six quarter hours of Applied Music 147 and 247, or by satisfactorily completing a proficiency examination. A student satisfying the piano requirements in less than six quarter hours may either continue in Applied Music or use the remaining hours as music electives. Applied Music students will be required to demonstrate performance proficiency before the music faculty at the end of the academic year. This may be in the form of a jury examination and/or a student recital at the discretion of the instructor.

In order to prepare for junior class standing at a four-year college or university, the student usually must complete a program at the community college which is comparable in length and course content to the first two years of the program at the four-year institution. Students are urged to acquaint themselves with the requirements of the major department in the institution to which transfer is contemplated and also to consult with the counseling office of the community college in planning their program and selecting electives. Upon satisfactory completion of the six-quarter program, the graduate will be awarded the Associate in Arts Degree in Music.

MUSIC**Associate in Arts Degree¹**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST QUARTER				
ENGL 111	English Composition	3	0	3
GENL 100	Orientation	1	1	1
HIST	History	3	0	3
MATH	Mathematics	3	0	3
MUSC 111	Music Theory	3	2	4
MUSC	Applied Music (Major instrument)	-	-	2
MUSC	Applied Music (Minor instrument)	-	-	1
MUSC	Ensemble (Vocal or Instrument)	<u>0</u>	<u>3</u>	<u>1</u>
Total		-	-	18
SECOND QUARTER				
ENGL 112	English Composition II	3	0	3
HIST	History	3	0	3
MATH	Mathematics	3	0	3
MUSC 112	Music Theory II	3	2	4
MUSC	Applied Music (Major instrument)	-	-	2
MUSC	Applied Music (Minor instrument)	-	-	1
MUSC	Ensemble (Vocal or Instrumental)	0	3	1
	Health, Physical Education, or Recreation	<u>0</u>	<u>3</u>	<u>1</u>
Total		-	-	18
THIRD QUARTER				
ENGL 113	English Composition III	3	0	3
HIST	History	3	0	3
MATH	Mathematics	3	0	3
MUSC 113	Music Theory III	3	2	4
MUSC	Applied Music (Major instrument)	-	-	2
MUSC	Applied Music (Minor instrument)	-	-	1
MUSC	Ensemble (Vocal or Instrumental)	0	3	1
	Health, Physical Education, or Recreation	<u>0</u>	<u>3</u>	<u>1</u>
Total		-	-	18

¹ Foreign language degree requirement optional.

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FOURTH QUARTER				
ECON	² Economics	3	0	3
MUSC 211	Advanced Music Theory I	3	2	4
MUSC	Applied Music (Major instrument)	-	-	2
MUSC	Applied Music (Minor instrument)	-	-	1
MUSC	Ensemble (Vocal or Instrumental)	0	3	1
	Natural Science (Lab)	3	3	4
	Health, Physical Education, or Recreation	0	3	1
	Total	-	-	16
FIFTH QUARTER				
GOVT	² Government	3	0	3
MUSC 212	Advanced Music Theory II	3	2	4
MUSC	Applied Music (Major instrument)	-	-	2
MUSC	Applied Music (Minor instrument)	-	-	1
MUSC	Ensemble (Vocal or Instrumental)	0	3	1
	Natural Science (Lab)	3	3	4
	Total	-	-	15
SIXTH QUARTER				
MUSC 213	Advanced Music Theory III	3	2	4
MUSC	Applied Music (Major instrument)	-	-	2
MUSC	Applied Music (Minor instrument)	-	-	1
MUSC	Ensemble (Vocal or Instrumental)	0	3	1
PSYC	² Psychology	3	0	3
	Natural Science (Lab)	3	3	4
	Total	-	-	15
Total Minimum Credits for the Pre-Music Degree				100

² A year of Social Science recommended for Economics-Government-Psychology.

BUSINESS ADMINISTRATION

Degree: Associate in Science

Length: Six-quarter (two-year) curriculum

Purpose: With the rapid development in business and industry in Virginia, there is a great demand for qualified personnel in business administration to provide leadership for this economic growth. The Associate in Science Degree curriculum in Business Administration is designed for persons who plan to transfer to a four-year college or university to complete a baccalaureate degree program in business administration.

Admission Requirements: In addition to the admission requirements established for the college, entry into the Business Administration program requires the satisfactory completion of the following high school units or equivalent as a minimum: 4 units of English; 2 units of mathematics (algebra and geometry); 1 unit of laboratory science; and 1 unit of social studies. Students with deficiencies will require Developmental Studies. Students are urged to check the mathematics requirements of the four-year college or university to which they plan to transfer to determine the proper mathematics courses to be taken in the community college.

Program Requirements: The modern business world demands that its staff be knowledgeable in fields over and beyond every-day business technology. Thus, this curriculum requires courses in the humanities, natural sciences, and social sciences in addition to the principles of economics and accounting usually required in the first two years of a baccalaureate business administration curriculum. Students are urged to acquaint themselves with the requirements of the major department in the institution to which transfer is contemplated and also to consult with the counseling office of the community college in planning their program and selecting electives. In order to prepare for junior class standing at a four-year college or university, the student usually must complete a program at the community college which is comparable in length and course content to the first two years of the program at the four-year institution. Upon completion of the six-quarter program, the graduate will be awarded the Associate in Science Degree in Business Administration.

BUSINESS ADMINISTRATION

Associate in Science Degree

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST QUARTER				
ENGL 111	English Composition I	3	0	3
GENL 100	Orientation	1	1	1
HIST	American History or Hist. of West. Civ.	3	0	3
MATH 161	Mathematics	3	0	3
	Natural Science (Lab.)	3	3	4
	Elective	<u>3</u>	<u>0</u>	<u>3</u>
	Total	16	4	17

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
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SECOND QUARTER

ENGL 112	English Composition II	3	0	3
HIST	American History or Hist. of West. Civ.	3	0	3
MATH 162	Mathematics	3	0	3
	Natural Science (Lab.)	3	3	4
	Health, Physical Education, or Recreation	0-3	0-3	1-3
	Elective	<u>3</u>	<u>0</u>	<u>3</u>
Total		15-18	3-6	17-19

THIRD QUARTER

ENGL 113	English Composition III	3	0	3
HIST	American History or Hist. of West. Civ.	3	0	3
MATH 163	Mathematics	3	0	3
	Natural Science (Lab.)	3	3	4
	Health, Physical Education, or Recreation	0-3	0-3	1-3
	Elective	<u>3</u>	<u>0</u>	<u>3</u>
Total		15-18	3-6	17-19

FOURTH QUARTER

ACCT 211	Principles of Accounting I	3	0	3
ECON 211	Principles of Economics I ¹	3	0	3
ENGL	Literature	3	0	3
	Health, Physical Education, or Recreation	0-3	0-3	1-3
	Electives	<u>6</u>	<u>0</u>	<u>6</u>
Total		15-18	0-3	16-18

FIFTH QUARTER

ACCT 212	Principles of Accounting II	3	0	3
ECON 212	Principles of Economics II ¹	3	0	3
ENGL	Literature	3	0	3
	Electives	<u>6</u>	<u>0</u>	<u>6</u>
Total		15	0	15

SIXTH QUARTER

ACCT 213	Principles of Accounting III	3	0	3
ECON 213	Principles of Economics III ¹	3	0	3
	Literature or Speech	3	0	3
	Electives	<u>6</u>	<u>0</u>	<u>6</u>
Total		15	0	15

Total Minimum Credits for the Business Administration Degree----- 97

¹ In addition to the Economics requirement for the community colleges, students are advised to complete a Government and Psychology course, or a full year of a sophomore social science if required by the four-year college or university to which they plan to transfer.

PRE-ENGINEERING

Degree: Associate in Science

Length: Six-quarter (two-year) program

Purpose: The demand for technically trained people is increasing rapidly in Virginia as well as throughout the world. The engineer is a most important member of the technical team which includes the scientist, technician, and skilled craftsman. Opportunities are unlimited for men and women in the field of engineering. Science is so diversified now that one may enter almost any specialization and find employment. The preparation for the engineering profession is based on a vigorous program especially in mathematics and science.

The Associate in Science Degree program in Pre-Engineering is designed for persons who plan to transfer to a four-year college or university to complete a baccalaureate degree program in one of the following engineering fields:

Aerospace	Chemical	Mechanical
Agriculture	Civil	Metallurgical
Architecture	Electrical	Mining
Ceramics	Industrial	Nuclear

Admission Requirements: In addition to the admission requirements established for the college, entry into the Pre-Engineering curriculum requires satisfactory completion of the following high school units or equivalent as a minimum: 4 units of English; 4 units of mathematics (2 units of algebra, 1 unit of plane geometry, 1 unit of advanced math or trigonometry and solid geometry); 1 unit of a laboratory science; and 1 unit of social studies. Students with deficiencies will require Developmental Studies.

Program Requirements: This program includes the courses usually required in the first two years of a baccalaureate engineering curriculum. Students are urged to acquaint themselves with the requirements of the major department in the college or university to which transfer is contemplated and also to consult with the counseling office of the community college in planning their program and selecting electives. In order to prepare for junior class standing at a four-year college or university, the student usually must complete a program at the community college which is comparable in length and course content to the first two years of the program at the four-year institution. Upon satisfactory completion of the six-quarter curriculum, the graduate will be awarded the Associate in Science Degree in Pre-Engineering.

PRE-ENGINEERING*Associate in Science Degree**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST QUARTER				
CHEM 111	General Inorganic Chemistry I	3	3	4
ENGL 111	English Composition	3	0	3
ENGR 101	Introduction to Engineering	1	2	2
ENGR 121	Engineering Graphics I	1	3	2
GENL 100	Orientation	1	1	1
MATH 141	Introductory Mathematical Analysis I	5	0	5
	Health, Physical Education, or Recreation	0-3	0-3	1-3
Total		14-17	9-12	18-20
SECOND QUARTER				
CHEM 112	General Inorganic Chemistry II	3	3	4
ENGL 112	English Composition	3	0	3
ENGR 102	Introduction to Engineering Methods	1	2	2
ENGR 122	Engineering Graphics II	1	3	2
MATH 142	Introductory Mathematical Analysis II	5	0	5
	Health, Physical Education, or Recreation	<u>0-3</u>	0-3	1-3
Total		13-16	8-11	17-19
THIRD QUARTER				
CHEM 113	General Inorganic Chemistry III	3	3	4
ENGL 113	English Composition	3	0	3
ENGR 103	Conceptual Design and Analysis	1	2	2
ENGR 123	Engineering Graphics III	1	3	2
MATH 143	Introductory Mathematical Analysis III	5	0	5
	Health, Physical Education, or Recreation	<u>0-3</u>	<u>0-3</u>	<u>1-3</u>
Total		13-16	8-11	17-19
FOURTH QUARTER				
ECON	**Economics	3	0	3
	History Elective	3	0	3
ENGR 201	Mechanics of Particles	5	0	5
MATH 241	Advanced Mathematical Analysis I	4	0	4
	Elective	<u>3</u>	<u>0-3</u>	<u>3-4</u>
Total		18	0-3	18-19

* The Pre-Engineering student is encouraged to take approximately 18 hours each quarter so he may obtain full Junior standing upon transfer.

** A year sequence of Social Science is recommended in lieu of the Government-Economics-Psychology requirement.

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIFTH QUARTER				
ENGR 202	Mechanics of Deformable Solids	5	0	5
ENGR 206	Engineering Economy (or Elective)	3	0	3
MATH 242	Advanced Mathematical Analysis II	4	0	4
PHYS 222	General University Physics II	3	3	4
	Elective	<u>0-3</u>	<u>0</u>	<u>0-3</u>
	Total	15-18	3	16-19
SIXTH QUARTER				
ENGR 203	Dynamics of Rigid Bodies	3	0	3
MATH 243	Advanced Mathematical Analysis III	4	0	4
PHYS 223	General University Physics III	3	3	4
PSYC	**Psychology	3	0	3
	Elective	<u>3</u>	<u>0</u>	<u>3</u>
	Total	16	3	17
Total Minimum Credits for Pre-Engineering Degree-----				105

** A year sequence of Social Science is recommended in lieu of the Government-Economics-Psychology requirement.