

Richmond Community College

2010–2012

Catalog and Student Handbook

These catalogs are available from the Admissions Office

by calling: (910) 410-1730

by writing: Admissions Office
Richmond Community College
P.O. Box 1189
Hamlet, North Carolina 28345

by Internet: www.richmondcc.edu
For the most current version of the
catalog, visit this site.

by visiting the campus.

DIRECTORY OF CORRESPONDENCE

Richmond Community College

P.O. Box 1189

Hamlet, North Carolina 28345

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President of the College, Dr. William D. McInnis

Admissions, Counseling

Vice President for Student Development, Dr. John Wester

Career Counseling/ Employment of Graduates

Director of Counseling, Sharon Goodman

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Vice President of Continuing Education, (vacancy)

Financial Aid

Director of Financial Aid, Beth McQueen

Gifts, Bequests, Foundation

Dean of Development, Bill Council

Guided Studies, Instructional Technologies, Library

Dean of Learning Resources, Carolyn Bittle

Industry Training

Customized Industrial Training Coordinator, Lee Eller

Instruction, Other Academic Matters

Vice President for Instruction, Johnnie Simpson

Public Relations

Director of Public Information, Anne Morris

Scheduling of Facilities

Dean of Instructional Services, Dr. Carl Howald

Scheduling of Tours and Presentations

Director of Recruiting, Jennipher Love

Small Business Center

Director, Deborah Hardison

Student Activities

Director of Admissions and Enrollment Management, Daphne Stancil

Transcripts, Records of Students

Registrar, Wanda Watts

Veterans Affairs

Vice President for Student Development, Dr. John Wester

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The College reserves the right to make changes in particular curricular requirements and offerings, in regulations, and in fees whenever such changes are deemed essential. College catalogs and bulletins are prepared to furnish prospective students and other interested persons information about the institution. Announcements contained in such printed materials are subject to change.

Richmond Community College is an equal opportunity institution. As such, it does not discriminate on the basis of race, sex, creed, national origin, or disabilities in the administration of its education policies, admissions policies, scholarship and loan programs, and other college-administered programs.

Visitors to the campus are welcome. The offices of the College are open from 8 a.m. to 10 p.m. Monday through Thursday and from 8 a.m. to 5:00 p.m. on Friday. Visitors are to sign in with the receptionist as soon as they arrive on campus.

ACADEMIC CALENDAR

2010 - 2012

Fall Semester 2010

August 17	Tuesday	Late Registration for Accepted Students
August 18	Wednesday	Late Registration for Accepted Students 100% Tuition Refund Ends
August 19	Thursday	Classes Begin
August 19 - 23	Thursday - Monday	Schedule Adjustment: Drop/Add
August 30	Monday	75% Tuition Refund Ends
September 6	Monday	Labor Day Holiday
September 7	Tuesday	Classes Resume
September 30	Thursday	Incomplete Grades from Summer Due
October 11-12	Monday - Tuesday	Fall Break for Students and Faculty Designated make-up days if needed
October 13	Wednesday	Classes Resume
October 13	Wednesday	Follow Monday Schedule
October 18	Monday	Midterm
October 18 - 22	Monday - Friday	Spring 2011 Scheduling for Currently Enrolled Students Begins
October 27	Wednesday	New Student Scheduling - 2:30 - 5:45 pm
November 10	Wednesday	New Student Scheduling - 2:30 - 5:45 pm
November 11	Thursday	Veterans Day Holiday
November 12	Friday	Classes Resume
November 16	Tuesday	Last Day for Students to Withdraw Without Penalty
November 22 - December 1	Monday - Wednesday	Payment for Spring 2011 Courses
November 23	Tuesday	New Student Scheduling - 2:30 - 5:45 pm
November 25-26	Thursday - Friday	Thanksgiving Holiday
November 27	Saturday	No Curriculum Classes
November 29	Monday	Classes Resume
December 16	Thursday	Semester Ends

Spring Semester 2011

January 6	Thursday	Late Registration for Accepted Students 100% Tuition Refund Ends
January 7	Friday	Classes Begin
January 7 - 11	Friday - Tuesday	Schedule Adjustment: Drop/Add
January 17	Monday	MLK Holiday
January 18	Tuesday	Classes Resume
January 19	Wednesday	75% Tuition Refund Ends
February 18	Friday	Incomplete Grades from Fall Due
March 4	Friday	Midterm
March 7 - 12	Monday - Saturday	Spring Break for Students and Faculty Designated make-up days if needed
March 14	Monday	Classes Resume

March 21 - 25	Monday - Friday	Summer 2011 Scheduling for Currently Enrolled Students Begins
April 4 - 8	Monday - Friday	Fall 2011 Scheduling for Currently Enrolled Students Begins
April 8	Friday	Last Day for Students to Withdraw Without Penalty
April 12	Tuesday	New Student Scheduling - 2:30 - 5:45 pm (Summer)
April 22	Friday	Good Friday Holiday
April 23	Saturday	No Saturday Classes
April 25	Monday	Classes Resume
April 25 - May 4	Monday - Wednesday	Payment for Summer 2011 Courses
April 27	Wednesday	New Student Scheduling - 2:30 - 5:45 pm (Summer)
May 9	Monday	Semester Ends
May 13	Friday	Graduation Rehearsal - 6 pm
May 14	Saturday	Graduation - 3 pm

Summer Semester 2011

May 17	Tuesday	Late Registration for Accepted Students
May 17	Tuesday	100% Tuition Refund Ends
May 18	Wednesday	Classes Begin
May 18 - 19	Wednesday - Thursday	Schedule Adjustment: Drop/Add
May 23	Monday	75% Tuition Refund Ends (8 week classes)
May 24	Tuesday	75% Tuition Refund Ends (10 week classes)
May 30	Monday	Memorial Day Holiday
May 31	Tuesday	Classes Resume
June 6 - 9	Monday - Thursday	Fall 2011 Scheduling for Currently Enrolled Students Begins
June 15	Wednesday	Midterm (8 week classes)
June 22	Wednesday	New Student Scheduling - 2:30 - 5:45 pm Midterm (10 weeks)
		Last Day for Students to Withdraw Without Penalty (8 Week Classes)
		Incomplete Grades From Fall Due
June 30 - July 2	Thursday - Saturday	Break for Students and Faculty
July 4	Monday	Independence Holiday
July 5	Tuesday	Classes Resume (10 week classes)
July 6	Wednesday	Follow Monday schedule
July 13	Wednesday	Last Day for Students to Withdraw Without Penalty (10 Week Classes)
July 18	Monday	8 Week Classes End
July 18 - 27	Monday - Wednesday	Payment for Fall 2011 Scheduled Courses
July 25	Monday	New Student Scheduling—2:30 - 5:45 pm
August 1	Monday	10 Week Classes End

Fall Semester 2011

August 17	Wednesday	Late Registration for Accepted Students
August 18	Thursday	Late Registration for Accepted Students
August 18	Thursday	100% Tuition Refund Ends
August 19	Friday	Classes Begin
August 19 – 23	Friday - Tuesday	Schedule Adjustment: Drop/Add
August 30	Tuesday	75% Tuition Refund Ends
September 5	Monday	Labor Day Holiday
September 6	Tuesday	Classes Resume
September 30	Friday	Incompletes from Summer Due
October 10 – 11	Monday - Tuesday	Fall Break for Students and Faculty Designated make-up days if needed
October 12	Wednesday	Classes Resume
October 12	Wednesday	Follow Monday Schedule
October 18	Tuesday	Midterm
October 24 – 28	Monday - Friday	Spring 2012 Scheduling for Currently Enrolled Students Begins
November 9	Wednesday	New Student Scheduling - 2:30 – 5:45 pm
November 11	Friday	Veteran's Day Holiday
November 16	Wednesday	Last Day for Students to Withdraw Without Penalty
November 22	Tuesday	New Student Scheduling - 2:30 – 5:45 pm
November 24-25	Thursday - Friday	Thanksgiving Holiday
November 26	Saturday	No Curriculum Classes
November 28	Monday	Classes Resume
November 28 - December 7	Monday - Wednesday	Payment for Spring 2012 Scheduled Courses
December 1	Thursday	New Student Scheduling—2:30 – 5:45 pm
December 16	Friday	Classes End

Spring Semester 2012

January 5	Thursday	Late Registration for Accepted Students 100% Tuition Refund Ends
January 6	Friday	Classes Begin
January 6 – 10	Friday - Tuesday	Schedule Adjustments: Drop/Add
January 16	Monday	MLK Holiday
January 17	Tuesday	Classes Resume
January 17	Tuesday	75% Tuition Refund Ends
February 17	Friday	Incomplete Grades Due From Fall
March 2	Friday	Mid-Term
March 5 -10	Monday - Saturday	Spring Break for Students and Faculty Designated make-up days if needed
March 12	Monday	Classes Resume
March 19 – 23	Monday - Friday	Summer 2012 Scheduling for Currently Enrolled Students Begins
March 28	Wednesday	New Student Scheduling—2:30 – 5:45 pm (Summer)

April 2 – 5	Monday - Thursday	Fall 2012 Scheduling for Currently Enrolled Students Begins
April 6	Friday	Good Friday Holiday
April 7	Saturday	No Saturday Classes
April 9	Monday	Classes Resume
		Last Day for Students to Withdraw Without Penalty
April 12	Thursday	New Student Scheduling—2:30 – 5:45 pm (Summer)
April 23 – May 2	Monday - Wednesday	Payment for Summer 2012 Scheduled Courses
April 25	Wednesday	New Student Scheduling—2:30 – 5:45 pm
May 7	Monday	Classes End
May 11	Friday	Graduation Rehearsal at 6:00 pm
May 12	Saturday	Graduation at 3:00 pm

Summer Semester 2012

May 15	Tuesday	Late Registration for Accepted Students
May 15	Tuesday	100% Tuition Refund Ends
May 16	Wednesday	Classes Begin
May 16 – 17	Wednesday - Thursday	Schedule Adjustment: Drop/Add
May 21	Monday	75% Tuition Refund Ends (8 weeks)
May 22	Tuesday	75% Tuition Refund Ends (10 weeks)
May 28	Monday	Memorial Day Holiday
May 29	Tuesday	Classes Resume
June 11 – 15	Monday - Friday	Fall 2012 Scheduling for Currently Enrolled Students Begins
June 13	Wednesday	Midterm (8 week classes)
June 20	Wednesday	New Student Scheduling - 2:30 – 5:45 pm Midterm (10 week classes)
June 27	Wednesday	Last Day for Students to Withdraw Without Penalty (8 week classes) Incomplete Grades Due From Spring
July 4	Wednesday	Independence Day Holiday
July 5 – 7	Thursday - Saturday	Break for Students and Faculty
July 9	Monday	Classes Resume
July 10	Tuesday	New Student Scheduling—2:30 – 5:45 pm
July 11	Wednesday	Last Day for Students to Withdraw Without Penalty (10 week classes)
July 16	Monday	8 Week Classes End
July 23 – August 1	Monday - Wednesday	Payment for Fall 2012 Scheduled Courses
July 25	Wednesday	New Student Scheduling - 2:30 – 5:45 pm
July 30	Monday	10 Week Classes End

**Inclement weather and/or emergency closings which interrupt the semester may be made up by using break days or adding days to the end of the semester to fulfill course requirements.