



*Changing lives through learning*

**Student Handbook  
2011-2012**

**109 Community College Road  
Ahoskie, North Carolina 27910-9522  
252-862-1200  
[www.roanokechowan.edu](http://www.roanokechowan.edu)**

### **Security - How To Contact College Security**

When internally on campus, dial ZERO (0) or from an outside line call (252) 862-1200. You should reach the College Receptionist during normal college operating hours. Inform the receptionist you need to speak to College Security and give the receptionist the extension (internal), or the phone number (external) from where you are calling. Also, tell the receptionist a brief summary of why you need security and where the incident/situation is occurring. In addition, tell the receptionist where security can find you when they respond. The receptionist will relay this information to the security officer directly **OR** try to connect you by phone to the officer.

### **Smoking**

Roanoke-Chowan Community College is a tobacco free establishment as of July 1, 2007. In the interest of providing a healthful and productive work environment for all employees and students, smoking is prohibited within any College-owned buildings and grounds. Smoking is also strictly prohibited within any College-owned and/or leased vehicles. This policy applies to all employees, students, contractors, vendors, and visitors.



### **Student Activities and the Activity Approval Form**

A program of activities that provides for a variety of meaningful educational, cultural, and social experiences is available to students. The Activity Approval Form is to be completed by student organizations in planning activities and/or all college events which need approval and involve the use of college facilities and/or services. After information regarding the event has been completed, the approval of the sponsoring organization's advisor must be obtained. This form should then be presented to the Student Activities Coordinator's Office for referral and circulation to the appropriate college officer.

### **Student Conduct Appeal**

Students who question the fairness of disciplinary action taken against them are entitled to due process by submitting a written notice of appeal. The notice of appeal must be sent to the Senior Dean of Workforce and Student Development Services within ten working days after receipt of disciplinary action. The appeal will be heard by the Student Conduct and Appeals Committee which is composed of faculty members, staff members, and students. The decision of the Committee will be forwarded to the President for review and final decision. The decision of the President shall be final. For additional information, please see the R-CCC 2011-12 College Catalog under the section "Student Code of Conduct" for more details.

### **Student Classification and Status**

Please see the R-CCC 2011-12 College Catalog for more details.

### **Student Lounge**

This lounge, located in the New Student Center, is open to all students. A television and microwave are available for student use. Loud music and other forms of disorderly noise are not permitted in the lounge.

1. All individuals wishing to use the Student Cafeteria and Lounge are required to adhere to the standard codes of conduct, etiquette, and decorum. Individuals that cause disruption in the cafeteria and lounge will be asked to leave the area. Violations include and are not limited to the use of

D. Lewd or indecent conduct, public physical action, openly vulgar or profane language, or distribution of pornographic material

E. Mental or physical abuse of any person on college premises, at college—sponsored activities, or at college-supervised functions, including verbal or physical actions that threaten or endanger the health or safety of any persons or which promote hatred or prejudice

F. Any act, comment, or behavior, which is sexually suggestive or harassing in nature and which in any way, interferes with student and/or employee performance or creates an intimidating, hostile, or offensive environment

G. Intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings, or at other college activities including public service functions, and other duly authorized activities on college premises

H. Occupation or seizure in any manner of college property, a college facility or any portion thereof, for a use inconsistent with prescribed, customary, or authorized use

I. Participating in or conducting an assembly, demonstration, or gathering in a manner that threatens or causes injury to persons or property, which interferes with free access to ingress or egress of college facilities, which is harmful, obstructive, or disruptive to the educational process or institutional functions of the College

J. Possession or use of a firearm, incendiary device, explosive or unauthorized use of any instrument designed to inflict serious bodily injury to any person. Possession of a firearm on campus is classified as a felony

K. Setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment

L. Gambling

M. The College is a tobacco-free campus.

N. Littering which includes disposing of paper, bottles, cans or any other form of litter on campus grounds or in any building.

O. Violation of College regulations regarding the operation and parking of motor vehicles

P. Forgery, alteration, or misuse of College documents, records, or instruments of identification

Q. Failure to comply with instructions of College officials who are acting in performance of their duties

R. Violation of the terms of disciplinary probation or any College regulation during the period of suspension

S. Fiscal irresponsibility such as failure to pay college-levied fines and foundation loans or the passing of worthless checks to college officials

T. Violation of a local, state, or federal criminal law on college premises