Instructor Manual

Economic and Workforce Development Division
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INTRODUCTION

Welcome to the latest edition of the Gaston College Economic and Workforce Development Instructor Manual. By utilizing the college website for instructor information, the information will be more current than is possible with a printed manual. Part time instructors are granted access to the Gaston College Intranet webpage, which provides detailed information on college policy and procedure. You will also find a link to the Economic and Workforce Development Instructors’ Web on that page. Go to www.gaston.edu, under Quick Links, select GCNET (Employees Only). Check with your program director or coordinator for your login user ID and password. Select the EWD Instructor's link from the menu on the left-hand side. Here you will also find copies of forms you may need and other information unique to Economic and Workforce Development instructors.

We plan to include sections for each instructional area and will be adding new features such as instructor and student FAQ (frequently asked questions). If you have a suggestion for an addition to the instructor website that you believe would be beneficial to you and other instructors, please let your program administrator know so we can begin developing the idea.

The information provided in this manual and on the website is not intended as a substitute for frequent contact with your program administrator and/or the Coordinator of Continuing Education Records and Registration. Please continue to contact these individuals for information or specific questions.

Finally, the entire staff of the Economic and Workforce Development division wants to take this opportunity to thank you for sharing your time and talents with our students. The best advertisement for our programs is when your students are so satisfied with the knowledge they receive in your class that they recommend the course to their family, friends, and neighbors. Keep up the good work!

INSTRUCTOR RESPONSIBILITIES

As an Economic and Workforce Development instructor, you will primarily provide direct instruction in a classroom, lab, or clinical setting. You are responsible for these activities:

- Conducting assigned classes of instruction in the best manner to achieve student learning;
- Presenting information, ideas, and skills in ways that are appropriate for a variety of learning styles and that show sensitivity to a diverse student population;
- Providing students with the approved course syllabus and then relating instruction and evaluation to that syllabus;
- Engaging students in class discussions as appropriate;
- Responding tactfully to student questions and problems;
- Explaining evaluation criteria and methods to students at the beginning of the course;
- Utilizing effectively the total class contact hours;
- Maintaining and submitting accurate records;
- Being accessible to students before or after class or by telephone or email to answer student questions or assist with course-related problems;
- Maintaining approved class schedules.
GENERAL INFORMATION

MINIMUM AGE TO ENROLL
Gaston College is chartered to serve the adult. The minimum age to enroll in any Gaston College Continuing Education class is 16. High School students and sixteen- or seventeen-year-old school drop-outs may enroll in selected programs when their application is supported by school officials, parents or guardians, and college representatives.

ORIENTATION
Prior to the first class meeting, all new EWD/Continuing Education instructors must participate in an orientation session with the Coordinator of Continuing Education Records and Registration, with the exception of new instructors in basic skills, who will receive orientation from their respective program coordinators. At this time, instructor packets and contracts will be issued. Instructors are also expected to attend program orientation sessions as scheduled as well as the annual Instructor Orientation/Update meeting.

REPEAT POLICY
Students are limited to two enrollments in the same state supported occupational course within a five-year period. The expense in offering occupational courses is greatly offset by funds budgeted by the state; consequently, the state restricts the number of times an individual may participate in a state supported course. Students may enroll more than two times, but they must pay the regular registration fee per contact hour rather than the regular course fee. (Contact the Coordinator of Continuing Education Records and Registration for exact fee.) Exception - Enrollment in Public Safety Courses for certification is not restricted by the repeat Policy.

WEBADVISOR
Gaston College students may register and pay for many courses online through WebAdvisor by using a debit/credit card. In-person registration is available with cash, debit/credit card, check, or money order; mail-in registration is also available with check or money order.

SPECIAL EXEMPTIONS
• Senior Citizens: In courses supported by state funds, North Carolina residents 65 or older do not have to pay tuition for one non-credit course per academic semester. Enter the student’s “Date of Birth” on the “Amount Paid” line of the class receipt form.
• Special Groups: Through legislative or state board action, certain public safety and other occupational groups are exempted from paying tuition in courses directly related to job skills and performance. On the “Amount Paid” line, enter the name of the exempted department or agency on the class receipt form. The Coordinator of Continuing Education Records and Registration will instruct you on this process.

STUDENT EVALUATIONS OF COURSE
All courses must be evaluated on the standard evaluation form. Blank forms will be included in the course packet or be made available at selected class sites and program offices. The questions on the evaluation form are designed to be informative and constructive. They should be completed by the last class session. The Small Business Center uses a special evaluation form for all classes. Instructions for administering evaluations are found in your course packet.
THIRD PARTY PAYMENT
Special billing situations must be handled in advance of the start of class by the program administrator.

AMERICANS WITH DISABILITIES ACT
Gaston College is committed to making “reasonable accommodation” to meet the needs of potential and currently enrolled students. Questions or concerns about reasonably accommodating students covered by the ADA should be addressed to the appropriate program administrator in advance of the start of class.

AUDIO/VISUAL INSTRUCTIONAL AIDS
All campus audio/visual equipment is maintained by Technology Services. A/V needs should be discussed prior to contract preparation. When you need equipment, please contact your program office a minimum of five days before the class start date. Please do not move equipment from other classrooms.

COLLEGE EQUIPMENT LOAN POLICY
College equipment cannot be loaned for any reason. It is college policy that faculty and staff members may not use college equipment and facilities for personal gain.

CONTINUING EDUCATION UNIT (CEU)
The Continuing Education Unit (CEU) is a nationally recognized measure of non-curricular or non-credit educational achievement. All member institutions of the Southern Association of Colleges and Schools are required to abide by standards established by SACS.

CLASSROOM MISUSE OF ELECTRONIC COMMUNICATION DEVICES
Students may not use devices in the classroom, such as telephones and other communication devices during labs and test taking situations unless otherwise instructed. (The only exception will be for on-call emergency personnel i.e., EMS, police, fire, who are required to notify their classroom instructor of their need for such devices at the beginning of the term and provide documentation verifying their occupation.)

FOOD OR BEVERAGE IN GASTON COLLEGE LABORATORIES/CLASSROOMS
No food or beverage will be allowed in any laboratory. Consumption of food or beverage in the classroom will be at the discretion of the instructor providing that the learning environment or process is not disrupted, and the instructor assumes full responsibility for clean-up.

GASTON COLLEGE IDENTIFICATION BADGES
Instructors who work evenings and weekends must wear picture ID badges. Contact your program administrator for more information as to how to obtain a Gaston College ID badge.

INTERNAL AUDIT AND CLASS VISITATION
In an effort to prevent fraud and misrepresentation by any party, Gaston College has adopted an Internal Audit and Class Visitation Plan. The plan insures that employment procedures are followed, that courses are approved, that classes are visited to verify activities, and that records accurately reflect activities. As an instructor for Gaston College, you may receive a visit from an
auditor under three (3) different situations. On rare occasions, a single class may be subject to all three (3) types of audit visits.

- The first type of audit is in conjunction with Gaston College’s required internal audit plan. This plan requires that a program administrator visit a specific percentage of on-campus and off-campus classes per semester. The program administrator will verify attendance according to your roster and determine that no problems exist with the class.

The second visit stipulated by the internal audit plan is that of the class auditor, who will visit a majority of classes on-and off-campus. The class auditor will verify that your attendance is kept up to date (even if you keep it on an electronic roster), that you have a current course syllabus, that your class is meeting as scheduled, and that there are no persons in the classroom who are not registered students.

Any violations are reported to the Vice President of Economic and Workforce Development and/or the Dean of Continuing Education, plus the program administrator. Should a class you teach be the subject of an internal audit exception, your program administrator will contact you for details and a response.

- The second type of audit is one by representatives of the North Carolina Community College System. During this audit, you will be expected to produce an up-to-date attendance record and syllabus, but you may also be the subject of a short interview. During the interview, you will be asked if you are the instructor of record for the class and if you are teaching the class as an employee of the college or an employee of another agency. You will also be asked to produce a copy of your syllabus or lesson plan and to show the auditor where you are currently teaching in that document. You will also be asked if attendance by students is mandatory for the scheduled class time.

- The third type of class visitation involves only classes being offered for certification or accreditation through an external agency. In these instances, the class will be visited by one or more representatives of an agency. These visits are typically short but may involve interviews with both students and instructors to verify that students are satisfied with the instruction they are receiving and that the college is providing the instructors with the necessary teaching tools to teach the class in accordance with certification or accreditation standards required by the agency.

The agendas for these visits vary by agency and purpose for the visit. Normally your program administrator will provide you with information in advance of a visit by an external agency.

**TOBACCO-FREE CAMPUS**

Gaston College campuses are tobacco-free campus-wide (Gaston College Policy 3-24). For off-campus classes, the smoking/tobacco policy for the host agency must be followed.
INCLEMENT WEATHER COMMUNICATION
In the event of inclement weather, the College President may deem the impact sufficient to warrant closing of the college or operating on a delayed schedule.

Gaston College closings or delays are determined separate and apart from Gaston and Lincoln County Schools. Do not assume that whatever decision is made for Gaston or Lincoln County Schools also applies to Gaston College.

CAMPUS EMERGENCY NOTIFICATION SYSTEM
To have up-to-date weather alerts sent by text to your cell phone or email, go to the Gaston College Website Home Page (www.gaston.edu), click the GC Alert button, and follow instructions for subscribing to the Campus Emergency Notification System.

Closings/delays will be posted on the Gaston College Website (www.gaston.edu); closing/delay messages can be accessed by calling the College switchboard at 704-922-6200, and will be broadcast on the following television and radio stations:

- EDAC-TV (Education Access) Gaston (Channel 21)
- WSGE FM 91.7, Gaston College
- WBTV-TV (CBS), Charlotte
- News 14-TV Carolina, Charlotte
- WBT FM 99.3, Charlotte
- WBT AM 1110, Charlotte
- WLNK FM 107.9, Charlotte

ALERTS SUBSCRIPTION
Gaston College has a mass emergency notification system called LYNX. The LYNX system has many capabilities which include the ability to quickly deliver urgent / emergency messages to e-mail and cell phone to anyone who has subscribed to the notification service. This is for notification for events such as tornado warnings, campus-wide lockdowns, and unscheduled closings due to weather or other campus situations. All faculty and staff are encouraged to subscribe.

Keep in mind that notifications through the subscription service can only be delivered to cell phones which are capable of receiving text messages and to e-mail addresses. If you would like to subscribe with more than one e-mail address, simply visit the subscription page again. Go to: http://alerts.gaston.edu/cgi/subscribe.plx to subscribe. If you encounter a problem subscribing to the service, please e-mail waddell.susan@gaston.edu or call the Campus Police Office at 704.922.6272.

INSTRUCTIONAL SUPPLIES
Supplies are items consumed by you in the process of teaching. Tools and other items with a short life expectancy may also be included. The need for and method of securing supplies or other items should be discussed with the program administrator prior to contract preparation. Purchases made locally may take only a few days, but ones from vendors outside the area may take several weeks. All purchases must be approved by the program administrator. The college is not liable for unauthorized purchases.
PAYROLL
The payroll process cannot begin until all course documents and other materials due to be returned have been received. Payroll preparation begins in program offices on the second day of each month for services completed during the previous month. Documents are then forwarded for further processing. Payday is the last working day of every month. For part-time instructors, gross pay is adjusted by withholding social security, federal, and state taxes. Paychecks are mailed to you on the day before payday. Call your program office if you have any questions about your paycheck.

DIRECT DEPOSIT
All full-time and part-time employees (with the exception of student employees) are eligible for Direct Deposit of payroll checks. All eligible employees are encouraged to take advantage of this convenience. The Direct Deposit Authorization form is posted on the Gaston College Intranet under Forms (not the EWD Instructor’s Intranet page since this form is used by all Gaston College employees). Some guidelines concerning the direct deposit process are found directly on the bottom portion of the Direct Deposit Application Form.

Employees who utilize Direct Deposit will not receive a printed pay advice; an online pay advice will replace your printed pay advice and is available on WebAdvisor for you to view at your convenience. Instructions for logging into WebAdvisor to view your pay advice can be found on the Gaston College EWD Instructor Intranet page.

PRINTING
The college printing department has the capability to design, reproduce, and bind printed material. Course handouts, examinations, and other materials not protected by copyright may be reproduced. Printing requests must be given to your program office at least three (3) working days prior to the date needed. If you have a particularly complex or lengthy printing need, contact your program office.

REPAIR AND MAINTENANCE NEEDS
The college intends to maintain a clean, healthy, and positive environment for students. If you become aware of any situation that needs housekeeping, maintenance, or repair, please notify your program office as soon as possible. If the situation is hazardous or needs immediate attention, contact the Campus Police 704.922.6480 or switchboard. If your class is at an industrial site, contact the company representative.

SAFETY
It is your responsibility to maintain a safe and secure environment. If you need assistance in ensuring safety, contact your program office or Campus Police 704.922.6480 immediately. In adhering to Occupational Safety and Health Administration rules, instructors have full authority to require students to wear necessary safety equipment. If you observe any hazardous situation or condition, please seek assistance from your program office, the Campus Police, or Plant Operations. If your class is off-campus, please contact the company Safety/Security Officer.

Please add the following statement to your course syllabus and make the following announcement at your first class session:
"As a part of our ongoing efforts to provide a safe, comfortable learning environment for our students and staff, we want you to know the following: Gaston College is very concerned about protecting our students, employees, and visitors at all campuses. You can help the college to protect everyone by reporting any threats that you receive (or hear about) to your instructor, to security, or to another college official. The college always takes steps to protect anyone who has reason to believe that he/she is in danger. Also, remember to keep your belongings in secure places and report any suspicious activities to college officials. Together, we can help our campus to be a safer place."

**ONLINE APPLICATION SYSTEM (NOVUSHR)**
Effective March 1, 2012 Gaston College will begin using NovusHR, which is electronic applicant tracking and recruitment automation designed to automate the entire hiring process. You can access the website at [http://gastonpublic.novusreview.com](http://gastonpublic.novusreview.com).

**TRANSCRIPTS AND PRIVACY ACT**
The college maintains an electronic transcript for all students. The record includes all courses attempted, course dates, grades, and CEUs earned. Student transcripts are protected by the Family Rights & Privacy Act (FERPA). The Coordinator of Continuing Education Records and Registration issues transcript copies upon written request for all continuing education courses except GED and Adult High School. GED graduates may obtain a copy of their transcripts by completing and submitting to the North Carolina Community College System the form located at [http://www.nccommunitycolleges.edu/Basic_Skills/DocumentsLoad/2011GEDRequestForm10-5-11.pdf](http://www.nccommunitycolleges.edu/Basic_Skills/DocumentsLoad/2011GEDRequestForm10-5-11.pdf).

Adult High School graduates may obtain a copy of their transcript from the Adult High School program at the Dallas Campus.

FERPA also limits the student information an employee or a college office can release to the public or discuss with anyone except the student without the student's written permission. **You may acknowledge a student’s enrollment as a Gaston College continuing education student, but you may not release or post any information regarding progress, grades, attendance, or schedule.**
CLASS MATTERS

BEFORE THE CLASS BEGINS

COURSE CONTRACT
The single most important document used in the division is the course contract. The contract is used as an instrument of information and as an instrument of agreement between the instructor and the college as to the terms and conditions of employment. The form also serves to organize and control information used to create roster, certificate, enrollment, and payroll information. **Any contract changes must be approved in advance by the program administrator. Course contracts are for actual instructional hours and must be signed by the instructor.**

COURSE OUTLINES
Before a course may be offered, an outline must be on file in the program office. A current outline should be on hand in the classroom for review by the auditor if requested. You may be asked to develop a new outline or adopt and/or modify an existing one. The outline serves to define the purpose of the course and give specific information about its content. It includes information about course objectives and/or competencies to be met, textbooks and other resources, and the method of student evaluation. Most courses will use the same basic outline form. **Course objectives, instructional methods and practices, grading, and attendance standards must be announced at the first class meeting. A copy of the course outline template is available on the Gaston College IntraNet.** (See Introduction for access instructions.)

CONTINUING EDUCATION DUAL ENROLLMENT FORM FOR HIGH SCHOOL STUDENTS
A new process was implemented for the Continuing Education blanket dual enrollment agreements from both Gaston County and Lincoln County Schools for 16 and 17 year old high school students effective August 2012. This means that a dual enrollment forms will not have to be secured, signed, and filed for each student in those two school systems. Gaston Christian, Gaston Day School, and the Charter Schools are not participating in this process and each student must provide a Dual Enrollment form.

This agreement also does not cover students in other public school systems, even if they have a blanket dual enrollment agreement with their home community college. As a result, the dual enrollment form is available for use in these circumstances. The Continuing Education Dual Enrollment form can be found using GCNET Employees Only) from the Gaston College Home Page Quick Links. Check with your program director or coordinator for your login user ID and password.

USE OF WHITE-OUT ON OFFICIAL COLLEGE DOCUMENTS
Do **not** use white-out on any official college document relevant to reporting hours for budget/FTE for audit purposes. For example:

- Changing the number of hours or students reported for budget/FTE.
- Changing the dates, times and hours scheduled for courses reported for budget/FTE.
- Dropping a student from a class or adding a student to a class with hours reported for budget/FTE.
When making any changes on rosters, class receipts, registration forms, etc. do not use white-out. Simply line through the error, enter the correct data and add your initials and date. This process of correction will still provide transparency as to what change was made.

**AT THE FIRST CLASS SESSION**

**COLLECTING AND RECORDING THE FEES**

Students are able to register and pay class tuition and fees online, by mail, walk-in, or, in some cases, at the first class meeting. Students are not able to pre-register and pre-pay for a class any earlier than 60 days before the first class meeting. Some classes will have all students pre-registered and prepaid. Other classes will have all students register and pay at the first class meeting. Still other classes may have a combination of these two methods, and in those cases the instructor will have two (2) separate class receipt forms.

<table>
<thead>
<tr>
<th>Class Receipt Form (1)</th>
<th>Class Receipt Form (2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lists students’ names with a signature line which contains the names of those students who have pre-registered and prepaid.</td>
<td>Is provided for those students (walk-ins) who have not registered and paid in advance.</td>
</tr>
<tr>
<td>These students only need to sign the Class Receipt Form (1); <strong>no further registration is necessary.</strong> However, the names should be entered on the attendance roster that is kept throughout the span of the class.</td>
<td>May list the names of those students who have pre-registered but have not paid, yet are expected in the class. There is also room to add other students (walk-ins) as needed who have not pre-registered and prepaid.</td>
</tr>
</tbody>
</table>

**The signed prepaid Class Receipt Form (1) must be returned to the Registration Office following the first class meeting.**

**The signed Class Receipt Form (2) must be returned to the Registration Office following the first class meeting along with all fees collected.**

- Instructors are to collect all class fees as indicated on the Class Receipt Form (2).
- If not already listed, a student should enter his/her name and college ID number on the form.
- Fees paid are entered in the “Amount Paid” column.
- Checks should be made payable to Gaston College.
- Credit card payments may only be accepted online or during in-person registration after the student has pre-registered. (Credit Card payments may not be accepted by an instructor.)

- Class Receipt Form (2) must be totaled, signed, and dated; and the form, along with any fees collected, third party billing requests, etc., must be returned to the Registration Office within 24 hours of receipt of the funds.

**REGISTRATION FORM**

- **Every student must complete an EWD/Continuing Education Registration Form.** No one under the age of 16 may enroll. A short form may be used if the student has taken a college continuing education class within the past five years. All new students or those who have not taken a course in more than five years **must complete a long registration form.**
For many public safety and some community education courses, other than Life Skills courses, students may complete the entire enrollment process in the classroom, usually during the first class session.

In many instances, students will have reserved their space in a course by mailing their tuition and/or registration fees to a program office.

**The completed registration form must be signed and dated.** If a student is unable to sign his or her name, the instructor must sign and initial the signature. The date should be the student’s first date of attendance as shown on the class roster.

Students who enroll after the first class should be listed on the roster in the order they enrolled and should complete a registration form if they have not already done so. Their registration forms, along with their fees and Class Receipt Form, should be returned to the Continuing Education Registration Office within one (1) business day.

**Do not enroll any student already enrolled in another course with a schedule that overlaps with your course** (exception Fire/Rescue classes for certification).

Students exempted from paying tuition fees must list the exempting agency on the last line of the registration form. The student must indicate with which department he or she is associated (e.g., Gastonia Fire Department, Dallas Police Department, or Gaston EMS) and the job title or position with that agency. The Public Safety Agency Position/Title Form can be found on the EWD Intranet under Forms.

Instructors may be given the authority to cancel a course by the program administrator if there is insufficient enrollment. Students who have reserved space and paid fees will have those fees refunded automatically. (Refunds may take from 4 to 6 weeks for processing.) If anyone wishes to transfer his or her fees to another course, that person should contact the program office. If you cancel a course, post a Course Change notice on the classroom door, notify your program office as soon as possible, and contact the class auditor at 980.522.1131.

**CLASS ROSTER AND ATTENDANCE FORM**

List the first group of students alphabetically and enter the “Date Enrolled.” This date must be the student’s first date of class attendance. With the exception of some courses in the Life Skills department, a student must enroll during the first 10% of a course. Add the names and enrollment dates for late enrollees. The class roster must be taken to each class meeting and attendance must be taken daily and recorded for each class. The up-to-date roster/attendance sheet and class outline should be readily available at each class meeting for review by the class auditor.

Actual attendance must be maintained and a student must be in attendance for 50 minutes to be reported for one scheduled hour. This provision allows breaks of 10 minutes per hour if desired or other sequences of breaks, but the college must deliver a minimum of 50 minutes of instruction for each scheduled hour. **Breaks may not be accumulated at the end of the class period.** If the class schedule includes a lunch or dinner break, the lunch/dinner break time must be noted on the roster under the class information at the top of the form.

Pay close attention to your class instructions. The class may be set up with contact hours or membership hours. The following examples provide the correct process to complete the class roster.
CONTACT HOURS ROSTER EXAMPLE:

<table>
<thead>
<tr>
<th>NAME</th>
<th>6/12</th>
<th>6/16</th>
<th>6/18</th>
<th>FIN.</th>
<th>ME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bradley, Douglas</td>
<td>E/3</td>
<td>3</td>
<td>3</td>
<td>P</td>
<td>9</td>
</tr>
<tr>
<td>Cash, Cynthia</td>
<td>E/3</td>
<td>3</td>
<td></td>
<td>P</td>
<td>6</td>
</tr>
<tr>
<td>Metcalfe, Diane</td>
<td>E/3</td>
<td></td>
<td></td>
<td>P</td>
<td>3</td>
</tr>
</tbody>
</table>

Attendance Codes:
- E: Enrolled
- A: Absent
- W: Withdrawn

I hereby certify that this is a true and accurate report of this class.

INSTRUCTOR’S SIGNATURE: ___________________________  DATE: ________________

Sample Contact Hrs.
MEMBERSHIP HOURS ROSTER EXAMPLE:

<table>
<thead>
<tr>
<th>NAME</th>
<th>FIN. GR.</th>
<th>ME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bradley, Douglas</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Cash, Cynthia</td>
<td>E A</td>
<td></td>
</tr>
<tr>
<td>Metcalfe, Diane</td>
<td>E A</td>
<td>P</td>
</tr>
</tbody>
</table>

INSTRUCTOR:
Alphabetical order. Last name then first name.

**E** for 1st day of Class
Leave Blank if in attendance

Final Grade: P

DATE SHOULD BE LAST DAY OF CLASS

I HEREBY CERTIFY THAT THIS IS A TRUE AND ACCURATE REPORT OF THIS CLASS.

INSTRUCTOR’S SIGNATURE:

TOTAL HRS: 48

Revised 05-21-13
The class roster must be **signed and dated by the instructor** to verify that course information is “true and accurate” and under no circumstances should anyone other than the instructor of record sign the roster. After the class has ended and the roster is signed, submit the roster to the Coordinator of CE Registration (or Program Coordinator in BSP.)

**WEB ATTENDANCE**

Instructors recording web attendance should follow their director's/coordinator's instructions.

**CLASS SIZE**

Minimum and maximum class sizes are determined by the program office, taking into consideration a variety of factors including but not limited to collection of adequate fees and classroom size. If the minimum number printed on your contract is not reached or you have more than the maximum number of students present, contact the program administrator immediately before proceeding with the first class session.

**BLACKBOARD COURSE TEMPLATE**

The Distance Education Staff has created an Online Template shell to be used with all Blackboard courses. Faculty/instructors will need to request a “master” course for each course taught. The “master” course will be used to create an active course(s) for the semester. Because Blackboard Service Pack updates occur every few months instead of every few years, content created in past versions are no longer stable. This happens when course content is copied from semester, to semester, to semester.

The Online Template contains generic information and placeholders which have been included so faculty can spend time building the course content and assure all required items are available to students. The template includes all resources that students should have access to in any online class.

Click on the following link, http://www.screencast.com/t/EQKdzBYV3, to watch a 10-minute video on the Online Template.

For questions about Blackboard or Distance Education, please contact Kimberly C. Gelsinger, Director of Distance Education, 704.922.6515.

**BLACKBOARD CLASSES (Online, Hybrid, or Web-assisted classes)**

If you teach a class that is held through Blackboard as an online, hybrid, or web-assisted class, you must download the course statistics after the class is completed. When submitting final grades for that class, the instructor should submit the course statistics, preferably electronically, to the Director of Student Registration and Records for curriculum classes or to the Coordinator of Continuing Education Registration and Records for Continuing Education classes. The course statistics are only available **for 180 days after the first student registers.**
Blackboard can reach its capacity, and the classes are purged when necessary. For recurring Blackboard courses, make a “shell” class of the class that you teach. Once the Blackboard class is completed, it can be removed.

Curriculum course records, including Blackboard statistics, grades, etc. should be maintained on file by the instructor for a period of five years. For adjunct instructors that are not comfortable storing this information, storage room will be provided in the departmental offices for such records.

CONTINUING EDUCATION ONLINE OFFERING

• All online public safety CE classes are run as membership hour classes.
• All classes are 13 days long with all classes beginning on a Monday at 12:01 a.m. and ending at 11:59 p.m. on the following Saturday.
• All students must complete an entry assignment by the census date.
• The entry assignment must be completed by 11:59 p.m. the first Saturday. (5/25 if using the example above)
• In the ASCI screen of Datatel, this assignment and due date are noted. (“Students will complete the entry assignment by 11:59 p.m. on 5/25/13”)
• The census date is changed in Datatel to reflect the assignment due date.
• The Monday after the assignment is due, the director/coordinator/instructor should log into Blackboard and pull the statistics of the class to date to determine when each student completed the entry assignment.
• All students who have completed the entry assignment by the due date/time (as per Blackboard) are entered with an “E” on the roster.
• After the class ends, the statistics are again pulled from Blackboard and given to the Coordinator of Continuing Education Registration and Records along with the other class paperwork to be kept in the class folder.
HOW TO DOWNLOAD STATS FROM BLACKBOARD

How To Run Course Statistics

1. In Control Panel select Evaluation.
2. Select Course Reports
3. Select the down arrow next to Overall Summary of User Activity.
4. Select Run.
5. IMPORTANT: Change the Select a Start Date to the first day of the current semester.
6. Click Submit. (*NOTE: Depending on the number of students, content in the course, and number of student hits, this process may take up to the 5 minutes!)
7. Select Download Report.
8. A PDF report will open. Scroll through the report to make sure that you have statistics. (Most reports will be 8-20+ pages depending on the above *NOTE).
9. Save the report in a format to identify your course; course ID, section, semester and YOUR first and last name.
   (ie: OST 135-L62-Spring 2013 – Karen Duncan)
10. Email a copy of this report to Anthony Pruitt, Alisa Roy, Nancy Hopper, Carol Faust, and Dr. Karen Less.
2. Report Specifications

All report types will open in a new browser window upon Submit.

Select Format: PDF

Charts will not display in Excel format. Run reports in HTML or PDF format if charts are required.

Select a Start Date: 01/01/2013

Change the start date to the first day of the current semester then click the Submit button.

Select an End Date: 05/20/2013

Select Users:
- Brown, Tanya (brown1)
- Caesar, Chris (caesar)
- Cho, Cathy (cho)
- Cooper, Ashley (acooper)
- Dulan, Ritter (gbrandon)

Successful Run: Overall Summary of User Activity

Download Report

Save the file containing the report data to a local system.

Run a new Report
Run the report again using different report criteria.

Overall Summary of User Activity

A PDF report will display. Scroll through this report to verify that you have statistics for your students. Reports are usually 8 or more pages. This one is 17 pages:

Access / Application
- Announcements
- Email
- Tools Area
- Discussion Board
- Grade Center
- MyGrades

Usage Details:
- Access: 17
- Usage: 76%

Activities:
- Announcements
- Email
- Tools Area
- Discussion Board
- Grade Center
- MyGrades

How to Run Course Statistics

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Revised 05-21-13
REMEMBER TO EMAIL THIS FILE TO THE FOLLOWING PEOPLE!

Anthony Pruitt – pruitt.anthony@gaston.edu

Alisa Roy – roy.alisa@gaston.edu

Nancy Hopper - hopper.nancy@gaston.edu

Carol Faust - faust.carol@gaston.edu

Dr. Karen Less - less.karen@gaston.edu
DURING THE CLASS

CLASS SCHEDULE
Classes should begin and end on time and the break policy should be adhered to. Inclement weather or other uncontrollable factors may force college closings or schedule changes. Gaston College policy requires that classes missed due to inclement weather, natural disasters, and other emergencies, under some circumstances must be rescheduled. The college is aware that illness, accident, or other personal circumstances may require you to adjust your schedule. If you need to adjust your schedule, contact your program office as soon as possible. Post or have someone post a Course Change notice and contact the class auditor at 980.522.1131.

FIELD TRIPS
Field trips are an effective method of teaching and are encouraged. Field trips should be included in your course outline. Field trips must be pre-approved by your program administrator. If you anticipate adding a field trip to your course, notify your program office prior to the trip. Post a Course Change notice on the door if your field trip is during regular scheduled class time and contact the class auditor at 980.522.1131.

DRESS CODE
While Gaston College does not have a formal dress code, instructors are expected to wear appropriate attire for their positions as teaching professionals.

COURSE EXAMINATIONS
Students are interested in their academic performance, and you are expected to evaluate that performance. The methods of evaluation should be included in the course outline.
GRADE BOOK (FOR BLACKBOARD CLASSES)

How to Make Rows Visible in the Grade Book and Download the Grade Book

NOTE: If you have students (hidden rows) in the grade book you will need to make them visible before completing the steps to download the grade book.

How to Make Rows Visible in the Grade Book

1. In Control Panel select Grade Center.
2. Select Full Grade Center.
3. In Manage select Row Visibility
4. At the Set Rows Visibility screen click the check box beside any students who status is set to Hidden.
5. Click Show Rows
6. Verify that the students Status has changed to Shown
7. Click Submit
8. Notice the students now display in the Grade Book with a circle beside their name. This means they are unavailable in your class. All students must display in the grade book in order to download any grades associated with them.
1. Set Rows Visibility

Select the desired rows and choose to Hide them from the Grade Center View. Show rows that have been hidden by selecting them and clicking Show.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Student ID</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brown</td>
<td>Tony</td>
<td>tbrown1</td>
<td>Hidden</td>
</tr>
<tr>
<td>Casper</td>
<td>Chris</td>
<td>ccasper</td>
<td>Hidden</td>
</tr>
<tr>
<td>Cooper</td>
<td>Ashley</td>
<td>acopper</td>
<td>Shown</td>
</tr>
<tr>
<td>Durand</td>
<td>Porter</td>
<td>pdurand</td>
<td>Shown</td>
</tr>
</tbody>
</table>
Download Grade Book

1. In Control Panel select Grade Center.
2. Select Full Grade Center.
3. On the right side of the screen above the grade book, click the
down arrow to the right on Work Offline.
4. Click Download.
5. Accept all defaults (see below)
6. Click Submit.
7. At the Download Grades screen, click Download.
8. Open the Download File. NOTE: Depending on the browser you are using
   all files will download differently, this example is using Chrome.
9. At the error message screen click Yes.
10. Your grade book will open in Excel. Notice the file name at the
top of the screen. From the Excel Home ribbon select File, Save As.
11. Save your file in a similar format as your Course Statistics.
   (ie: Course ID, Section, Semester, Your first and last name Grade Book)
12. Make sure you change the Save As type to Excel Workbook.
13. At the Compatibility error screen click Yes.
14. Email this file to Dr. Karen Less and Carol Faust with your Course
    Statistics. The Registrar’s office does not need this file since you have
    entered your grades in WebAdvisor.

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How to Make Rows Visible in the Grade Book and Download the Grade Book

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Revised 05-21-13
Download Grades

The data has been saved to a file. To download the file and work offline click Download to Open the file.

DOWNLOAD

Click to Open the downloaded file

Microsoft Excel

The file you are trying to open, gc_BBT-PracticeCourse-Duncan-2013_fullgc_2013-05-61-10-53-35.xls, is in a different format than specified by the file extension. Verify that the file is not corrupt and from a trusted source before opening the file. Do you want to open the file now?

Yes  No  Help

How to Make Rows Visible in the Grade Book and Download the Grade Book
Email this file to Dr. Karen Less
less.karen@gaston.edu and to Carol Faust
faust.carol@gaston.edu with your Course Statistics.
The Registrar’s office does not need this file since
you have entered your grades in WebAdvisor.
AFTER THE CLASS HAS ENDED

GRADING
If a student meets the course objectives and attendance requirements, he or she gets a “P” and earns continuing education units (CEUs). If requirements are not met, the student gets an “N.” For learning labs that continue, “N” indicates that the student has not completed the class but is continuing. Grades recorded on the roster will be entered onto the student’s transcript. Once a grade has been entered, it may only be changed as a result of your written request, or, if you cannot be contacted, by the program administrator.

Please complete your attendance before submitting it at the conclusion of the class by using the following codes:

- E - Date student enrolls
- A - Date student is absent
- W - Date student dropped/withdrew

Contact hour classes should also have attendance calculated by hour, rounding to the nearest quarter hour.

For all courses except fire training, one of the following final grades should be recorded for each student at the end of the class:

- P - Satisfactory completion
- N - Student did not meet attendance or content requirements or student dropped or withdrew from class.

Fire training courses use the following grading system:

- S - Satisfactory completion
- U - Unsatisfactory completion
- W - Student initiated withdrawal
- D - College initiated withdrawal
- AU - Audit: student not seeking certification credit from NC Fire Rescue Commission. An “AU” student cannot later apply for credit.

SUBMISSION OF COURSE MATERIALS
The class roster must be signed and dated by the instructor to verify that course information is “true and accurate” and under no circumstances should anyone other than the instructor of record sign the roster. After the class has ended and the roster is signed, submit the roster to the Coordinator of CE Registration (or Program Coordinator in BSP.)

Within three working days following the end of a course, return all class documents and surplus forms to the Coordinator of Continuing Education Records and Registration or appropriate program office. A drop box is located outside of the Dalpiaz Building at the rear of the building for your convenience. If you have questions regarding this policy, call 704.922.6252, 704.922.6496, or 704.922.6254.
COLLEGE POLICIES AND PROCEDURES

A brief synopsis of various policies is included below. Gaston College’s Policy and Procedure Manual is available on the College’s Intranet.

EMPLOYEE STANDARDS OF CONDUCT 3-2
Each employee of the College is expected to perform the duties of his/her position in a competent and professional manner. The failure of any employee to comply with one or more of the provisions of this policy which apply to him/her shall constitute grounds for termination of employment.

CRIMINAL BACKGROUND CHECKS FOR NEW EMPLOYEES 3-3 (G)
1. Criminal background checks will be conducted for all new permanent and temporary full-time and part-time employees.
2. Statewide criminal background checks will be conducted for all new employees who have lived only in North Carolina during the past 10 years. Nationwide criminal background checks will be conducted for persons who have lived outside the state of North Carolina anytime during the past 10 years or longer.
3. Should an employee leave the college and seek re-employment after being separated from the college for a period of one year or more, a new criminal background check will be conducted upon rehire.

VIOLATIONS OF EMPLOYEE STANDARDS OF CONDUCT 3-20
Employees of Gaston College are subject to College policies, procedures, regulations, and obligations which accrue to them by virtue of their employment. Employees are expected to exercise responsible judgment, to behave with courtesy and integrity, and to maintain professional standards. Employment at the College is contingent upon maintaining appropriate standards. Failure to maintain standards may lead to personnel action including discipline, conditional employment, or termination of employment.

DRUG-FREE WORKPLACE 3-23
The Board of Trustees of Gaston College directs that the College comply with the requirements of the Drug-Free Work Place Act, a federal law which became effective March 18, 1989. This policy shall be effective for any drug violation which occurs on the Gaston College campus or at any off-campus site officially designated as a unit of Gaston College.

TOBACCO-FREE CAMPUS 3-24 (EFFECTIVE 1/2/12)
A. Gaston College is committed to providing a healthy, comfortable, and productive environment for its students, employees, and visitors.
B. Effective January 1, 2012, smoking and use of other tobacco products is prohibited by students, staff, faculty, or visitors:
   1. In all campus buildings, facilities, or property owned, leased or operated by Gaston College, including outside areas, college owned vehicles at all times, and other vehicles while on college property.
   2. At lectures, conferences, meetings, and social/cultural events held on college property or campus grounds.
C. The success of this tobacco-free policy depends on the thoughtfulness, consideration, and cooperation of tobacco users and non-tobacco users. All students, employees, and visitors are responsible for adhering to this policy.

D. Violations of this policy will be treated in accordance with college disciplinary procedures for employees and students. For visitors, enforcement of this policy is the responsibility of the person(s) coordinating the visit or the person(s) responsible for the facility or area in use at the time.

**SEXUAL HARASSMENT 3-25**

A. Sexual harassment of employees or students by a Gaston College employee is illegal and in violation of the College's policy and the institution's employment standards.

B. Sexual harassment may be defined as making unwanted or unwelcome requests for sexual favors, or other unwanted or unwelcome verbal or physical conduct of a sexual nature. This type of behavior can also be illegal when it creates an intimidating, hostile, or offensive work/instructional environment.

C. Some examples of sexual harassment in person or via social media or electronic communication:

1. Verbal: sexual innuendo
   a. suggestive comments
   b. insults
   c. humor and jokes about sex or gender-specific traits
   d. sexual propositions
   e. threats

2. Non-verbal:
   a. suggestive or insulting sounds
   b. leering
   c. whistling
   d. obscene gestures

3. Physical:
   a. touching
   b. pinching
   c. brushing the body
   d. fondling the body
   e. coerced sexual intercourse
   f. assault

D. Any employee who believes he or she has been the subject of sexual harassment should report the incident immediately to his/her immediate supervisor or the Director of Human Resources if the immediate supervisor was involved in the incident. An investigation of all complaints will be performed.

E. Any employee who has been found to have sexually harassed by another employee or student will be subject to appropriate personnel actions as described in Policy 3-20, Violations of Employee Standards of Conduct.
F. Proven sexual harassment may result in legal liabilities to the individual and the College. The offending individual may be held personally liable and open to civil or criminal prosecution. The College recognizes that false accusations of sexual harassment can have serious effects on innocent individuals. All employees of the College must act responsibly to establish a work and instructional environment free of sexual harassment.

POLITICAL ACTIVITIES OF EMPLOYEES 3-27
A. College employees must inform the President in writing prior to running for public office. The President will inform the Board of an employee’s intentions to run for public office. This notification will include a statement certifying that the employee will not campaign or otherwise engage in political activities during regular working hours or involve the College in political activities.
B. Any employee who is elected to a part-time public office shall provide written certification to the President that his/her office will not interfere with the carrying out of the duties of his/her position with the College and that he/she will not request leave for duties associated with the public office.
C. Any employee who is elected or appointed to a full-time public office or the General Assembly will be required to take a leave of absence without pay upon assuming that office.
D. Any employee who becomes a candidate for public office is prohibited from soliciting support during regular work hours. The employee who becomes a candidate for public office is also prohibited from soliciting support on the property of the College.
E. Employees and students of the College are encouraged to exercise the rights of citizens in a free society such as by being involved in public debate and governmental process. The use of College equipment, supplies, stationery, postage and similar items for participation in such public discussion is expressly prohibited.

UNATTENDED CHILDREN 3-28
A. Students and employees are strongly discouraged from bringing minor children with them to campus. The College does not assume responsibility for unattended minor children wandering about campus. Should a student have to bring a child to campus, the student is to exercise stringent personal control of the child at all times. Minor children should never be unattended and are not permitted to be in a classroom while a class is in progress. No one is authorized to be in a classroom while a class is in progress except those adults registered for the course, the instructor, institutional representatives, and any other individuals with the permission of the instructor (guest lecturers, etc.).
B. Deans, vice presidents, and faculty members are responsible for the implementation of this policy in their areas.
C. If unattended minor children are observed on campus, the faculty and/or staff member observing the child is to obtain the child’s name and locate and inform the parent(s) of the situation. If the parent(s) cannot be located, the faculty or staff member should seek the assistance of Student Services. If minor children are brought into the classroom, the faculty member should diplomatically inform the parent about the procedures and ask the parent to remove the child and not bring the child back to class.
**ALCOHOLIC BEVERAGES 3-32**
The possession and use of alcoholic beverages on the Gaston College campus is permitted under such conditions as the Board and/or the President may determine. Possession and consumption of alcoholic beverages must be consistent with local, state, and federal laws and other college rules and regulations as promulgated by the President or his/her designee. Any guidelines set forth by the President must specify the time, place, and method of making alcohol available. Use of alcoholic beverages is limited to specific events and special occasions as delineated above. Students are not permitted to use alcoholic beverages either on college property or at college functions.

**FI REARMS 3-33**
Gaston College adheres to and enforces North Carolina General Statute 14-269.2, which prohibits weapons from being possessed or carried, whether openly or concealed, on college property. This statute and Gaston College policy does provide for weapons to be possessed on college property by law enforcement personnel discharging their duties and in a college sanctioned program such as Basic Law Enforcement Training.

**STUDENT BEHAVIOR STANDARDS 4-16**

A. Purpose
To publish Gaston College policies, student behavior standards, sanctions, (warning, discipline penalties, dismissal), and related procedures.

B. Responsibility
1. The student is responsible for abiding by the behavior standards outlined and published by the College. (Gaston College Student Handbook at: http://www.gaston.edu/gaston/images/stdhandbook.pdf)
2. Each faculty member is responsible for pointing out observed violations to students warning them of the consequences of continued violation.
3. Counselors and/or Administrators are responsible for counseling students who may be referred to them in connection with conduct problems.
4. Faculty, staff, and counselors are responsible for reporting to the Assistant Vice President for Student Services observed violations of rules and regulations which do not cease upon request or which are serious enough to be disruptive or detrimental to the reputation of the College.
5. The Assistant Vice President for Student Services is responsible for investigating complaints or other indications that a student has violated behavior standards.
6. The Assistant Vice President for Student Services is responsible for enforcing student discipline as stated in the Student Code of Conduct.

C. Procedures
1. Behavior Standards
   The College may discipline a student whose conduct is in violation of the Student Code of Conduct which is found in the Student Handbook.
2. Temporary Removal
a. If an instructor or administrative officer determines that a student's conduct poses a continuing threat to the health or well-being of any member of the academic community or the activities of the college, the instructor or administrative officer may temporarily remove a student from a course. An administrative officer may remove
a student from a campus. The temporary removal is in effect until the Assistant Vice President for Student Services, or designee, investigates the student’s conduct. Prior to temporary removal, the student shall be given the opportunity to explain his or her conduct.

b. The instructor or administrative officer invoking such temporary removal shall file a charge in accordance with the procedures outlined in the Student Handbook within one working day following the incident. The Assistant Vice President for Student Services shall resolve the matter in a timely fashion utilizing the steps outlined in the aforementioned referenced Handbook.

3. Violations and Sanctions
   a. Violation of student behavior standards, or college policies, or of North Carolina and federal laws while on or off campus when participating in activities sponsored by the College, subjects violators to appropriate sanctions. Complaints or other indications that a student has violated behavior standards will be investigated by the Assistant Vice President for Student Services to determine whether the charges are significant or whether they may be dropped or informally resolved. Any sanctions in the Student Code of Conduct may be imposed.
   b. Prior to the Assistant Vice President for Student Services imposition of discipline, a detailed report must be documented for the record including the specific misconduct, the facts in the case, the supporting reasons for the decision and a statement of the discipline to be imposed.

4. Procedure for Appeal of Chief Student Services Officer Discipline
   a. A student, who disagrees and does not wish to accept the judgment and discipline of the Assistant Vice President for Student Services, may appeal. A written appeal must be submitted to the chairperson of the Gaston College Judiciary within three working days of receipt of the Assistant Vice President for Student Services decision. The request for a hearing must also include the names of those persons in the Gaston College Judiciary pool to whom the student objects and the reasons why the student objects to those persons reviewing the charges.

If a student behaves disruptively in class after the instructor has explained the unacceptability of such conduct, the instructor may tell the student to leave the class and then must notify the program office as soon as possible.

All code of conduct violations must be reported to the Assistant Vice President of Student Services through your supervisor.
GASTON COLLEGE MISSION
Gaston College is an open-door public community college, located in Gaston and Lincoln counties, that promotes student success and lifelong learning through high caliber, affordable, and comprehensive educational programs and services responding to economic and workforce development needs.

ACCREDITATION
Gaston College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Gaston College.

NOTICE OF NON-DISCRIMINATION
Gaston College is committed to affirmative action and equal opportunity in employment and educational programs and activities and does not discriminate against current or potential employees or students on the basis of race, color, religion, sex, national origin, age, or disability. Gaston College supports protections under all applicable state and federal laws including but not limited to the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008.

Inquiries or complaints concerning the college's affirmative action/equal opportunity policy should be directed to the following individuals: Human Resources Director (Employees) or Vice President for Student Services and Enrollment Management (Students), 201 Highway 321 South, Dallas, NC 28034 or call 704.922.6200.