1968

Student Handbook 1968

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STUDENT
HANDBOOK

1968
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WELCOME

The Board of Directors, the staff and I welcome you to the Vocational-Technical Division of the Area XI Community College. We are proud to have a part in making it possible for you to continue your education, and are glad that you are taking advantage of this opportunity to acquire the skills and knowledge necessary to reserve a place for you in modern industry.

A qualified staff and the most modern equipment available have been assembled to assist you in achieving your goals. Upon the successful completion of the course of study in the program of your choice, you will have the skills needed to succeed as a skilled worker or technician in the business and industrial community.

We invite you to bring your family, parents, and friends for a visit to the school to inspect the facilities and to meet the staff.

Paul J. Lowery, Sup't
CURRICULUM

The Area XI Community College offers the following programs of instruction at the Vocational-Technical Education Centers.

Auto Mechanics . . . . Seven Quarters
Data Processing . . . . Seven Quarters
Dental Assistant. . . . . Four Quarters
Diesel Mechanics . . . . Seven Quarters
Electrical Drafting. . . . Four Quarters
General Clerical. . . . . Four Quarters
Industrial Electronics . . . . Seven Quarters
Key Punch Operator . . . . Six Weeks
Marketing . . . . . . Seven Quarters
Mechanical Technology . . . Seven Quarters
Medical Assistant . . . . Four Quarters
Operating Room Technician . Four Quarters
Secretarial Science . . . . Four Quarters
Tool and Die Making . . . . Seven Quarters
Welding . . . . . . Two Quarters

NEW PROGRAMS
TO BE ADDED TO PRESENT CURRICULUM
FALL QUARTER, 1968

Accounting Procedure and
Office Practices . . . . Four Quarters
Agricultural Business
   Operations . . . . Seven Quarters
Child (Development) Care . Seven Quarters
Electronic Maintenance
   Technology . . . . Four Quarters
Interior Decorations
   Assistant . . . . Four Quarters
Medical Laboratory . . . Four Quarters
Printing . . . . . . Seven Quarters
AREA XI COMMUNITY COLLEGE

SCHOOL STAFF

ADMINISTRATIVE STAFF

Lowery, Paul J. Superintendent
Shadle, Owen J. Director, Vocational-
              Technical Education
Bengtson, Leonard Director, Student
              Personnel Services
Langerman, Philip D. Director, Adult
              Education
Bennett, Carroll Assistant Director
              Vocational-Technical
              Education
Bellizzi, Nick Assistant Director,
              Adult Education
Moravek, Ben Industrial Coordinator

Adult Education Administrators

Qualley, Lawrence Coordinator, High School
              Equivalency Program
Rolinger, Jack Coordinator, Adult
              Education Program

Counselors

Peterson, Robert General Counselor
Thomas, Robert Vocational Rehabilitation
              Counselor
SCHOOL STAFF (Cont.)

Instructors

Anderson, Robert  Electrical Drafting
Arrowood, Richard  Data Processing
Barron, Bobby      Industrial Electronics
Branigan, Denis    Industrial Electronics
Corrigan, Jerry    Industrial Electronics
Dye, James         Related Technical Subjects
Faber, Deloris     Operating Room Technician
Hart, William      Mechanical Technology
Keating, Ardelle   Home Economics
Manning, Jerry     Distributive Education
Marten, Dennis     Secretarial Science
Miller, Ralph      Welding
Modtland, Ole      Auto Mechanics
Moore, Sharon      Dental Assistant
Muehlenthaler, Shirley  Medical Assistant
Powell, Melody     Office & Related Medical
Rowe, Margaret     Medical Laboratory Assistant
Rummans, Marlowe   Diesel Mechanics
Sheets, Judith     Dental Assistant
Sherman, True      Office Occupations
Souders, Mary      Key Punch
Stewart, Bill Jr.  Tool & Die Making
Tullis, Melvin     Auto Mechanics
Whitmore, Marilyn  Operating Room Technician
Area XI Community College does not have dormitory facilities, but the Office of Student Personnel Services will assist students in finding suitable housing in the vicinity of the school.

SELECTIVE SERVICE

Students subject to the Selective Service Act are eligible for a Class II-A classification as a student in a post-high school vocational-technical program. To receive this classification, the Student Personnel Services office forwards a form to your local Selective Service Board, and you must write to your local board and request this classification. This request must be in writing. If you are subject to the Selective Service Act and not now classified into II-A, please contact the Director of Student Personnel Services.

VETERANS ENROLLMENT

Students eligible for benefits from the Veterans Administration must have the enrollment report, which they receive in the mail from the Veterans Administration, completed and certified by the Director of Student Personnel Services.
LOST AND FOUND

Items found in or around the school should be turned in to the main office. Lost items may be claimed at the main office.

CLEANLINESS AND CARE OF BUILDING

Students are requested to use the containers in the halls and classrooms for disposal of paper and trash of all kinds. Only in the snack bar is smoking allowed. Cigarette stubs are to be deposited in the containers provided.

SCHOOL POLICIES

Attendance

Business and industry place considerable importance on a student's school attendance record, since this record indicates to them the individual's probable attendance on the job. Your attendance record will become a part of your permanent record which is available to employers. Therefore, it is important that you accept the responsibility to attend class regularly.
Attendance Policies (Cont.)

In order to help students develop habits of good attendance, which are essential to successful job placement, the college has set forth the following regulations:

1. Any work on assignments missed during periods of absence must be made up on the student's own time and at the convenience of the instructor. This make-up work must be completed satisfactorily if credit is to be granted.

2. Students absent without good reason on the day of an announced examination will receive no credit for the work missed.

3. Students absent three (3) days from any one class, or 18 hours during any quarter of work, regardless of the reason, will meet with the counselor and discuss the reasons for their absences.

4. Students accumulating absences of four (4) days, or 24 hours, in any quarter will be placed on attendance probation. A letter informing them of their status will be mailed to them.
Attendance Policies (Cont.)

5. Any student absent five (5) days, or 30 hours, during a quarter, regardless of the reason, will appear before the attendance review committee and will be subject to attendance dismissal.

6. In case of major illness, the student, instructor, and counselor will have a conference. The student's attitude, previous attendance record, and ability to make up the work missed will be considered, and a decision made at this time as to the student's standing in school.

7. Tardiness without good reason shall be considered as one hour's absence. The instructor, after considering the reason, will decide if the tardiness should be reported.

8. Any absence the day before or the day after a school holiday will be counted double the actual time missed.
WITHDRAWAL PROCEDURE

Any student withdrawing from school must obtain a withdrawal form from the counselor's office, and see that it is completed and returned to that office before his record will be clear. The counselor is interested in providing assistance to all students, and he may be able to offer withdrawing students job information or help with planning further education. Any student who is thinking of withdrawing from a program should discuss it with his instructor and his counselor.

GRADE REPORTS

Grade reports are mailed at the end of each quarter. The rating scale is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
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<tbody>
<tr>
<td>A</td>
<td>93 - 100</td>
</tr>
<tr>
<td>B</td>
<td>84 - 92</td>
</tr>
<tr>
<td>C</td>
<td>75 - 83</td>
</tr>
<tr>
<td>D</td>
<td>70 - 74</td>
</tr>
<tr>
<td>F</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td></td>
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<td>W</td>
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Mid-term grade reports are issued to each student. Quarterly grade reports are mailed. Students receiving an "F" in any course at the end of a quarter are given an academic probation letter.

Students and parents should realize that it is possible for a student to fail in the last half of the quarter, or as a result of failing the final examination, regardless of midterm grades.
PROGRAM REQUIREMENTS

To fulfill the requirements and to graduate from any program, a student must make at least a passing grade of "D" on all of the courses in his or her program. The student will be dismissed at the end of the quarter if he or she fails courses constituting more than one-third of the quarter program. In case of failures in one-third or less of the quarter program, the student will be retained on probation for six weeks. During this period the student must accomplish whatever is necessary to overcome the failure with a passing grade and be removed from probation. The student not able to remain in school due to failure will be allowed to re-enter the program the following year for a probationary period of one quarter should he so desire.

A student may be asked to withdraw from the school for unsatisfactory conduct, excessive absences, or unsatisfactory progress. A review committee of the student's teacher, Director of Student Personnel Services, and Director of Vocational-Technical Education will give further consideration to the most serious cases.

CONDUCT AND DRESS

Each student is expected to maintain the highest standards of conduct at all times while in the school. Student dress should be neat, conservative and in good taste.

Appropriate dress for ladies should be street dresses, skirts and blouses, etc.
Conduct and Dress (cont.)

Men should wear appropriate street clothes. Shorts and other similar sports apparel are not considered appropriate for school dress.

PARKING

Automobiles should be parked in accordance with the marked spaces in the parking lot. Safe, moderate, and courteous operation of automobiles is expected at all times.

SAFETY

Students should exercise all safety precautions given by the instructors regarding the use of the equipment in the laboratories. Students are not to use any of this equipment except under the supervision of the instructors. The presence of firearms or other weapons considered dangerous or unlawful to possess in public is forbidden on the school grounds.

Please help us maintain the school as a safe place to work and learn, by notifying your instructor of any dangerous condition that exists or an unsafe practice being conducted.
FEE PAYMENTS

All fees are due and payable on the first day of classes for each quarter. Students will be notified of the costs for the succeeding quarter by the Director of Student Personnel Services. It is the student's responsibility to be prepared to meet the costs of his training.

SCHOOL SERVICES

Telephone

A public telephone, placed in the front entrance, is provided for your convenience. The telephones in the offices are to be used for official business only.

Snack Bar

A snack bar is provided in the Area School. All food is to be consumed in the snack bar only.
GENERAL CALENDAR 1968

Spring Quarter, 1968

February 26  Registration-Classes Begin
April 12    Registration-Classes Begin
May 15     Registration-Classes Begin

Summer Quarter, 1968

May 20     Registration-Classes Begin
May 30     Memorial Day Holiday
July 4, 5  Independence Day Holiday
August 9  End of Quarter

Fall Quarter classes will begin August 26, 1968