



**NEW RIVER COMMUNITY  
AND TECHNICAL COLLEGE**

# SCHEDULE OF CLASSES

## FALL 2012



## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

### **ANNUAL NOTIFICATION**

New River Community and Technical College is required to inform parents and students of their rights pursuant to the Family Educational Rights and Privacy Act (FERPA).

**1. RIGHT TO INSPECT:** Parents and students have the right to review and inspect substantially all of your education records maintained by New River Community and Technical College.

**2. RIGHT TO PREVENT DISCLOSURES:** Parents and students have the right to prevent disclosure of education records to parties, with certain limited exceptions. The college limits disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

**3. RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading, or otherwise in violation of your rights. This includes the right to a hearing to present evidence that the record should be changed if the college decides not to alter the education records according to your request.

**4. RIGHT TO FILE A COMPLAINT TO FERPA OFFICE:** You have the right to file a complaint with the Family Policy Compliance Office, US Department of Education, 600 Independence Ave., SW, Washington, DC 20202-4605, if you believe the college failed to comply with FERPA. The FERPA office can be contacted by phone at (202) 260-9001.

**5. RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the written institutional policy adopted by New River Community and Technical College for compliance with FERPA. A copy may be obtained in person or by mail from the Executive Vice President and Chief Academic Officer, New River Community and Technical College, 221 George Street, Suite 2, Beckley, WV 25801.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

### **NOTICE OF DESIGNATION OF DIRECTORY INFORMATION**

New River Community and Technical College has designated certain information contained in the education records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA).

The following information regarding students is considered directory information: (1) name, (2) address, (3) telephone number, (4) date and place of birth, (5) major field of study, (6) educational level and/or credits earned (7) participation in officially recognized activities and sports, (8) weight and height of members of athletic teams, (9) dates of attendance, (10) degrees and awards received, (11) the most recent previous educational agency or institution attended by the student, and (12) a photograph.

Directory information may be disclosed by this institution for any purpose in its discretion without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a parent or student or as otherwise allowed by FERPA.

Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the college at the Registrar's Office, on or before the last day of regular registration each semester. Forms for this purpose are available at that office.

In the event a refusal is not filed, this institution assumes that neither a parent of a student or eligible student objects to the release of designated directory information.

### **GRADUATION RATES**

"Graduation rates for New River Community and Technical College students have been published in West Virginia Higher Education Report Card, which can be reviewed at any of the public colleges and universities or at the main public libraries throughout the state or on the WVCTC website. Additionally, current year graduation rate updates for New River Community and Technical College are available at <http://www.wvctcs.org/publications.asp>.

# ACADEMIC CALENDAR

## FALL 2012

Wednesday/Thursday	August 15-16	Faculty Return/Faculty Institute
Friday	August 17	Faculty on Campus for Office Hours & Campus Meetings
Friday	August 17	Last Day for Payment of Fees
Monday	August 20	Classes Begin
Friday	August 24	Last Day for Late Registration, Adding Classes, and Payment of Fees
Monday	September 3	Labor Day, No Classes
Monday-Friday	October 8-12	Mid-Semester Exams
Monday	October 15	Mid-Semester Grades Due
Monday-Friday	October 29- November 9	Registration for Spring 2013 for Currently Enrolled Students
Friday	November 2	Last Day to Drop with a "W"
Friday	November 16	Applications for May or August Graduation Due
Monday-Friday	November 19-23	Fall Break – No Classes
Monday	November 26	Classes Resume
Friday	December 7	Last Day of Classes
Monday-Friday	December 10-14	Final Exams for Day and Evening Classes
Monday	December 17	Final Grades Due

You must pay tuition and fees ***NO LATER THAN 4:00 P.M., Friday, August 17, 2012.*** Students' schedules will be deleted if payment is not received on or before this date; if deleted, students must re-register for classes on a **space-available basis.**

### IMPORTANT FINANCIAL AID INFORMATION

Federal regulations require adjustment of awards and repayment of excess funds by students who do not begin attendance in courses.

***Only those students who register for Fall Semester classes and who have complete admission and financial aid files will receive financial aid,*** provided funds are received from the U.S. Department of Education and/or the lending institution. Your aid may be delayed if you drop courses between the dates of registration and fee payment. Prompt delivery of financial aid funds is not guaranteed to students who are not registered or who are new.

#### REPAYMENT OF FINANCIAL AID

If a student is a recipient of Title IV aid (PELL, SEOG Loans, etc) and totally withdraws from the institution prior to the tenth week of the enrollment period, the student will have to repay a portion of their aid according to the federal repayment formulas. For details and clarification, please contact the Financial Aid Office.

Remember, a student may withdraw from class with a grade of "W" through Friday November 2, 2012.

**Fall 2012 tuition and fees are  
not available at this time.  
Please check: [www.newriver.edu](http://www.newriver.edu) for updates.  
Fees will be posted by July 1, 2012.**

#### PAYMENT OF FEES

***All students must pay tuition and fees before attending their first class meeting.***

***Special Fees are non refundable.***

Date of Registration	Must be Paid by	Late Charges
Prior to August 17, 2012	August 17, 2012	No
August 20, 2012 thru August 24, 2012	August 24, 2012	No
After August 24, 2012	At time of Registration	Yes

#### TUITION AND FEES POLICY

All payments for tuition and fees must be made in advance or on the day of registration. Registration will not be considered complete until after payment of all obligations has been made. Checks, money orders, or approved personal checks should be made payable to New River Community and Technical College for the exact amount of the obligation. The following credit cards can be used to pay tuition and fees: MasterCard, Visa, American Express and Discover. Tuition, fees and expense schedules are published annually and are available at each campus location.

## REGISTRATION INFORMATION

**COMPLIANCE WITH MILITARY SELECTIVE SERVICE ACT:** State law provides that a male person who has attained the age of eighteen (18) years may not enroll in a state supported institution of postsecondary education unless he is in compliance with the Military Selective Service Act (50 U.S. Code, appendix 451, et. Seq. and the amendment thereto). Males between the ages of 18 and 25 must be in compliance with the Military Selective Service Act to be eligible to enroll. Also, a male person may not receive a loan, grant, scholarship or other financial assistance for postsecondary higher education funded by state revenue, including federal funds of gifts and grants accepted by this State, or receive a student loan guaranteed by the State unless he is in compliance with the Military Selective Service Act. Selective Service Act registration information should be available at all U.S. Postal Service facilities and may be available at some high schools.

**RE-ADMISSION:** Returning New River students who have not attended during the past semester must apply for re-admission. Applications are available at each campus location and can be mailed on request.

**ACADEMIC ADVISING:** All students should meet with a Faculty Advisor prior to registering. Advisors will provide information regarding specific advising requirements.

**UPDATING YOUR ADDRESS:** It is the responsibility of each student to ensure that an accurate, permanent address is on file in the Office of the Registrar. Address information may be updated in person in the Office of the Registrar or by written notification mailed to the Office of the Registrar. Addresses and phone numbers may also be updated using Web Self-Service.

**SCHEDULE CHANGES:** New River Community and Technical College reserves the right to alter this publication and to cancel a course when the enrollment is not sufficient to warrant its continuance, divide a class if enrollment is too large for efficient instruction, change the meeting time or day(s), and change instructors if necessary.

### CAMPUS LOCATION KEY

#### Beckley Campus

**A** *Annex Building, Dye Drive*

**C** *Main Building, Dye Drive*

#### Mercer Campus

**MT** *Mercer County Vocational Technical Center*

#### Greenbrier Valley Campus

**G** *Greenbrier Hall (Main Building)*

**HOUF** *Machine shop located on Houfnaggle Road, Lewisburg*

**CH** *Carnegie Hall, 105 Church Street, Lewisburg*

**GVT** *Greenbrier Valley Theatre, East Washington St., Lewisburg*

**JOP1 (2,3)** *Jefferson Office Park, South Jefferson Street, Lewisburg (old Farmer Mac grocery); enter parking lot from South Court Street behind Daily News office.*

#### Nicholas County Campus

**N** *Main Building,*

**ALHL** *Allied Health Education Center*

**LIBR** *Summersville Public Library*

#### Advance Technology Center-Ghent

**AT** *Advanced Technology*

# NEW RIVER COMMUNITY AND TECHNICAL COLLEGE

Dec 10-14, 2012

## FINAL EXAM SCHEDULE

### DAY CLASSES

MON – WED CLASSES (WITH A START TIME Between)	TIME OF EXAMINATION	DATE OF EXAMINATION
8:00 am-8:45 am	8:00 – 9:50 am	Monday, Dec 10
9:00 am-9:30 am	8:00 – 9:50 am	Wednesday, Dec 12
10:00 am-10:30 am	10:00 – 11:50 am	Monday, Dec 10
11:00 am	10:00 – 11:50 am	Monday, Dec 10
12:00 pm-12:30 pm	10:00 – 11:50 am	Wednesday, Dec 12
1:00 pm-1:30 pm	1:00 – 2:50 pm	Monday, Dec 10
2:00 pm-2:30 pm	1:00 – 2:50 pm	Wednesday, Dec 12
3:30 pm- 4:30 pm	4:00 – 5:50 pm	Monday, Dec 10
5:00 pm-5:30 pm	4:00 – 5:50 pm	Wednesday, Dec 12
<b>TUES – THUR CLASSES</b>		
(WITH A START TIME Between)		
8:00 am- 8:45 am	8:00 – 9:50 am	Tuesday, Dec 11
9:00 am- 10:00 am	8:00 – 9:50 am	Thursday, Dec 13
11:00 am-12:00 pm	10:00 – 11:50 am	Tuesday, Dec 11
12:30 pm-1:00 pm	10:00 – 11:50 am	Thursday, Dec 13
2:00 pm-2:30 pm	1:00 – 2:50 pm	Thursday, Dec 13
3:30 pm-4:00 pm	4:00 – 5:50 pm	Tuesday, Dec 11
5:00 pm-5:30 pm	4:00 – 5:50 pm	Thursday, Dec 13
<b>FRIDAY/ SATURDAY CLASSES</b>	<b>Check With Instructor for Final Exam times</b>	

### EVENING/NIGHT CLASSES

Classes meeting **ONE** time per week starting at **4:00** pm or later will be on the night of the class at the regular starting time, during the week of Final Exams

**ALL ONLINE EXAMS WILL BE HELD BEFORE 12 MIDNIGHT ON Dec 12<sup>TH</sup>-CHECK YOUR CLASS WEBSITE FOR SPECIFIC DUE DATE**

\*\*\*Students who are scheduled to take more than three (3) examinations on a single day may petition their instructor prior to examination week to reschedule an examination.

\*\*\*For exam time not listed on this schedule: see your instructor for the date and time of the final exam.

## NON-TRADITIONAL METHODS OF DELIVERING INSTRUCTION

**New River Community and Technical College encourages the use of technology. Any course offered at New River may contain an online component. Students are urged to consider this as they schedule their courses. Computer labs exist at all New River campus locations for student use.**

**ITV:** Instructional Television is a distance-learning format utilizing broadcast television (meaning that course broadcasts may be viewed live as they are broadcast or taped [at home or at the college] and viewed at a later time). Some class meetings are held at the campus where the class is scheduled. The course instructor and students discuss important ideas and concepts, review the recordings or readings, and give or take exams. Students taking these classes are expected to view the video broadcasts and attend scheduled class meetings. This distance learning format provides fewer class meetings than traditional courses but requires students to exhibit self-discipline to complete assignments between class meetings.

**ITVWE:** Instructional Television Web Enhanced combines the ITV system with a portion of the course using ANGEL. With fewer class meetings than a traditional class, this delivery format requires students to view the video broadcasts and to access the online ANGEL information.

**IVN:** Interactive Video Network is a two-way audio/video system used for teaching and learning in which students are seated in designated electronic classrooms at Ghent, Beckley, Princeton, Lewisburg, or Summersville. These courses involve scheduled class meetings at the designated classrooms. Each course meets at all scheduled sites simultaneously and attendance is required. This instructional delivery format enables students located at one site to receive instruction from (and interact with) an instructor located at one of the other sites (in real time).

**IVNWE:** Interactive Video Network Web Enhanced combines the IVN system with a portion of the course using ANGEL. This delivery format requires students to attend scheduled class meetings for the IVN portion of the course and to access ANGEL for a portion of the course.

**ANGEL:** ANGEL is an online Course Management System (CMS) used to deliver instructional materials via the Internet and is administered by New River. ANGEL has a number of features including: (1) robust communication tools such as course-based email, (2) discussion lists, (3) online assessments and grade books, and (4) online course content with assignments and a drop-box for submitting course work to the instructor. This instructional delivery format requires a significant level of student self-discipline since some courses require no in-class meetings at all. ANGEL courses may require proctored testing at a campus location or other approved testing location. Because these courses involve so much computer-based interaction, students should have average (or better) computer skills and a computer with a fast connection to the Internet is highly recommended (each of our branch campuses have computer labs).

**WEANG:** Web Enhanced ANGEL courses are a combination of traditional teaching methods involving regular class meetings with a portion of the course being delivered online using ANGEL. As a result of having a substantial portion of the course online, there may be fewer class meetings than a traditional course.

**WEBDL:** Web-based Distance Learning refers to courses that New River has brokered through external agencies. Current examples of these brokered relationships include AIB and SAIL. These courses are not taught by New River faculty and do not utilize the New River course management system (ANGEL). Instead, **students must initiate contact** with the designated point of contact, Deena Rodgers, at [drodgers@newriver.edu](mailto:drodgers@newriver.edu) or 304-647-6565. She will coordinate student contact with the brokering agency (AIB or SAIL).

## ONLINE COURSES

Online courses require as much (or sometimes even more) effort on your part as traditional in-class courses. Taking a course online means you don't have to travel to campus for class meetings, but you do need to exhibit a high degree of self-discipline to complete the course requirements on time. You must also communicate effectively with your instructor to adequately understand all the course requirements so you can be successful in the online learning environment. Some online courses may require proctored testing at a campus location or other approved testing location.

The administrative procedures and deadlines for online courses are the same as for traditional in-class courses. This applies to enrolling, paying tuition, adding/dropping, and withdrawing from online courses. A modest technology fee for online courses is added to the cost of tuition. For any questions pertaining to these issues, please contact your campus Student Services representative.

To succeed in your online course(s) you must:

1. Login to your online course using this link: <http://angel.newriver.edu>. Your username is always lowercase and is typically your last name followed by your first and middle initial (**smith\_ja**). Your password is initially your 9-digit New River ID number and you should change it when you login. If you need assistance, please contact the Help Desk (304.929.6725 or [itsupport@newriver.edu](mailto:itsupport@newriver.edu)).
2. Your New River username/password gains you access to your New River email and to ANGEL. The primary method of electronic communications at New River is your college email address. You should use your account frequently to avoid missing important information. To check your email use this link: <http://email.newriver.edu>

For any questions pertaining to technical support call 304.929.6725 or email at [itsupport@newriver.edu](mailto:itsupport@newriver.edu).