



**NEW RIVER COMMUNITY
AND TECHNICAL COLLEGE**

SCHEDULE OF CLASSES

SPRING 2018



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 Vice President for Academic Affairs, New River Community and Technical College, 221 George Street, Suite 2, Beckley, WV 25801.

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>.

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, (7) dates of attendance, (8) the most recent previous educational agency or institution attended by the student, (9) country of citizenship, (10) full/part-time status, (11) candidacy for degree, (12) degrees, scholarships, and awards received. *Released only as required by law or as a validation of positive identification when furnished by a person making an inquiry.

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.

ACADEMIC CALENDAR

Spring 2018

Tuesday	January 2	Faculty Return
Friday	January 5	Last day for payment of tuition and fees
Tuesday	January 9	Convocation
Monday	January 15	Mating Luther King. Jr. Day- College Closed
Tuesday	January 16	Classes Begin
Monday	January 22	Last Day for schedule adjustment (Add/Drop)
Monday-Friday	March 5-9	Mid Semester Exams
Monday	March 12	Mid- Semester grades due
Monday-Friday	March 12-16	Spring Break- No Classes
Monday-Friday	March 19- April 13	Registration for Summer 2018 and Fall 2018 for currently enrolled students
Monday	March 19	Graduation applications Summer 2018 due
Friday	April 13	Last day to Withdraw with a "W"
Friday	May 4	Graduation applications for Fall 2018 due
Friday	May 4	Last day of classes
Monday- Friday	May 7-11	Final exams for day and evening classes
Saturday	May 12	Commencement
Monday	May 14	Final Grades Due

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 online at www.newriver.edu.

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 10, 2017.

LOCATION KEY

Building code	Room code	Building name and location
<u>Raleigh County Campus</u>		
RALGH	R/RAH	<i>Main Building, University Drive, Beaver</i>
ATCG	T	<i>Advanced Technology Center, Odd Road, Ghent</i>
<u>Mercer County Campus</u>		
MERCER	M	<i>Mercer County Campus, Mercer Street, Princeton</i>
<u>Greenbrier Valley Campus</u>		
LEWISB	G	<i>Greenbrier Hall (Main Building), 101 Church Street</i>
HOUF	H	<i>Welding/Machine shop located on Houfnaggle Road</i>
LEWISB	GVT	<i>Greenbrier Valley Theatre, East Washington St</i>
LEECO	L	<i>Lee Street Complex, Lee Street</i>
<u>Nicholas County Campus</u>		
NICLAS	N	<i>Main Building, 6106 Webster Road, Summersville</i>
AHTC		<i>Allied Health Education Center, Summersville</i>
NCWF		<i>Nicholas County Workforce Center, 830 Northside Drive</i>

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 program 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.

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.

METHODS OF DELIVERING INSTRUCTION

New River Community and Technical College uses many technologies in the delivery of instruction. Every course offered at New River contains at least some online information, even if it is only the syllabus. Blackboard is the learning management system through which New River Community and Technical College delivers most course information. Computer labs for student use exist at each New River campus location.

TRAD (Traditional) — Nearly all of the course information is delivered on campus but **up to 24%** of the course information is delivered online.

ETRAD (Enhanced Traditional) — A majority of the course information is delivered on campus but a significant portion of the course information is delivered online (**25--49%**).

WTRAD (Web Traditional) — Some of the course information is delivered on campus but a majority is delivered online (**50--74%**).

WEBP (Web Proctored) — Some on--campus instruction and/or proctoring might require the student to travel to a designated testing location. A small amount of the course information is delivered on campus but the majority is delivered online (**75--99%**).

WEB and **WEBDL** (Web) — There are no on--campus class requirements and all of the course information is delivered online (**100%**). **WEBDL** courses are contracted with agencies outside New River while New River instructors teach **WEB** courses.

Video--Based Instructional Modalities

ITV: (Instructional Television) Students taking these classes are expected to view the video broadcasts and attend scheduled class meetings on campus. **Up to 24%** of the course information is delivered online.

IVN (Interactive Video) – Nearly all of the course information is delivered from a central location to remote locations in real time and students must travel to one of the designated locations to receive the video--based instruction, but **up to 24%** of the course information is delivered online.

IVNE (Interactive Video Enhanced) — The majority of course information is delivered from a central location to remote locations in real time and students must travel to one of the designated locations to receive the video--based instruction, but **25--49%** of the course information is delivered online.

IVNH (Interactive Video Hybrid) — Some of the course information is delivered from a central location to remote locations in real time and students must travel to one of the designated locations to receive the video--based instruction, but **50--74%** of the course information is delivered online.

IVNW (Interactive Video Web) — A small amount of the course information is delivered from a central location to remote locations in real time and students must travel to one of the designated locations to receive the video--based instruction or proctoring, but **75--99%** of the course information is delivered online.

NEW RIVER COMMUNITY AND TECHNICAL COLLEGE

May 7-11

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, May 7
9:00 am-9:30 am	8:00 – 9:50 am	Wednesday, May 9
10:00 am-10:30 am	10:00 – 11:50 am	Monday, May 7
11:00 am	10:00 – 11:50 am	Monday, May 7
12:00 pm-12:30 pm	10:00 – 11:50 am	Wednesday, May 9
1:00 pm-1:30 pm	1:00 – 2:50 pm	Monday, May 7
2:00 pm-2:30 pm	1:00 – 2:50 pm	Wednesday, May 9
3:30 pm- 4:30 pm	4:00 – 5:50 pm	Monday, May 7
5:00 pm-5:30 pm	4:00 – 5:50 pm	Wednesday, May 9

TUES – THUR CLASSES

(WITH A START TIME Between)		
8:00 am- 8:45 am	8:00 – 9:50 am	Tuesday, May 8
9:00 am- 10:00 am	8:00 – 9:50 am	Thursday, May 10
11:00 am-12:00 pm	10:00 – 11:50 am	Tuesday, May 8
12:30 pm-1:00 pm	10:00 – 11:50 am	Thursday, May 10
2:00 pm-2:30 pm	1:00 – 2:50 pm	Thursday, May 10
3:30 pm-4:00 pm	4:00 – 5:50 pm	Tuesday, May 8
5:00 pm-5:30 pm	4:00 – 5:50 pm	Thursday, May 10

FRIDAY/SATURDAY CLASSES

**Check With Instructor for
Final Exam times**

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 WEDNESDAY, May 9 - 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.