The background of the cover features a photograph of a modern building with a prominent white, angular, lattice-like structure. To the left of the building is a large, leafy tree. The entire image is overlaid with several large, hand-drawn red scribbles that loop across the page. The title text is positioned in the upper right quadrant.

Forsyth Technical Institute

**STUDENT HANDBOOK
1972**

2100 Silas Creek Parkway
Winston-Salem, North Carolina
Telephone 723-0371

The purpose of Forsyth Technical Institute is to prepare people for gainful employment and effective community membership. Inherent within this purpose is the total development of the individual. The major objective of the curriculum programs is to develop within the student a vocational or technical proficiency to meet the expanding advances in industry, business, and health occupations. The Institute is also dedicated to the concept of continuing education through the adult education program directed toward self-improvement in cultural, avocational, and vocational pursuits.



Dear Students:

On behalf of the faculty and staff and myself, it is a pleasure to extend a cordial welcome to you. All of us are pleased that you have selected Forsyth Tech to continue your education. We feel that our school is one of the finest in the North Carolina Community College system.

I am sure that you will find that we have a dedicated staff of well qualified teachers who are sincerely interested in you as a student. I sincerely hope that you will work with these teachers, your advisors and your counselors, so that this school year is a productive one educationally for you. There are student organizations and other recreational activities available to you, so I hope that you will participate in them to the best of your time and ability.

The primary reason for the existence of Forsyth Tech is to help you and your fellow students to achieve the desired skills and knowledge needed to become productive citizens in our economy. Our staff is dedicated to the principle of helping you achieve this goal. To achieve this goal will also require a sincere effort and hard work on your part.

Best wishes to you for a successful and enjoyable year at Forsyth Tech.

Very truly yours,

Harley P. Affeldt
President

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FORSYTH TECHNICAL INSTITUTE

1972 - 1973 Calendar

FALL QUARTER Sept. 5 - Nov. 29

<i>Date</i>	<i>Event</i>
Sept. 5 (Tuesday)	Orientation
Sept. 6, 7 (Wednesday, Thursday)	Registration
Sept. 8, 11 (Friday, Monday)	Faculty Work Days; Schedule Adjustment
Sept. 12 (Tuesday)	First Day Classes—Fall Quarter
Sept. 15 (Friday)	Last Day Drop/Add
Sept. 21 (Thursday)	Last Day for Tuition Refund
Nov. 6, 7 (Monday, Tuesday)	Pre-registration
Nov. 23, 24 (Thursday, Friday)	Thanksgiving Holidays
Nov. 27, 28, 29 (Monday, Tuesday, Wednesday)	Final Exams
Total Class Days (including Exams): 55 days	

WINTER QUARTER Nov. 30 - Mar. 2

Nov. 30, Dec. 1 (Thursday, Friday)	Grade Averaging and Reporting
Dec. 4, 5 (Monday, Tuesday)	Registration and Schedule Adjustment
Dec. 6 (Wednesday)	First Day Classes—Winter Quarter
Dec. 8 (Friday)	Last Day Drop/Add
Dec. 15 (Friday)	Last Day for Tuition Refund
Dec. 20 (Wednesday)	Last Day Classes (before Christmas)
Dec. 21-Jan. 1, inclusive	Christmas and New Year Holidays
Jan. 2 (Tuesday)	Classes Resume
Feb. 12, 13 (Monday, Tuesday)	Pre-registration
Feb. 28, Mar. 1, 2 (Wednesday, Thursday, Friday)	Final Exams
Total Class Days (including Exams): 55 days	

SPRING QUARTER Mar. 5 - May 25

Mar. 5, 6 (Monday, Tuesday)	Grade Averaging and Reporting
Mar. 7, 8 (Wednesday, Thursday)	Registration and Schedule Adjustment
Mar. 9 (Friday)	First Day Classes—Spring Quarter
Mar. 14 (Wednesday)	Last Day Drop/Add
Mar. 19 (Monday)	Last Day for Tuition Refund
Apr. 23 (Monday)	Easter Holiday
May 7, 8 (Monday, Tuesday)	Pre-registration
May 23, 24, 25 (Wednesday, Thursday, Friday)	Final Exams
Total Class Days (including Exams): 55 days	

SUMMER QUARTER May 28 - Aug. 17

May 28, 29 (Monday, Tuesday)	Grade Averaging and Reporting
May 30 (Wednesday)	Registration and Schedule Adjustment
May 31 (Thursday)	First Day Classes—Summer Quarter
June 6 (Wednesday)	Last Day Drop/Add
June 11 (Monday)	Last Day for Tuition Refund
July 4 (Wednesday)	Independence Day Holiday
Aug. 15, 16 (Wednesday, Thursday)	Final Exams
Aug. 17 (Friday)	Grade Averaging and Reporting
Aug. 17 (Friday)	Graduation
Total Class Days (including Exams): 55 days	

WHERE TO GO FOR ASSISTANCE

<i>Needs Concerning</i>	<i>Name</i>	<i>Position</i>	<i>Location</i>
Academic Problems		Faculty Advisor or Counselor	100 Building
Academic Standing	Mrs. Holland	Registrar	100 Building
Appealing Academic or Disciplinary Action	Dean Apple or Mrs. Kirby	Dean of Instruction Dir. Student Personnel	100 Building 100 Building
Auto Accident on Campus	Mr. Ranson	Security Officer	100 Building
Auto or Bike Parking	Mr. Ranson	Security Officer	100 Building
Auto Decal	Mrs. Roberts	Cashier	100 Building
Books and Supplies	Mr. Wade	Book Store Mgr.	Snyder Hall
Campus News	Mrs. Perkins	Public Relations	Snyder Hall
Changing Curriculum	Mr. Day	Counselor	100 Building
	Mrs. Shepard	Counselor	100 Building
	Mr. Howell	Counselor	Allied Health Bldg.
Class Absences		Each Instructor	
Class Schedule		Faculty Advisor	
Evening Classes— Extension	Mr. Fleeman	Adult Ed. Director	100 Building
Evening High School or Curriculum	Mr. Ogburn	Counselor	100 Building
Financial Aid	Mr. Leoczko	Financial Aid and Veteran's Office	100 Building
Housing		Student Personnel Office	100 Building
Injury or Illness		Instructor or Student Personnel Office	100 Building
Job Placement	Mrs. Eastwood	Placement Officer	100 Building
Library Research	Mrs. Zablocki or Mr. Gordon	Librarian Librarian	Snyder Hall Snyder Hall
Lost and Found		Receptionist	100 Building
Parking Fines	Mrs. Roberts	Cashier	100 Building
Paying Tuition and Fees	Mr. Branch	Business Manager	100 Building
Personal Matters	Mr. King	Counselor	100 Building
	Mr. McLendon	Counselor	100 Building
	Mr. Howell	Counselor	Allied Health Bldg.
	Mr. Ogburn	Counselor	100 Building
Physical Handicaps	Mr. Ogburn	Counselor	100 Building
Pre-Technical Courses	Mrs. Stowers	Pre-Tech Coordinator	Snyder Hall
Review and Remedial Work	Mr. Stern	Learning Lab Coordinator	Snyder Hall
	or Mr. Thompkins	Learning Lab Coordinator	Snyder Hall
Running for Student Government Office	Mrs. Shepard	Counselor	100 Building
Student Activities and Events	Steve Kiser	SGA President	Snyder Hall
Veterans' Affairs	Mr. Leoczko	Veteran's Officer	100 Building
Withdrawal from School	Mrs. Holland	Registrar	100 Building

REGISTRATION

The Institute operates on the quarter system. Each quarter is eleven weeks in length and students who are pursuing diploma or degree programs must register at the beginning of each quarter. All students are expected to register during the time set aside for that purpose. Registration dates are listed in the calendar for the academic year. With few exceptions, new students must initially register for the Fall Quarter.

Tuition charges must be paid at the time of registration.

LATE REGISTRATION

All registration for a class is closed after the fourth class meeting. A student may register late though the fourth class meeting date providing:

1. That the class is not cancelled or closed.
2. That the student has the consent of his advisor and has met admissions and prerequisite requirements.
3. That the student pay a \$5.00 late registration fee in full at the time of late registration.
4. A student who, at the request of the institution, registers at any time other than the specified time shall not be required to pay a late registration fee.

ORIENTATION

All new full-time students are expected to participate in an orientation program conducted by members of the faculty, staff and student council. Part-time students are urged to participate also. The purpose of orientation is to acquaint the student with the administrative personnel, faculty, and student leaders. The regulations, policies and privileges of the Institute as set forth in the catalogue are discussed and interpreted.

ACADEMIC INFORMATION

GRADUATION REQUIREMENTS

Graduation requirements for the degree or diploma will vary according to curriculum. The student should refer to the specific section of the catalogue which applies to his program so that he may be certain of the course requirements for graduation. All students must earn a cumulative grade point average of 2.0, and must have received a passing grade in all required subjects, in order to be eligible for graduation.

Grade Point Average (G.P.A.) is obtained by dividing the total quality points earned by the total number of credit hours work attempted.

GRADING SYSTEM

The following grading system is used by Forsyth Technical Institute.

No. Grade	Letter Equivalent	Description	Quality Points Per Quarter Hour
94-100	A	Excellent	4
86-93	B	Good	3
78-85	C	Fair	2
70-77	D	Passing	1
Below 70	F	Failing	0
Withdrawn Passing	W		
Withdrawn Failing	W-F		
Incomplete	Inc.		
Audit	Aud.		

The letter equivalent system is used for recording and reporting grades.

W – Withdrawn Passing

Withdrawn Passing is the grade given to a student who voluntarily withdraws from a course after the tenth class day of a quarter with a passing grade, and has notified the instructor and the Registrar in person or in writing of his decision.

W-F – Withdrawn Failing

Withdrawn Failing is the grade given to a student who at any time after the fourth class day withdraws from a course without first notifying

the instructor and the Registrar, in person or in writing, of his decision. Students who withdraw after the tenth class day and are failing at the time of withdrawal receive a grade of W-F.

Inc. — Incomplete

The grade of Incomplete is given only if a student has a valid reason for failure to complete the work on schedule. Illness, absence on company business, or other circumstances beyond the student's control are considered valid reasons for non-completion of work. The student must have advised his instructor of the circumstances and have been granted an incomplete grade. The instructor must have specified what work must be done in order to remove the incomplete and a date by which this must be accomplished. The instructor cannot authorize a date later than one quarter from the quarter in which an incomplete was given. If the work is not completed, the grade automatically becomes an F at the end of that quarter.

Aud. — Audit

Students taking courses as auditors are not required to take examinations or hand in written work, but may do so if they wish. No grade or credit toward a degree or diploma is given. Audit may not be changed to credit, or credit to audit after the last day of drop-add.

HONORS LIST

Soon after the end of each quarter, in order to honor students who have earned outstanding scholastic records, the Institute publishes an Honors List. In order to be named to the Honors List, a student must take a minimum of 12 quarter hours of work and earn at least a B (3.0) average.

COURSE NUMBERING SYSTEM

Courses are numbered in accordance with the system approved by the North Carolina Department of Community Colleges.

1. Each course is designated by a three-letter prefix designating the general subject area.
2. A number indicating a specific course within an area follows the letter

prefix according to the following rules.

a. Pre-Technical courses	0 - 99
b. Technical courses	100 - 299
c. Vocational courses	1000 - 1099
d. Adult education courses beyond high school	2000 - 3099

LATE REGISTRATION AND SCHEDULE CHANGES

Late registration and changes in class schedules will not be permitted after the fourth class day of each quarter. All class schedule changes must be approved by the student's advisor, and notification of such changes submitted to the office of the Registrar.

If a student drops a course after the fourth day, but within the first ten days the drop will be recorded as a W provided that the student has cleared with the Registrar and the instructor.

If the student withdraws after the tenth day, the grade will be recorded as a W provided that the student is passing, and provided that he has cleared with the Registrar and the instructor.

If a student withdraws from a course after the fourth day without notifying the Registrar and the instructor, the grade will be recorded as a W-F.

Departure from the above will be allowed only in exceptional cases, and only when the reasons are deemed valid by the student's advisor.

WITHDRAWAL FROM SCHOOL

A student who must withdraw, either permanently or temporarily, before graduation should make an official withdrawal. He should notify the Registrar's office and a member of the counseling staff either in person or by telephone and should complete the withdrawal information sheet. This information is necessary to assure that the student's status at the time of withdrawal is clearly identified in order to expedite re-entry, transfer of credit to another institution, or providing potential employers with accurate educational information.

ACADEMIC STANDING

To be in good academic standing a beginning student must have earned a grade point average of 2.0 by the end of the first quarter, and a cumulative G.P.A. of 2.0 must be maintained thereafter.

A student failing to attain the required grade point average in any quarter will be placed on academic probation for the following quarter.

A student on probation whose work has improved to the point where he meets the required cumulative grade point average will automatically be removed from probation.

A student who has been placed on probation and who does not earn the required grade point average in the next quarter will be required to register for a reduced load, or he may be required to withdraw from the program and be directed to a more suitable curriculum.

The Academic Review Committee shall make decisions on individual cases. Each student enrolled in the Institute is expected at all times to be aware of his academic status and to be responsible for knowing whether he has failed to meet the requirements as outlined above for continuing in school. Instructors, faculty advisors, and counselors in the Office of Student Services are available for conferences, but it is the responsibility of the student to seek extra help if it is needed.

ACADEMIC REVIEW COMMITTEE

The Academic Review Committee consists of the following individuals named by the President:

1. One instructor from vocational curricula.
2. One instructor from technical curricula.
3. One student.
4. One administrative staff member from the area of instruction.
5. The Director of Student Personnel, who will serve as chairman.

The Academic Review Committee shall meet at least once each quarter and review all records of students having an average less than 2.0, or the records of any other students upon request from any faculty member or administrative staff member. It shall be vested with the responsibility of recommending the probationary terms under which a student in academic difficulty be permitted to re-register. These terms may include the requirements to repeat or not to repeat specific courses, to repeat an entire quarter's work, to carry a reduced load, to enter a more suitable curriculum or other appropriate recommendations.

READMISSION PROCEDURES

If it is decided that the student shall be dropped from enrollment, the Director of Student Personnel shall so inform the student by personal

interview and the President shall so inform the student of this action in writing.

The student may request readmission by writing to the President requesting that the review committee act in his behalf. The student must show just reason for asking this review committee to reconvene to reopen his case. Such reasons might be:

1. Removal of academic deficiencies.
2. Request for admission to a less stringent curriculum.
3. A change of demands on the student's out-of-school time.
4. Ability to meet financial responsibilities.
5. Demonstrated improved attitude and conduct.

A student may appeal to the Board of Trustees. An appeal must be initiated by the student and should be in writing to the Chairman of the Board. The Chairman shall present such an appeal to the Board for a hearing, and the President and Office of Student Personnel shall be given an opportunity to present such information as known to them regarding the student.

COURSE REPEAT RULE

The last grade earned on a repeated course, whether F or higher, will be the grade computed for grade point average.

In the event a student's quality point ratio falls below that required for satisfactory standing, the Academic Review Committee shall review the student's record and make appropriate recommendations to the Dean of Instruction. The Dean of Instruction shall present such recommendations to the President.

If a student fails any course in his trade or technical curriculum, it will be necessary for him to repeat that course until a passing grade is attained in order to receive the State diploma or the Associate of Applied Science degree. This make-up course is scheduled at the discretion of the Institute.

If a student fails one of the courses in his major subject area, he may be counseled out of the curriculum at the end of the quarter in which the failure occurred.

ATTENDANCE

Students are expected to attend all class, laboratory and shop sessions. No passing grade will be issued for a course if, for whatever reason, a student has been absent for 25% of the total possible class sessions (hours) per course per quarter.

A student must satisfy his instructor that he should be permitted to remain in a course and attend classes after he incurs any absence in excess of the following.

1. Three (3) regular one hour class sessions.
2. Two (2) shop or laboratory sessions which meet for two or more hours.
3. Two (2) regular one hour class sessions, and one (1) shop or laboratory session which meets for two or more hours.

When a student is absent from a class and a laboratory or shop session which meet consecutively, each session missed will be counted as an absence making a total of two absences for that course.

Students have full responsibility for accounting to their instructors for absences. The instructor has final authority for deciding whether work missed can be made up.

Students are expected to report for class on time. Habitual tardiness may, at the discretion of the instructor, be considered in computing class attendance.

COURSE LOAD

The suggested contact hours per quarter shown for each curriculum are minimal. It is the policy of the Institute to permit students to enroll in additional subjects and laboratory work beyond those shown in the catalogue.

TRANSFER OF EARNED CREDIT BETWEEN PROGRAMS

Credits earned in any degree program may be credited toward a degree or diploma program upon evaluation by the Office of Student Services. Credits earned in a diploma program are not acceptable for transfer to an associate degree program but may be credited toward a second diploma major.

SECOND MAJOR IN A DEGREE OR DIPLOMA PROGRAM

A student may receive a second major in his program by meeting the additional requirements of the new program. Credits already earned will be recognized if they meet the criteria established in the "Transfer of Earned Credits Between Programs" as stated previously.

TRANSFER STUDENTS

Applicants who have attended other institutions of higher learning may transfer credit earned in comparable courses or programs of study if the student is transferring from a regionally accredited institution, or from other institution in the North Carolina Community College System. No grade lower than C may be transferred. A student requesting credit for work completed in any other type of training program or institution may be given advance standing on the basis of a proficiency examination. All transcripts for transfer work should be submitted at least one week prior to enrollment. Final decision on transfer credits will be determined by the Institute.

STUDENT CLASSIFICATION

- Full-time:** A student who is enrolled for 12 or more quarter hours of course work.
- Part-time:** A student who is enrolled for less than 12 hours of work.
- Special:** A student who is enrolled in credit courses but who is not working toward a degree or diploma. A special student must be 18 years of age or a high school graduate. If not a high school graduate he must not be enrolled in a high school, and his high school class must have been graduated prior to the student's enrollment at the Institute. Permission to register as a special student is granted at the discretion of the Office of Student Services and the instructor.
- Audit:** A student who is enrolled in regular course work but who is not receiving credit for work undertaken.
- Freshman:** A student enrolled in a one-year vocational program; or, a student enrolled in a two-year technical program who has earned less than $\frac{1}{2}$ the credit hours required for graduation.
- Sophomore:** A student enrolled in a two-year technical program who has earned $\frac{1}{2}$ or more of the credit hours required for graduation.

GRADE REPORTS AND TRANSCRIPTS

Shortly after the end of each quarter student grade reports are available to students in the office of the Registrar.

Transcripts of the student's record cannot be sent to other schools, prospective employers, or to the student, himself, unless an official request is made by the student to the Registrar's office.

Grade reports and transcripts are withheld by the Registrar until all student obligations to the Institute have been met.

STUDENT CONDUCT AND RESPONSIBILITIES

DISMISSAL

A student may be dismissed from the Institute for conduct or personal habits which are not in the best interest of the student or the institution. Any instructor may request a student to leave the instructor's teaching station when, in the opinion of the instructor, the student's conduct or personal habits disrupt normal classroom procedure. The instructor immediately notifies the Dean of Instruction in writing of his action and the reasons therefor.

If the instructor feels that additional counseling is needed for this particular student, the instructor shall have the prerogative of asking the student to meet with the Department Head and/or a counselor prior to his being readmitted to the instructor's class. If in the opinion of the instructor or the Department Head the conduct of the student or his personal habits are such that he should be prohibited from re-entering the class, then the Disciplinary Review Committee will be called into session.

Students are expected to abide by school regulations, local, state, and federal laws. Offenders may be subject to dismissal and/or prosecution by law enforcement officers.

DISCIPLINARY REVIEW COMMITTEE

The Disciplinary Review Committee composed of representatives from the faculty and student body, under the chairmanship of the Dean of Instruction, reviews all cases involving disciplinary action and makes appropriate recommendation to the President.

The committee may also be convened at the request of any student

desiring a review of his disciplinary situation, or any faculty or administrative staff member who wishes consultation on individual disciplinary cases.

The decision of the President on disciplinary action is final, with the right of appeal always available to the party involved. Any party wishing to appeal the decision of the President should request, in writing, a formal hearing before the Board of Trustees of the Institute.

STUDENT DRESS CODE

Forsyth Technical Institute continually has prospective employers and other visitors on campus. Also many companies seeking to relocate or open new industries will have representatives visit this campus.

With this in mind, while Forsyth Technical Institute students dress informally, neatness and cleanliness of appearance is strongly encouraged. Each instructor has the right to ask a student to leave his class or shop if the student's personal appearance or attire is objectionable to the other students or if this attire can be construed to be a hazard to safe operations.

PARKING REGULATIONS

Main Campus

Parking of student vehicles on campus is allowed by permit only. Vehicle parking permits may be obtained as the student completes registration on registration day, when a decal will be assigned each vehicle. The charge for vehicle registration will be \$2.00 per vehicle for any part of the year, September 1 through August 31. Complete parking rules and regulations will be issued along with the decal at the time a vehicle is registered.

Allied Health Building

Student parking is available at both the Allied Health Building and Forsyth Memorial Hospital. Students are expected to conform with local regulations.

Vehicle decals must be appropriately displayed on the rear bumper so they are easily visible from directly behind the vehicle.
Park in designated areas only.

Head all vehicles into spaces.

Park inside yellow lines (where marked).

Do not park on grass at any time.

Park motor cycles in designated areas only.

Observe all signs.

Personnel operating vehicles on the campus must be aware of the safe speeds, parking spaces, and regulations.

Vehicles are registered on registration day, and at the cashier's office at other times. (8 a.m. - 5 p.m.)

Those who do not observe parking rules and regulations may expect a violation penalty of \$1.00 per violation. Trustee Policy provides for the enforcement of parking on campus by withholding grades, transcripts, or other evidence of attendance and accomplishments at Forsyth Technical Institute, or suspension from class.

USE OF FACILITIES

The building and its contents exist solely for the education of our adult population. The use of the facilities for any other purpose is strictly prohibited. Any use of these facilities for personal gain will result in immediate disciplinary action.

Smoking is prohibited in all classrooms, laboratories and shops.

GRADUATION

GRADUATION REQUIREMENTS

A student wishing to receive a degree or a diploma from this institution must fulfill all course requirements as outlined in the General Catalogue, and must have earned an overall C (2.0) grade point average on all required work undertaken at the Institute.

A student who has earned a cumulative grade point average of 3.5 is eligible to be graduated with high honors.

A student who has earned a cumulative grade point average of 3.0 is eligible to be graduated with honors.

A student who has earned a cumulative grade point average of 2.0 is eligible for graduation.

Course requirements vary according to program. The student should refer to the catalogue for course requirements for graduation from his program of study, and should be aware at all times of his progress toward graduation.

It is the further responsibility of the student to complete an official INTENT TO GRADUATE form at least six weeks prior to his last registration. These forms may be obtained from the faculty advisor who will assist the student in completing the form, and will submit the form to the Office of the Registrar.

COMMENCEMENT EXERCISES

Commencement exercises are held at the end of the Summer quarter on the date published in the academic calendar. Degrees and diplomas are awarded at this time. Students are expected to notify the Registrar's office as to their intention to participate in the exercises.

COMMENCEMENT MARSHALS

The rising sophomores who have maintained the highest scholastic averages during their freshman year are honored by being chosen commencement marshals. The two marshals have the highest academic averages are named chief marshals.

SCHOOL RINGS

Any student in good standing who has completed at least one-half of the credit hours required for graduation in his curriculum may order the official school ring. The student is required to pay \$10.00 deposit at the time he orders his ring with the balance due upon delivery.

Orders may be placed in the lobby of Snyder Hall on the following dates:

September 21, 1972	10:00 A.M. and 7:00 P.M.
November 2, 1972	10:00 A.M. and 7:00 P.M.
February 8, 1973	10:00 A.M. and 7:00 P.M.
April 5, 1973	10:00 A.M. and 7:00 P.M.
June 28, 1973	10:00 A.M. and 7:00 P.M.

TUITION AND FEES

TUITION

Since the Institute receives funds from local, state and federal sources, tuition charges are very low. These charges are set by the State Board of Education and are subject to change without notice.

Tuition (Fees):

12 quarter hours or more	\$32.00 per quarter
Less than 12 quarter hours	\$ 2.50 per quarter hour
Late registration fee	\$ 5.00

Tuition charges for non-credit classes in the Extension Program depend upon the nature of the class. No tuition is charged for basic adult education and high school completion classes. Instructional materials fees are set to meet instructional needs in certain types of classes.

Summer School and Audit Fees are charged at the same rate as those charged during the regular term.

Note: Non-residents of the State of North Carolina may be subject to additional tuition fees pending a ruling by the State Office of Attorney General.

STUDENT ACTIVITY FEE

It is the policy of this institution that a student activity fee be charged. This normally will be from \$3.00 to \$7.00 per school quarter.

The use of such a student fee is at the discretion of the Board of Trustees upon recommendation of the President. In general, these fees are used for student centered activities and for the general benefit of the student or the student body.

NURSING STATE BOARD EXAMINATION FEE

A fee of \$20.00 is charged by the North Carolina Board of Nursing to students who have satisfactorily completed either the Associate Degree or Practical Nursing program and wish to register for the North Carolina State Licensing Examination.

BOOKS AND SUPPLIES

Textbooks and supplies are not furnished by the Institute, but are the responsibility of the student and may be purchased at the Institute bookstore. The cost of books and supplies varies from program to program, and from quarter to quarter, but usually ranges from \$35.00 to \$45.00 per quarter.

UNIFORMS

Uniforms and other special wearing apparel shall be paid for by the students.

The tuition fee paid by the practical nursing students covers the use of two gray nurse's aprons, cap and name bar. The student purchases two short-sleeved white skimmers cut to nursing department specifications. The cost of each skimmer is approximately \$10.00.

TUITION REFUNDS

Tuition refunds are not made unless a student is compelled to withdraw for unavoidable reasons. In such cases two-thirds of the tuition paid will be refunded provided that the student withdraws within ten calendar days after the first day of classes, as published in the academic calendar. If a student withdraws from a course but remains enrolled in the Institute, he will receive no refund for the course dropped. Refunds of five dollars or less will not be made except for classes cancelled by the Institute.

The following refund policy will be applicable to persons receiving Veteran's benefits and enrolled under provisions of Title 38, U. S. Code, as amended:

The institution has and maintains the following policy for the refund of the unused portion of tuition, fees, and other charges in the event the person fails to enter the course or withdraws, or is discontinued therefrom at any time prior to completion.

The amount charged to the persons for tuition, fees, and other charges for a portion of the course will not exceed the approximate pro rata portion of the tuition, fees and other charges that the length of the completed portion of the course bears to its total length.

It is the responsibility of the student to request a refund through the Office of the Registrar.

BREAKAGE FEES

No laboratory, breakage or property damage fees will be charged to students. However, in case of breakage or damage due to gross negligence or maliciousness, a student will be expected to remunerate the institution. Academic credit may be withheld until proper payment is made.

All Library materials are subject to a fine of 5 cents per day after due date.

FINANCIAL AID

SCHOLARSHIPS

The Winston-Salem Kiwanis Club and the Twin City Kiwanis Club award non-renewable scholarships to seniors graduating from Forsyth County schools each year.

Limited scholarship funds are available in the Diesel, Graphic Arts-Printing, Practical Nursing, Associate Degree Nursing, Electrical Installation, and Welding Programs.

The Society of Engineering Students awards one scholarship annually to an outstanding second quarter student enrolled in either Manufacturing Engineering or Mechanical Drafting and Design Technology.

In 1970, the staff of the Office of Student Services contributed funds for beginning a scholarship, to be known as the "Student Services Scholarship," in honor of Mr. Bob C. Thompson, a former Director of Student Services at the Institute. Contributions to this fund are tax deductible.

LOANS

The Office of Student Services maintains a file on sources of financial aid for students. Loans at a low rate of interest are available through the following agencies:

James E. and Mary Z. Bryan Foundation
N. C. Insured Student Loan Program
North Carolina Funds for Vocational and Technical Students
Winston-Salem Foundation*

*Available to Forsyth County Residents only.

James E. and Mary Z. Bryan Foundation Student Loan Plan

Legal residents of North Carolina enrolled full time in undergraduate programs may borrow up to \$750 per semester or \$500 per quarter for a total of \$1,500 per school year for an aggregate of \$6,000 through College Foundation, Inc. The interest rate is 1 percent during the in-school and grace periods and 6 percent during the repayment period. Apply through the institution's financial aid office.

N. C. Insured Student Loan Program

Legal residents of North Carolina enrolled full time may borrow up to \$750 per semester or \$500 per quarter for a total of \$1,500 per academic year for an aggregate of \$7,500 through College Foundation, Inc. Loans are insured by the State Education Assistance Authority and under certain conditions, the U. S. Office of Education pays the 7 percent interest during the in-school and grace periods. Apply through the institution's financial aid office.

Students desiring to participate in one of these plans should make application at the Office of Student Services far enough in advance to allow four to six weeks for processing of application.

WORK STUDY

On-campus employment is available to qualified students when funds permit. Application should be made at the Office of Student Services.

V. A., SOCIAL SECURITY AND D. V. R. BENEFITS

The Institute is approved for the training of persons eligible for benefits under the Veterans Administration, Social Security Commission and Division of Vocational Rehabilitation.

Additional information concerning these benefits is available at the Student Services Office or from offices of the above named agencies.

Students receiving V. A. benefits are responsible for learning how to file their reports, for the accuracy of their reports, and for notifying the Veteran's Officer if they withdraw from any class or from school. The Veteran's Officer is on campus Monday through Thursday from 1:00 P. M. until 10:00 P. M. and on Friday from 8:00 A. M. until 5:00 P. M.

ORGANIZATIONS AND ACTIVITIES

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association serves to promote interest in student affairs both on and off campus. The Association is composed of representatives elected from each section of each curriculum by the students of that curriculum. Student Government officers are elected from among the official curriculum representatives by vote of the student body. Faculty members are appointed by the administration to serve in an advisory capacity to the Student Government Association.

STUDENT REPRESENTATION ON BOARDS AND COMMITTEES

An elected student representative serves as a non-voting member of the Board of Trustees of the Institute. Student representatives also serve on the Academic Review Committee, the Disciplinary Review Committee, and in some cases on the Curriculum Advisory Committees.

CIRCLE K

The Circle K is a national collegiate service club sponsored by Kiwanis International. The club is open to male and female students who are invited to membership at intervals during the year.

ADMINISTRATIVE MANAGEMENT SOCIETY

The A.M.S., as it is usually called, is a national business club open to students in the field of Business Administration. To be eligible for invitation to membership a student must have earned a grade point average of 3.0 by the end of the first quarter. Second year students must have maintained an average of 2.5. Membership is by invitation.

SOCIETY OF ENGINEERING STUDENTS

The Society of Engineering Students is a service and social club open to students from the Manufacturing Engineering, and Drafting and Design Technology programs. This club, in its first years of existence, has raised and set aside funds for endowing a scholarship open to second quarter students in these two fields of technology.

OTHER ORGANIZATIONS

Students are encouraged to affiliate with student chapters of various professional and technical organizations and societies.

ATHLETICS

The Institute does not offer a formal, organized athletic program. The students themselves have organized basketball, softball and bowling teams and compete in Winston-Salem city leagues in these sports. Volunteers from the faculty serve as sponsors and coaches of the teams.

STUDENT PUBLICATIONS

Students are encouraged to participate actively in the preparation of the F.T.I. Reporter and the Reflector, the two major student publications.

The F.T.I. Reporter is the student newspaper written, edited and managed by the student staff with the assistance of a faculty advisor.

The Reflector, the yearbook of the Institute, is written, edited and managed by the student yearbook staff with the assistance of a faculty advisor.

OTHER STUDENT SERVICES

GUIDANCE AND COUNSELING SERVICE

The Office of Student Services maintains a staff of trained counselors whose services are available to students needing help with educational, vocational or personal problems.

Each full-time student at the Institute is assigned a faculty advisor who is available for help with problems related to the student's course work. The advisor serves as a direct link between the student and the administrative staff of the Institute.

TESTING

Several individualized special tests and inventories are available for counseling purposes through the Office of Student Services. Both students and faculty members may obtain information on their availability and value by contacting any counselor.

HOUSING

Since the Institute has no dormitory facilities, students who wish to live away from home must make their own housing arrangements. The Institute takes no responsibility for locating or supervising student housing; however, suggestions as to location of off-campus housing may be obtained in the Office of Student Services.

HEALTH SERVICES

Limited health services are provided through the Office of Student Services; however, injuries requiring more than minor first aid treatment will be treated in the emergency room of a nearby hospital.

For major illness or injury, ambulance transportation is available to either of the two hospitals both of which are located within two miles of the Institute.

ACCIDENT INSURANCE

Accident insurance covering the hours a student is in school, on field trips, and in traveling to and from school is provided to full-time, day students from student activity fee funds. Insurance claim forms may be obtained from the Institute Business Office.

STUDENT EMPLOYMENT AND PLACEMENT

The institute, in cooperation with the United States Employment Security Commission, provides the services of a job placement officer. The employment placement office is located in the Student Services Office, and the services of the placement officer are available to both part-time and full-time students.

FOOD SERVICE

Canteen service is available in the student center which is located on the ground level of the Snyder Building. A variety of hot and cold food and drink is available from vending machines. Hot lunches are also provided through a catering service from 11:30 a.m. to 1:00 p.m. each day.

STUDENT CENTERS

A large, attractive Student Center is located on the ground level of the Snyder Building. Students are encouraged to use the Center as a place in which to meet, chat, eat and relax. The Center is open from 8 a.m. until 10 p.m., Monday through Thursday, and from 8 a.m. until 5 p.m. on Friday.

A student lounge is also available for students in the health programs in the Allied Health Building.

LIBRARY

Main Campus

The library is located in the Snyder Building and houses a 20,000 volume collection of reference and circulatory books which are available to all citizens of the area. Additional holdings are being acquired at the rate of approximately 2,500 volumes per year. Also, housed in the library are such audio-visual media as slides, films, filmstrips, tapes, records and microfilm. These media are constantly being added to the library's collection and lend greater variety to available sources of information.

The library is open Monday through Thursday, from 7:30 a.m. until 8:30 p.m. and on Friday from 7:30 a.m. until 4:30 p.m.

Allied Health Building

Students have access to both the library in the Allied Health Building and the Bowman Gray School of Medicine. A fee of \$3.00 is charged for use of these medical libraries.

BOOKSTORE

A school bookstore is operated by the Institute as a service to students, faculty and staff. Textbooks, school supplies and course-related materials, as well as other items of special interest to students, are offered for sale. The bookstore is adjacent to the Student Center in the Snyder Building and is open from Monday through Friday from 8:30 a.m. until 3:00 p.m. and on Monday and Thursday evenings from 5:30 p.m. until 8:00 p.m.

LOST AND FOUND SERVICE

Lost and found articles will be handled at the Reception Desk in the 100 Building.

PRE-TECHNICAL PROGRAM

For those applicants to degree programs who on the basis of test results and past performance, do not qualify for immediate admission to their chosen programs of study, non-credit developmental course work is available and is required as a condition of admission. The developmental courses are also open to students who wish to take them for personal benefit.

LEARNING LABORATORY

A student enrolling in the Learning Laboratory sets his own attendance schedule and learns at his own rate. Such a departure from the traditional classroom approach is made possible by programmed instruction, whereby what is to be learned is presented in small steps arranged in logical order. Constant reinforcement, continuous student involvement and immediate feedback produce a low rate of error and a high rate of achievement.

More than a hundred programs and courses are offered in the Institute's two public Learning Laboratories: the campus laboratory, on the ground floor of the Snyder Building, and the downtown laboratory at 601 North Main Street. Both laboratories are open day and evening hours during the week.

Enrollment is free and the laboratories are open to anyone at least eighteen years old provided that the class with which he entered high school has been graduated. A student may enroll at any time. Students use the laboratories to prepare for the high school equivalency tests or college entrance examinations, to earn credit in the Adult High School Program, to take courses for college admission, to supplement or reinforce instruction offered in one of the Institute's curriculums, and to take self-enrichment courses.

Although most instructional materials are in printed form, several programs make use of audio tapes, filmstrips and other non-book materials and methods.

A sound module is available to students studying foreign language or any other course calling for vocal response.

CHANGES IN REGULATIONS

Forsyth Technical Institute reserves the right, without prior notice, to make changes in regulations, courses, fees, and other matters of policy and procedure when and as deemed necessary.

PROGRAMS OF STUDY

ASSOCIATE IN APPLIED SCIENCE DEGREE

- Architectural Technology
- Business Administration
- Electronic Data Processing (Business)
- Electronics Engineering Technology
- Executive Secretarial Science
- Inhalation Therapy
- Manufacturing Engineering Technology
- Mechanical Drafting and Design Engineering Technology
- Nuclear Medicine
- Nursing
- Ornamental Horticulture
- Police Science
- Radiologic Technology

DIPLOMA PROGRAMS

- Air Conditioning, Refrigeration and Heating
- Automotive Body Repair
- Automotive Mechanics
- Building Trades Drafting
- Carpentry
- Diesel Truck Maintenance and Repair
- Electrical Installation
- Graphic Arts (Printing)
- Machinist Trade
- Mechanical Drafting
- Plumbing and Heating
- Practical Nursing
- Television Servicing
- Welding and Metal Fabrication

ADULT EDUCATION

Adult Basic Education

Adult High School Program

General Adult Enrichment Program

Manpower Development Training Act Programs

New and Expanding Industry Training Programs

Special Seminars and Workshops

Supervisory Development Training

Vocational-Technical Extension Programs

ADMISSIONS

ADMISSION REQUIREMENTS

Forsyth Technical Institute, operating under an "open door" admissions policy, does not impose restrictive standards for admission to the Institute. Admission to the Institute does not, however, imply immediate admission to the program desired by the applicant. Before prospective student is admitted to a specific curriculum a counseling interview is arranged, and usually aptitude and placement tests are scheduled. This process helps the student to evaluate his potential for success in his chosen field. When an evaluation of test scores and other evidence indicates a lack of readiness to enter a specific program, the student may be assigned to enter the Pre-Technical Program or he may be encouraged to re-examine his educational and occupational goals.

Forsyth Technical Institute will accept credit from other technical institutes and colleges. For specific information refer to "Transfer Students."

Admission to Associate Degree Programs

High school graduation, or the equivalent, is required of all applicants for degree programs. The high school equivalency certificate or the state adult education diploma is acceptable in lieu of a regular high school diploma.

Applicants for admission to the engineering technologies must present one unit in algebra and one unit in plane geometry. Applicants to the Electronic Data Processing program must present one unit in Algebra.

Applicants desiring to enter one of the above programs, but who do not meet the mathematics requirement, may arrange to make up the deficiency by attending regular summer classes, the Adult Education Program, or the Learning Laboratory. Deficiencies must be made up prior to admission to a curriculum.

Applicants to the associate degree programs who are not high school graduates may arrange to complete high school in the Adult Education program, or take the high school equivalency examination (G.E.D.T.) at the Learning Laboratory.

Admission to Diploma Programs

Admission to diploma programs is granted if the following conditions are met:

1. The applicant is eighteen or more years of age and is not enrolled in high school, or is a high school graduate.
2. The applicant has completed the tenth grade satisfactorily or scores the tenth grade equivalent on the G.E.D.T.
3. Evaluation of test scores, academic record, work experience, and the applicant's stated interest indicate that the applicant can benefit from enrollment in the program.
4. The enrollment quota for the curriculum is not filled.
5. The applicant has no physical disability that would prevent performance of the physical tasks demanded by the training program or the occupation.

Admission to Health Programs

Applicants must also:

1. Submit evidence of state-approved high school graduation, or show evidence of successfully completing the high school equivalency examination. (G.E.D.T.)
2. Take additional tests as required and administered by a member of the Student Services staff.
3. Present three satisfactory personal references.

Note: Applicants to Allied Health Technologies and Associate Degree Nursing should present a high school program with strength in math, biology and chemistry.

The Health programs are the only programs that require the approval of applicants by an admissions committee. The members of the Admissions Committee come from the instructional staff of the Health Curricula and the Student Services staff. The purpose of the committee is to evaluate all available data concerning each applicant and to determine that each applicant possesses the special characteristics and personality that these programs seem to require. Factors considered by the committee are:

1. The applicant's maturity and emotional stability
2. The previous educational record
3. Test data
4. The applicant's stated interests
5. Personal data
6. Medical history

The committee is mindful that much of the clinical training involves the students working with patients in local hospitals, that their role is constantly being expanded with increasing responsibilities, and that the program must educate and train in anticipation of future demands. If a majority of the committee members consider an applicant to meet minimum requirements, the applicant is admitted on a "first-come, first-served" basis. If the program's enrollment quota is filled before all applications are received, late applicants are informed that they may reapply for the following year.

Admission to Adult Education and Extension Programs

Persons to be enrolled must be eighteen years of age or older and the class with which they entered high school must have graduated. Further information concerning registration procedures may be obtained from the office of the Director of Adult Education.

ADMISSIONS PROCEDURES

Applicants for admission to any degree or diploma program should:

1. Obtain an application form from the Office of Student Services or from his high school counselor.
2. Submit the properly completed form to the Office of Student Services.
3. Arrange to take the General Aptitude Test Battery at the U.S. Employment Security Office or the Comparative Guidance and Placement

Test devised by the Educational Testing Service for two-year institutions, and have the scores sent to the Office of Student Services.

4. Request that a transcript of all high school and post high school academic work be sent directly to the office of Student Services.
5. Report for a personal interview, if requested, on the date scheduled by the Office of Student Services. At this interview test scores and previous academic records will be evaluated and the applicant will be advised as to eligibility for admission to the desired program.
6. Take required placement tests as scheduled by the Office of Student Services.
7. Submit a properly completed health appraisal form.
8. Register for enrollment on the early registration or regular registration date.

PLACEMENT TESTS

Placement tests are required as indicated below:

1. English: all applicants to degree programs
2. Mathematics: applicants to Architectural Technology, Electronic Data Processing (Business), Electronics Engineering Technology, Manufacturing Engineering Technology, Mechanical Drafting and Design Engineering Technology, Allied Health programs, and Associate Degree Nursing.
3. Programmer Aptitude Test: applicants to Electronic Data Processing (Business)
4. Typewriting Proficiency: applicants to Business Administration and Ornamental Horticulture.

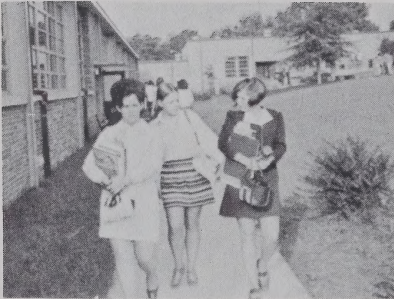
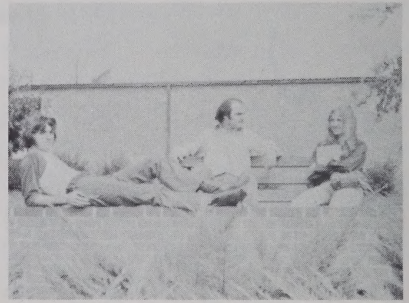
Students who do not pass the English placement test will be required to take a non-credit English course in the summer preceding, or in the fall quarter of their first year. These students will take the regular first quarter English in a later quarter.

Students who fail to pass the mathematics placement test will be required to take Pre-Technical Mathematics in the summer prior to enrollment. A course grade of C or better is required for admission to regular technical mathematics.

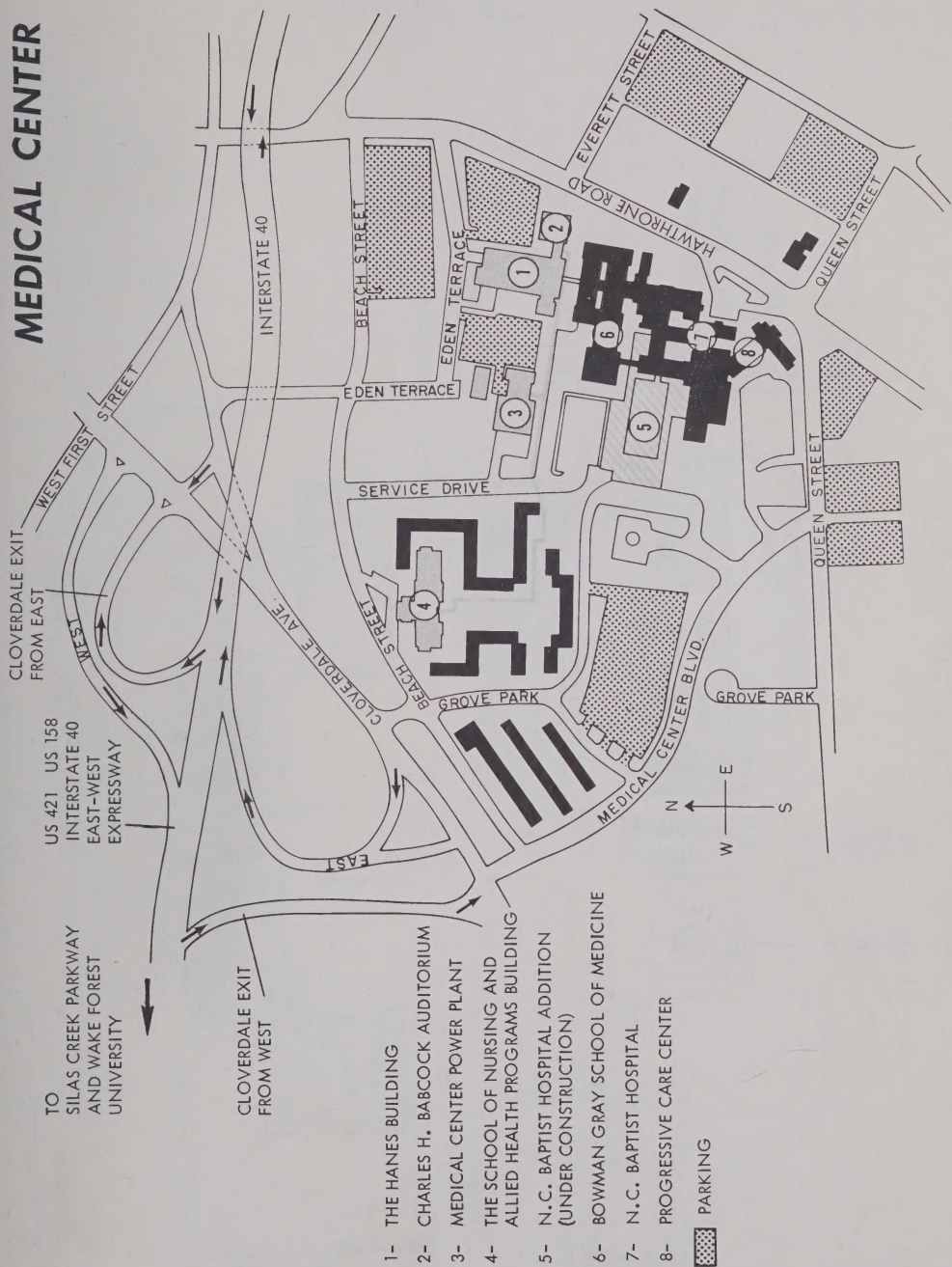
Students who pass the Typewriting Proficiency test are given credit for Typewriting I.

Scores on the Programmer Aptitude test are used for counseling purposes only.





MEDICAL CENTER



MAIN CAMPUS

LOT C

STUDENT PARKING

NO PARKING

FACULTY, PARKING

9A

STUDENT
PARKING

FACULTY PARKING

LOT B

STREET

CORRIDOR

MILLER ST.

— Z —

SILAS CREEK PKWY.

SILAS CREEK PKWY.

STUDENT PARKING

LOT F

TECH DRIVE

E 107

NO PARKING

FACULTY
PARKING

NO PARK

BLD.

STUDENT

9

SNYDER
HALL

BLD. 6000

ONE-WAY

ADMINISTRATIVE, OFFICE
& VISITOR PARKING

BLD. 100

BLD. 200

PARKING

300

PARKING

ARKING

STREET

BLD. 500