

2015-2016  
**STUDENT ENROLLMENT GUIDE**



[www.roanestate.edu](http://www.roanestate.edu)



# admissions checklist

- **Complete an application for admission/readmission online at [www.roanestate.edu](http://www.roanestate.edu)**
- **Request high school transcript or high school equivalency transcript (GED test score or HiSET test score). Mail to:**

**Admissions and Records Office  
Roane State Community College  
276 Patton Lane  
Harriman, TN 37748**

- **Request transcripts from any colleges/universities attended. Mail to address above.**
- **Send official ACT or COMPASS test scores to Admissions and Records. If you are not yet 21 years old and your ACT scores from high school are three or more years old, you must take the ACT-Residual\* or the ACT National exam in order to attend. If you are 21 years or older and in a degree program, you must take the COMPASS exam unless you have already passed college-level English and math. Test scores determine whether students are placed in Learning Support courses (English, math or reading). Many community college students start in Learning Support in at least one subject, and tutoring help is available through Roane State's Learning Center.**

**To avoid having to take Learning Support courses, students must have the following minimum scores.**

**ACT: English 18, math 19, reading 19**

**COMPASS: writing 77, reading 83, math 38**

- **Print, complete and submit a Hepatitis B Health History Form to the Admissions and Records Office. If you are 18 or over and submitted your admissions application online, you do not need to submit the form. For students under 18, the form must be signed by a parent/guardian.**
- **Submit required shot records. The State of Tennessee requires students entering all colleges, universities, and technical centers to provide proof of two doses of Measles, Mumps, and Rubella (MMR) vaccine and proof of two doses of Varicella (Chicken Pox) vaccine prior to admission and full-time registration (taking 12 or more semester hours). Check our website for waivers and exemptions for each vaccine.**
- **Submit proof of citizenship or lawful presence in the U.S.: Applicants are required to provide proof of U.S. citizenship or proof that they are lawfully present in the United States. Visit [www.roanestate.edu/admissions](http://www.roanestate.edu/admissions) for details.**
- **Schedule and attend a New Student Orientation session**

\* ACT Residual test scores may NOT be used to qualify for the HOPE Scholarship (lottery). It may be used, however, to qualify for dual enrollment grants for those interested in the dual studies program (First-Class).

# financial aid tips

- Create a financial aid folder: When you speak to someone about financial aid, write down the person's name, date of the conversation and your notes. Keep the notes in your folder, along with any other documents.
- Complete the Free Application for Federal Student Aid (FAFSA): Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The FAFSA for the next school year is available after Jan. 1. You are encouraged to finish the FAFSA by Feb. 1 to be eligible for as much aid as possible. You (and your parents) will need to sign the FAFSA with your Federal Student Aid ID (FSA ID). Get your FSA ID at [fsaid.ed.gov](http://fsaid.ed.gov).
- After you do your taxes, go to your FAFSA and download your IRS data: If you complete your FAFSA before you do your taxes, remember to update your FAFSA after you file your taxes. Choose the IRS Data Retrieval and transfer your tax information from the IRS.
- Request a tax return transcript: Sometimes, students are selected for what's called verification (a spot check that information they submitted for financial aid is correct). If you are selected, then you will need an official IRS Tax Return Transcript. Print your transcript at [www.irs.gov/Individuals/Get-Transcript](http://www.irs.gov/Individuals/Get-Transcript).
- Watch out for the lifetime limit on Pell Grants: The lifetime limit is the equivalent of 12 full-time semesters. Once you reach the lifetime limit, you are no longer eligible for Pell Grants, and there is no appeal. Pick your major and stay on track to avoid the lifetime limit.
- Watch out for limits on Direct Subsidized Loans: Students often borrow money through a direct subsidized loan. But, you can lose eligibility for this loan if you take too long to finish your program. The limit is 3 years for a two-year associate degree and 1.5 years for a one-year certificate. Watch out for these limits.
- Check your RaiderNet account (click on Your Financial Aid). Also, frequently check your alerts in RaiderNet.

# more helpful hints

- Spend time on the RSCC website reviewing the college catalog
- Decide on a major within the first two semesters at Roane State so you don't take unnecessary courses, especially if you plan to transfer to a four-year institution
- Transferring to a four-year college or university? Check out the Tennessee Transfer Pathways, which provide guaranteed, clear-cut roadmaps to bachelor's degrees. Visit [www.tntransferpathway.org](http://www.tntransferpathway.org). Also, check if Roane State has an articulation agreement with the college of your choice.
- Make an appointment with the Counseling, Career and Disability Office to get assistance if you are undecided about a career
- Know how to use your RaiderNet account and check it regularly for information, announcements and emails
- Make contact with your faculty advisor during your first semester at Roane State. Ask for their advice about career choices, academic plans and transfer options.



# where to go for help

## Student Enrollment and Recruitment

(865) 882-4554 Roane County

(865) 481-2000 ext. 2362 Oak Ridge

- **How to apply to the college**
- **Entrance advising for new students**
- **Request information to be mailed**
- **International student admissions**
- **Dual Studies application and registration**
- **Campus visits/tours**

## OneStop

Roane State's OneStop service provides students with information about admissions, records and financial aid, all in one convenient location on Roane State campuses. Look for the OneStop logo when you visit a Roane State campus.

## Admissions and Records

(865) 882-4526 Roane County

- **Receipt of college and high school transcripts**
- **Official evaluation of college transfer credit**
- **Admissions application status**
- **ACT/SAT test scores**
- **Official copies of RSCC transcript**
- **Verification of enrollment (insurance purposes)**
- **In-state residency classification**
- **Immunization records**



## Financial Aid

(865) 882-4545 Roane County

- **Questions about financial assistance**
- **Assistance with FAFSA questions**
- **Financial aid file status**
- **Lottery scholarship questions**
- **Student loans**
- **Federal Work Study (FWS) programs**

## Counseling, Career, and Disability Services

(865) 882-4546 Roane County

(865) 481-2003 Oak Ridge

- **Disability services for students**
- **Short-term personal counseling for students**
- **Career exploration assessments and counseling**
- **Resources and assistance to help with test anxiety**



- **Referrals to campus and community resources**
- **COMPASS test scheduling for Harriman and Oak Ridge (call other locations directly to schedule COMPASS)**

## Advising Resource Center (ARC)

(865) 882-4597 Roane County

- **Academic advising for new students**
- **Articulation agreements**
- **Course equivalency tables (transfer out of Roane State)**
- **Veterans services**
- **Faculty advisor assignments**
- **TAA/TRA student contract planning**

## Business Office

(865) 882-4515 Roane County

- **Billing information is accessible on RaiderNet for all enrolled students**
- **Fees may be paid in person, by phone or online**
- **All tuition and fees are subject to change by direction of the Tennessee Board of Regents. Check the Roane State Web page for the current fee chart.**

## Dean of Students - Student Services

(865) 882-4550 Roane County

- **Student conduct/due process: Student complaints**
- **Student insurance information**
- **Voter registration information**
- **Sexual harassment training for student workers**
- **Online student handbook**

## Distance Education/RODP Courses

(865) 882-4602 Roane County

**For information about Roane State Web courses view the Web page for distance education ([www.roanestate.edu/distanceeducation](http://www.roanestate.edu/distanceeducation)) or contact the appropriate academic department at Roane State. For information about the Regents Online Campus Collaborative (ROCC), visit [www.rodpc.org](http://www.rodpc.org).**

## Placement Office

(865) 882-4695 Roane County

- **Job search strategies: resumes, letter-writing, etc.; job fairs; job referrals; employment opportunities; cooperative education and internships. Many services are available online. Go to [www.roanestate.edu/placement](http://www.roanestate.edu/placement).**

# raidernet 101

## How do I set up my RaiderNet Account?

- **Go to [www.roanestate.edu](http://www.roanestate.edu)**
- **Click on the RaiderNet link**
- **If you have NOT signed in to your RaiderNet account before, select “Forgot username.”**
- **Read the information and enter your Social Security number**
- **Write down your username and note that your password is your birth date in six digits (i.e., 050989)**
- **Select “Click here to change your initial password”**
- **Follow prompts to change your password and click “OK”**
- **Close window**
- **Enter you username and NEW password in the Login box**
- **Remember to check your RaiderNet alerts frequently for any items you need to address**
- **Messages in your alerts box are almost always items that require your attention and action. Check for alerts frequently.**

**RSCC RaiderNet**  
Jerry D. Shulert  
Assistant to the President  
Email: [jshulert@roanestate.edu](mailto:jshulert@roanestate.edu)  
Address: 2000 RSCC  
Phone: (540) 339-2200  
Fax: (540) 339-2200

**Momentum** **Email**

**Your Alerts**

- You have an unsubmitted requirement. Check Certification Worksheet (05/01/07)
- You have an Application Checklist requirement. Application Fee
- You have been notified (05/01/07) 05/01/07. Contact your advisor for more information.
- You have a hold on your account from High School Transcript

**Register, check your records, pay your fees**

**Registration**  
Add/drop classes, check your schedule

**Your Records**  
Check your grades, transcripts, registration  
Fails, degree evaluation, enrollment  
verification, and test scores

**Your Account**  
Pay your tuition and fees, check your balance

**Your Tax Information**  
Check your cost of your tax statement  
(1058-T)

**Apply for a Health Science Program**  
About Health Science or Nursing application

**RSCC Technology Information**  
Computer Help Desk - Hours 8:00AM - 7:30PM EST Monday - Thursday 9:00AM - 3:00PM EST Friday  
Contact Phone: (800) 254-3000 ext. 4337 (HELP). Or campus call 4337 (HELP)  
How to set up RSCC email on your phone  
Sign up for RaiderNet emergency text messages

## RaiderNet Email

As a student at Roane State, you have an official email address. All official RSCC business and announcements come to your RaiderNet address. Students who use Momentum for online classes or as part of another class also have an email address in Momentum. However, it is only for those students/faculty in a particular course and is not an external email address. Remember to check your RSCC email often! This is critical to your success at Roane State.



# registration

## How do I register for classes?

- **Log in to RaiderNet**
- **Click “Registration”**
- **Select “Add or Drop Classes”**
- **Select the term for which you plan to enroll**
- **Enter the 5 digit CRN (course reference number) in the spaces provided and click “Submit Changes”**
- **The screen will change, and you will need to scroll back up the page to see your schedule. This will show you which classes you are enrolled in and any that you were unable to enroll in.**
- **Once you complete your schedule, click “Return to Menu” and then “Detail Schedule” to view or print your class schedule.**

## Payment Information

How do I know what my tuition and fees will be?

- Log in to RaiderNet
- Click “Your Account”
- Select “Your Tuition and Fees”
- Select “Login”
- Select from the following:

Current Account Status-to see account balance

eBills-shows student schedule/bill (includes charges and credits/anticipated credits)

Payments-make a payment or view payment history

Payment Plans-sign up for a new payment plan

Refunds-view refund history

Authorized Users-give others the ability to access your account information

My Profiles-update personal profile or payment profile, add a payment method

# financial aid

## How do I complete my financial aid file?

- **Log in to RaiderNet**
- **Click “Your Financial Aid”**
- **Click on “Financial Aid Status”**
- **Select the appropriate aid year**
- **Click “Submit”**
- **Click on “Student Requirements”**

## Where is my financial aid award information?

- **Log in to RaiderNet**
- **Click “Your Financial Aid”**
- **Click on “Award”**
- **Click on “Award for Aid Year”**
- **Select the appropriate aid year**
- **Click “Submit”**

**By Clicking the Award Overview tab, you will see Expected Enrollment Status, Cost of Attendance and Financial Aid Awards.**

**By clicking Overall Financial Aid Status at the bottom of the page, you will see the Cost of Attendance, Awards, Academic Transcripts and Academic Progress and your Account Summary (includes term charges, credits and payments and term balance).**

## RaiderAlert

Roane State provides a state-of-the-art notification system that is capable of sending notification instantly and simultaneously to mobile devices and email. For complete instructions to register for this service, visit [www.roanestate.edu/raideralert](http://www.roanestate.edu/raideralert).

## Class Information During Bad Weather

In case of inclement weather, students are instructed to tune in to local radio and TV stations for class cancellations. Students with Web access at home may also get current closing information by going to [www.roanestate.edu](http://www.roanestate.edu). Inclement weather alerts are also sent through the RaiderAlert text messaging system.

# class formats

## Traditional Classes

Teachers and students meet face-to-face in a classroom setting.

## Web Classes

These classes take place entirely online. Most classes use Momentum, a Web-based course manager that contains your syllabus, test/quizzes, discussion boards, and course content. They may use online or proctored testing.

## Regents Online Classes

These are very similar to Roane State Web classes, except that your instructor may be from another Tennessee college or university. It is possible to get an entire degree by taking these courses as part of the Regents Online Campus Collaborative. There is an additional fee associated with these courses. They may use online or proctored testing.

## Hybrid Classes

These classes are a combination of Web and face-to-face meetings. They may use online or proctored testing.

## Interactive Video (IDEA) Classes

These classes take advantage of video conferencing technology to bring multiple campuses together at once. For example, your instructor may be at the Roane County campus, but you and your classmates may be sitting in a classroom on another campus.

## Accelerated Classes

These fast-paced classes typically meet only one night a week. There are three sessions of these courses to a term.

## ***// FINISH FASTER //***

Roane State's Finish Faster options, such as accelerated classes, help students complete their associate degrees and certificates on time or sooner. By staying on track, students are much more likely to finish college, start their careers and reach their goals. To learn how Roane State can help you Finish Faster, visit [www.roanestate.edu/finishfaster](http://www.roanestate.edu/finishfaster).

# academic divisions

## Allied Health Sciences

(865) 882-4594 Roane County

(865) 539-6904 Knoxville

[www.roanestate.edu/alliedhealth](http://www.roanestate.edu/alliedhealth)

**This division offers programs leading to an Associate of Applied Science (AAS) degree and certificate programs. They are: Allied Health Sciences, Dental Hygiene, Diagnosis and Procedural Coding; EMT/Paramedic, Health Information Technology, Healthcare Documentation Specialist, Massage Therapy, Medical Informatics, Occupational Therapy Assistant, Opticianry, Pharmacy Technician, Physical Therapist Assistant, Polysomnography, Radiologic Technology, Respiratory Therapy and Surgical Technology.**

**There is a separate application process for the Allied Health Sciences programs. These programs are competitive, and students should review the program Web page regarding admissions information.**

## Humanities

(865) 882-4567 Roane County

[www.roanestate.edu/humanities](http://www.roanestate.edu/humanities)

**The division provides both transfer students and career preparation students with technologically advanced courses to help them lead examined and meaningful lives.**

**The disciplines offered in the division are Art, English, French, German, Humanities, Mass Communications, Music, Philosophy, Spanish, Speech and Theatre. The division also sponsors the RSCC Playmakers and an Art Gallery on the Roane County campus.**

## Mathematics and Sciences

(865) 882-4533 Roane County

[www.roanestate.edu/mathscience](http://www.roanestate.edu/mathscience)

**This division strives to provide the essentials of mathematics and sciences for transfer and career education. The following areas of emphasis in the university transfer programs are offered: Agriculture, Biology, Chemistry, Computer Science, Forestry, Mathematics, Physical Science, Pre-Dentistry, Pre-Engineering, Pre-Medicine, Pre-Nursing, Pre-Pharmacy, and Pre-Veterinary. The division also offers training in advanced manufacturing through its mechatronics program.**

## Nursing

(865) 882-4605 Roane County

[www.roanestate.edu/nursing](http://www.roanestate.edu/nursing)

**The Associate of Applied Science program is two years of intensive study in patient-centered nursing care. Graduates are eligible to apply to take the state examination to become registered nurses (RNs). Nursing classes, as well as the nursing faculty offices, are located at three sites: Roane County, Oak Ridge, and the Knox County Center for Health Sciences.**

## Social Science, Business and Education

(865) 882-4582 Roane County

[www.roanestate.edu/ssbe](http://www.roanestate.edu/ssbe)

**This division assists students in both transfer and career preparation. Areas of emphasis in the university transfer programs include: Business Administration, Business Education, Early Childhood Education, Economics, Elementary Education, Exercise Science/Health & Wellness, History, Political Science, Pre-Law, Psychology, Secondary Education, Social Science, Social Work, Sociology and Special Education. The division offers the following A.A.S. programs and Technical Certificates: Business Management Technology (four options: Accounting, Business Administration, Business Management, and Computer Science); Contemporary Management; Criminal Justice; Early Childhood Education; Environmental Health Technology; Financial Services; Geographic Information Systems; and Paralegal Studies.**





# important numbers

## Bookstore

(865) 882-4671 Roane County

(865) 481-2006 Oak Ridge

**The bookstores on the Roane County and Oak Ridge campuses offer everything you need for your classes. You will find a large selection of textbooks, apparel, gifts, supplies and book bags. Store hours are 8 a.m. – 4:30 p.m. Monday through Thursday and closed on Fridays. Both locations are closed on Saturdays and Sundays. They accept American Express, Discover, MasterCard and Visa. Books may be purchased in store or online. There are two options for receiving your order: in store pickup or standard UPS ground shipping. There is no charge for either method. For more information, go to [www.roanestate.edu/bookstore](http://www.roanestate.edu/bookstore).**

## Food Services

(865) 882-4578 Roane County

(865) 481-2005 Oak Ridge

**The Raider Café on the Roane County campus and Anderson's Grille at the Oak Ridge campus are operated by private contractors for the express purpose of providing students with excellent service and top quality food at affordable prices. In addition to serving the students, faculty and staff of the Roane County campus on a daily basis, the Raider Café provides catering for many local events and meetings of clubs and community groups.**

**Hours of operation (excluding summer term)**

**Monday through Thursday**

- **Breakfast: 7:30 a.m. – 10 a.m.**
- **Lunch: 10:10 a.m. – 1:30 p.m.**
- **Closed on Fridays**

## The Learning Centers

(865) 882-4677 Roane County

(865) 481-2026 Oak Ridge

**The Learning Centers support the classroom experience by providing individual assistance, learning technology and other resources for students, and by offering support services for faculty. There are centers on the Roane County campus, the Cumberland County campus, and the Oak Ridge campus. Services include tutoring in math, science and other disciplines, writing help, Online Writing Lab (OWL), online tutoring, group study rooms, and computers. Go to [www.roanestate.edu/learningcenter](http://www.roanestate.edu/learningcenter).**

## Library

(865) 882-4553 Roane County

(865) 481-2004 Oak Ridge

**Roane State Libraries are here to help students in every discipline. The librarians can help you find the books, articles, videos, databases and websites you need to succeed. They can also help you learn how to do research. Roane State has libraries at the Harriman, Oak Ridge and Scott campuses. They can send books from these three locations to any other Roane State teaching location. The libraries also offer eBooks, eJournals, online videos and other online resources to support students wherever they need to learn. For more information, go to [www.roanestate.edu/library](http://www.roanestate.edu/library).**

## Veterans Services

(865) 354-3000 ext. 4210

**Veterans Services assists students with accessing and maximizing their educational benefits. Services include:**

- **Helping guide students through the college admissions process**
- **Providing updates and advising students and faculty on current VA issues**
- **Processing of VA certifications**
- **Coordinating fee deferments for veteran students until benefits are received**

**For more information, go to [www.roanestate.edu/veterans](http://www.roanestate.edu/veterans).**

## Counseling, Career, and Disability Services

(865) 882-4546 Roane County

(865) 481-2003 Oak Ridge

(other locations by appointment)

**Counseling and Career Services include short-term personal counseling for students, online career exploration assessments and resources, individualized assistance with the career decision-making process, test anxiety resources and assistance, assistance with transitioning to college, basic college survival skills, and referrals to campus and community resources. For more information, go to [www.roanestate.edu/counseling](http://www.roanestate.edu/counseling) and [www.roanestate.edu/careerservices](http://www.roanestate.edu/careerservices).**

**Disability Services is responsible for coordinating reasonable accommodations for students in compliance with Section 504 of the Rehabilitation Act of 1973 and the American Disabilities Act of 1990 (as amended in 2008). Any student who has a disability and would like to request services must contact Counseling, Career, and Disability Services to self-identify and provide appropriate documentation from a qualified professional before classes begin as accommodations are not retroactive. Please see the Disability Services Handbook at [www.roanestate.edu/disabilityservices](http://www.roanestate.edu/disabilityservices).**

# important numbers (continued)

## Testing Center

(865) 882-4661 Roane County

(865) 481-2000 ext. 2251 Oak Ridge

**The Testing Center provides a wide range of services to both the college and the community. They serve as the testing center for students enrolled in distance education classes, including Roane State Momentum courses and Regents Online classes. They also administer the following tests:**

- **HiSET (formerly GED)**
- **ACT National and Residual**
- **COMPASS exam**
- **RN entrance exam**
- **LPN Challenge exam**
- **Health Science entrance exam**
- **Special departmental performance exams**
- **Graduation Exit Exams**

**For more information, go to [www.roanestate.edu/testingcenter](http://www.roanestate.edu/testingcenter).**

## Roane State Satellite Campuses

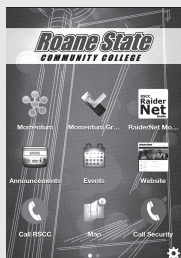
- **Campbell County** (423) 562-7021
- **Cumberland County** (931) 456-9880
- **Fentress County** (931) 752-8320
- **Knox County** (865) 539-6904
- **Loudon County** (865) 986-1525
- **Morgan County** (423) 346-8700
- **Scott County** (423) 663-3878

Regardless of the campus you attend, all campuses are Roane State. Different programs are offered at different campus locations. Check the Roane State website to determine where programs are offered.

At our satellite campuses you will receive assistance with:

- Admissions
- Financial aid information
- First semester academic advising

# Download the Roane State Mobile App



The app gives you touch-friendly access to Momentum courses, a mobile version of RaiderNet and many more features.

- Register for classes
- Access course content
- Keep up with Roane State news and events

This app is available for the iPhone, Android devices and BlackBerry devices.



## Family Education Rights and Privacy Act (FERPA)

Student academic records are considered confidential and the college's policy regarding the use and release of student records is governed by Public Law 93-380, FERPA. Under the terms of these laws, the college and its employees are charged with protecting the confidentiality of the educational records of its students, prospective students, currently enrolled students, and former students. For more information on access or release of student information, please refer to the Academic Regulations section of the current catalog.



# how to read the online schedule on raidernet

<b>Select</b>	Select the box in front of the CRN and choose Register or Add to Worksheet
<b>CRN</b>	Course registration number
<b>Subj</b>	Course name
<b>Crse</b>	Course number
<b>Sec</b>	Section number
<b>Cmp</b>	Campus
<b>Cred</b>	Credit hours
<b>Title</b>	Complete course name
<b>Days</b>	Day(s) of the week course is offered
<b>Time</b>	Class meeting time
<b>Cap</b>	Maximum number of students allowed to enroll
<b>Act</b>	Actual number of students enrolled
<b>Rem</b>	Remaining seats available
<b>Instructor</b>	Course instructor's name
<b>Date</b>	Date course begins and date course ends
<b>Location</b>	Room number

## Key to the class schedule

<b>M</b>	Class meets on Monday
<b>T</b>	Class meets on Tuesday
<b>W</b>	Class meets on Wednesday
<b>R</b>	Class meets on Thursday
<b>F</b>	Class meets on Friday
<b>S</b>	Class meets on Saturday
<b>U</b>	Class meets on Sunday
<b>TBA</b>	To be announced

## Sections

<b>B00</b>	Off-site/Contract
<b>C00</b>	Clinicals
<b>E00</b>	Express Mini Term
<b>F00</b>	Fast Track
<b>H00</b>	Hybrid Class
<b>I00</b>	Independent Study
<b>L00</b>	Lab Class
<b>R00</b>	Regents Online (ROCC) Class
<b>T00</b>	Interactive Video Class
<b>W00</b>	Web Class
<b>Z00</b>	Accelerated

## Section Numbers

<b>01-24</b>	Roane County
<b>25-44</b>	Oak Ridge
<b>45-49</b>	Fentress County
<b>50-54</b>	Knox County
<b>55-59</b>	Morgan County
<b>60-69</b>	Cumberland County
<b>70-79</b>	Campbell County
<b>80-89</b>	Loudon County
<b>90-99</b>	Scott County

## Campus

<b>64M</b>	Harriman
<b>RPA</b>	Oak Ridge
<b>RID</b>	Campbell County
<b>RPK</b>	Cumberland County
<b>RPW</b>	Fentress County
<b>RIC</b>	Knox County
<b>RPJ</b>	Loudon County
<b>RPX</b>	Morgan County
<b>RPN</b>	Scott County

## Location

<b>DHAR</b>	Dunbar Building; Harriman campus
<b>ACOB</b>	O'Brien Building; Harriman campus
<b>TECH</b>	Technology Building; Harriman campus
<b>GYM</b>	Gymnasium; Harriman campus
<b>ORBC</b>	Oak Ridge campus
<b>CAMP</b>	Campbell County
<b>CUMB</b>	Cumberland County
<b>FENT</b>	Fentress County
<b>KNOX</b>	Knox County
<b>LOUD</b>	Loudon County
<b>MORG</b>	Morgan County
<b>SCOT</b>	Scott County
<b>GOFF</b>	Goff Health Sciences and Technology Building; Oak Ridge campus

# academic calendar

## 2015 Fall Semester Full Term

Web Registration Begins.....	April 6
Faculty Report.....	August 17
Last Day for 100% Refund for Full Term.....	August 23
Classes Begin.....	August 24
Labor Day Holiday.....	September 7
Graduation Applications for Fall Due.....	September 8
Last Day to Drop/Withdraw Without a Grade of "W".....	September 6
Last Day for 75% Refund for Full Term.....	September 6
Last Day for 25% Refund for Full Term.....	September 20
Graduation Applications for Spring/Summer Due.....	October 2
Fall Break.....	October 12-13
Last Day to Withdraw from Classes.....	November 3
Last Day to Change from Credit to Audit.....	November 3
Thanksgiving Holiday.....	November 25-29
Last Day of Classes.....	December 7
Examination Period.....	December 8-10
Grades Due - Noon.....	December 11

## Accelerated Terms (Five Weeks)

Last Day for 100% Refund for Term I.....	August 23
Classes Begin.....	August 24
Last Day for 75% Refund for Term I.....	August 28
Labor Day Holiday.....	September 7
Last Day for 25% Refund for Term I.....	September 2
Last Day to Withdraw from Term I.....	September 16
Term I Ends.....	September 28
Last Day for 100% Refund for Term II.....	September 28
Term II Begins.....	September 29
Last Day for 75% Refund for Term II.....	October 3
Last Day for 25% Refund for Term II.....	October 8
Fall Break.....	October 12-13
Last Day to Withdraw from Term II.....	October 22
Term II Ends.....	November 3
Last Day for 100% Refund for Term III.....	November 3
Term III Begins.....	November 4
Last Day for 75% Refund for Term III.....	November 8
Last Day for 25% Refund for Term III.....	November 13
Thanksgiving Holiday.....	November 25-29
Last Day to Withdraw from Term III.....	November 27
Term III Ends.....	December 10

## First 7 Week Classes - Term I

Last Day for 100% Refund.....	August 23
Classes Begin.....	August 24
Last Day for 75% Refund.....	August 29
Labor Day Holiday.....	September 7
Last Day for 25% Refund.....	September 4
Last Day to Withdraw.....	September 24
Last Day to Change from Credit to Audit.....	September 24
Last Day of Classes.....	October 11

## Second 7 Week Classes - Term II

Fall Break.....	October 12-13
Last Day for 100% Refund.....	October 13
Classes Begin.....	October 14
Last Day for 75% Refund.....	October 20
Last Day for 25% Refund.....	October 27
Last Day to Withdraw.....	November 18
Last Day to Change from Credit to Audit.....	November 18
Thanksgiving Holiday.....	November 25-29
Last Day of Classes.....	December 7



### 10 Week Classes - Term I

Last Day for 100% Refund.....	August 23
Classes Begin.....	August 24
Last Day for 75% Refund.....	September 1
Last Day for 25% Refund.....	September 10
Last Day to Withdraw.....	October 10
Last Day to Change from Credit to Audit.....	October 10
Fall Break.....	October 12-13
Last Day of Classes.....	November 3

### 10-Week Classes - Term II

Last Day for 100% Refund.....	September 21
Classes Begin.....	September 22
Last Day for 75% Refund.....	October 1
Last Day for 25% Refund.....	October 11
Fall Break.....	October 12-13
Last Day to Withdraw.....	November 11
Last Day to Change from Credit to Audit.....	November 11
Thanksgiving Holiday.....	November 25-29
Last Day of Classes.....	December 7

Accelerated, 7-week, 10-week and weekend classes observe the same holidays and breaks as full-term classes.

Please refer to the Contemporary Management website for specific dates of each accelerated class.  
[www.roanestate.edu/mgt](http://www.roanestate.edu/mgt).

### 2016 Spring Semester Full Term

Web Registration Begins.....	November 9, 2015
Faculty Report.....	January 7
Last Day for 100% Refund for Full Term.....	January 18
Martin Luther King Holiday.....	January 18
Classes Begin.....	January 19
Last Day to Drop/Withdraw Without a Grade of "W".....	February 1
Last Day for 75% Refund for Full Term.....	February 1
Last Day for 25% Refund for Full Term.....	February 15
Last Day to Withdraw from Classes.....	February 2
Last Day to Change from Credit to Audit.....	February 2
Academic Festival.....	TBA
Spring Break.....	March 7-13
Good Friday Holiday.....	March 25
Last Day of Classes.....	May 2
Examination Period.....	May 3-5
Grades Due - Noon.....	May 6
Graduation.....	May 6 & 7

### Accelerated Terms (Five Weeks)

Last Day for 100% Refund for Term I.....	January 18
Martin Luther King Holiday.....	January 18
Term I Begins.....	January 19
Last Day for 75% Refund for Term I.....	January 22
Last Day for 25% Refund for Term I.....	January 26
Last Day to Withdraw from Term I.....	February 10
Term I Ends.....	February 22
Last Day for 100% Refund for Term II.....	February 22
Term II Begins.....	February 23
Last Day for 75% Refund for Term II.....	February 27
Last Day for 25% Refund for Term II.....	March 3
Spring Break.....	March 7-13
Last Day to Withdraw from Term II.....	March 21
Good Friday Holiday.....	March 25

# academic calendar (continued)

Term II Ends.....	April 4
Last Day for 100% Refund for Term III.....	April 4
Term III Begins.....	April 5
Last Day for 75% Refund for Term III.....	April 8
Last Day for 25% Refund for Term III.....	April 12
Last Day to Withdraw from Term III.....	April 24
Term III Ends.....	May 5

## First 7 Week Classes - Term I

Last Day for 100% Refund.....	January 18
Martin Luther King Holiday.....	January 18
Classes Begin.....	January 19
Last Day for 75% Refund.....	January 25
Last Day for 25% Refund.....	February 1
Last Day to Withdraw.....	February 24
Last Day to Change from Credit to Audit.....	February 24
Spring Break.....	March 7-13
Last Day of Classes.....	March 14

## Second 7 Week Classes - Term II

Last Day for 100% Refund.....	March 14
Classes Begin.....	March 15
Last Day for 75% Refund.....	March 20
Good Friday Holiday.....	March 25
Last Day for 25% Refund.....	March 26
Last Day to Withdraw.....	April 16
Last Day to Change from Credit to Audit.....	April 16
Last Day of Classes.....	May 2

## 10 Week Classes - Term I

Last Day for 100% Refund.....	January 18
Martin Luther King Holiday.....	January 18
Classes Begin.....	January 19
Last Day for 75% Refund.....	January 28
Last Day for 25% Refund.....	February 7
Spring Break.....	March 7-13
Last Day to Withdraw.....	March 9
Last Day to Change from Credit to Audit.....	March 9
Good Friday Holiday.....	March 25
Last Day of Classes.....	April 4

## 10 Week Classes - Term II

Last Day for 100% Refund.....	February 15
Classes Begin.....	February 16
Last Day for 75% Refund.....	February 25
Last Day for 25% Refund.....	March 6
Spring Break.....	March 7-13
Good Friday Holiday.....	March 25
Last Day to Withdraw.....	April 6
Last Day to Change from Credit to Audit.....	April 6
Last Day of Classes.....	May 2

Accelerated, 7-week, 10-week and weekend classes observe the same holidays and breaks as full-term classes.

Please refer to the Contemporary Management website for specific dates of each accelerated class.  
[www.roanestate.edu/mgt](http://www.roanestate.edu/mgt).

## 2016 Summer Semester Expanded Term

Web Registration Begins .....	April 4
Last Day for 100% Refund for Expanded Term .....	May 8
Classes Begin .....	May 9
Last Day to 75% Refund for Expanded Term .....	May 18
Last Day to Withdraw Without a Grade of W .....	May 22
Memorial Day Holiday .....	May 30
Last Day to 25% Refund for Expanded Term .....	May 28
Last Day to Withdraw from Classes .....	July 1
Last Day to Change from Credit to Audit .....	July 1
Fourth of July Holiday .....	July 4
Last Day of Classes .....	July 29
Grades Due - Noon .....	August 1

## Maymester

Last Day of 100% Refund for Maymester .....	May 8
Classes Begin .....	May 9
Last Day for 75% Refund for Maymester .....	May 10
Last Day for 25% Refund for Maymester .....	May 12
Last Day to Withdraw from Classes .....	May 20
Last Day to Change from Credit to Audit .....	May 20
Last Day of Classes .....	May 27

## Full Term

Last day of 100% refund for Full Term .....	June 5
Classes Begin .....	June 6
Last Day for 75% refund for Full Term .....	June 12
Last Day for 25% refund for Full Term .....	June 19
Fourth of July Holiday .....	July 4
Last Day to Withdraw from Classes .....	June 11
Last Day to Change from Credit to Audit .....	June 11
Last Day of Classes .....	July 29

## First Term

Last Day for 100% Refund for First Term .....	June 5
Classes Begin .....	June 6
Last Day for 75% Refund for First Term .....	June 8
Last Day for 25% Refund for First Term .....	June 11
Last Day to Withdraw from Classes .....	June 22
Last Day to Change from Credit to Audit .....	June 22
Last Day of Classes .....	July 1

## Second Term

Last Day for 100% Refund for Second Term .....	July 4
Fourth of July Holiday .....	July 4
Classes Begin .....	July 5
Last Day for 75% Refund for Second Term .....	July 7
Last Day for 25% Refund for Second Term .....	July 10
Last Day to Withdraw from Classes .....	July 20
Last Day to Change from Credit to Audit .....	July 20
Last Day of Classes .....	July 29

First Term Contemporary Management accelerated courses begin June 6.

Second Term Contemporary Management accelerated courses begin June 27.

Please refer to the Contemporary Management website for specific dates of each accelerated class.  
[www.roanestate.edu/mgt](http://www.roanestate.edu/mgt)

# commonly used terms

**Add deadline** - The latest date in a semester to add a course to a class schedule. The add deadline is always the day before a semester or term begins.

**Admission** - The process of being admitted to Roane State allowing you to register for classes. Completion of the admissions process does not constitute registration for classes.

**Admissions file** - The documents collected for admission to the college. These documents include transcripts, test scores, immunization records, and any other information required by the Admissions and Records Office.

**Advisor** - A full-time faculty member who meets with designated students in a specific major to help make curriculum choices and discuss progress toward achieving educational goals.

**Articulation agreement** - A document that outlines the curriculum agreed to by Roane State and a four-year college/university to satisfy the degree requirements at Roane State and at the receiving four-year institution.

**Associate's degree** - A degree awarded to students after completion of a core curriculum. Students completing options in university parallel (transfer) programs receive the Associate of Science (A.S.), Associate of Arts (A.A.), Associate of Fine Arts (A.F.A.) or Associate of Science in Teaching (A.S.T). Students who complete options in career preparation programs receive an Associate of Applied Science (A.A.S.).

**Audit** - Taking a course but not for credit. Students pay required fees and attend class but are not required to complete assignments or take exams.

**Career preparation** - An Associate of Applied Science degree program for students who wish to seek employment after completing two years of college work.

**COMPASS test** - An assessment to identify a student's academic strengths and weaknesses in reading, writing, and mathematics.

**Course** - A subject or class in which instruction is offered within a given period of time for a semester and for which credit toward a degree is given.

**Course load** - The total number of semester hours or credit hours in which a student is enrolled for a semester.

**Credit hour** - One hour of classroom study per week over the period of a semester.

**Curriculum** - The whole body of courses offered for study by the college or by a particular department.

**Elective** - A subject or course that is accepted toward fulfillment of credit for a degree or certificate but is not required for that degree or certificate.

**Full-time student** - A student enrolled in 12 or more credit hours per semester.

**Grant** - Financial aid that does not have to be paid back.

**Humanities** - Any course in art, literature, humanities, music, philosophy or theatre.

**Learning Support** - Foundation courses in math, reading and writing designed for students who are not fully prepared for college-level courses.

**Loan** - Financial aid that must be paid back, usually within a specified time.

**Major** - The academic area in which one specializes.

**Part-time student** - A student enrolled in less than 12 credit hours per semester.

**Prerequisite** - A course requirement to be completed or a level of skill or knowledge to be demonstrated prior to enrollment in a course or program.

**Probation** - The status of students when their cumulative GPA drops below college standards. Students may still enroll while on probation.

**Re-admit** - A form students must complete if they have not attended Roane State for one or more semesters.

**R#** - A unique computer-generated student identification number.

**Registration** - The process of officially enrolling in one or more courses. Students must be admitted to Roane State before enrolling for classes.

**Semester** - A period of instruction lasting 15 weeks at Roane State.

**Suspension** - The status of students when their cumulative GPA drops below Roane State's standards for two consecutive semesters. You may not enroll while on suspension.

**Transcript** - An official record of academic history including coursework and grades.

**Tennessee Transfer Pathways** - Lists the general requirements and area of emphasis requirements as students move from a community college to a university. Following these pathways and taking the listed courses will help assure that students do not have difficulties transferring courses and do not have to repeat courses.

**University Parallel** - Major programs of study designed primarily for students who wish to transfer to a college/university to complete a baccalaureate degree.

**Withdraw deadline** - The latest date in a semester to drop a course from a student's class schedule.

### **Roane County Campus**

(865) 882-4554  
(866) 462-7722 ext. 4554

### **Oak Ridge Campus**

(865) 481-2000  
(866) 462-7722

### **Campbell County Higher Education Center**

(423) 562-7021  
(866) 462-7722 ext. 4534

### **Cumberland County Higher Education Center**

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(866) 462-7722 ext. 4532

### **Fentress County Higher Education Center**

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(866) 462-7722 ext. 4664

### **Scott County Higher Education Center**

(423) 663-3878  
(866) 462-7722 ext. 4694

(866) GO2-RSCC  
[www.roanestate.edu](http://www.roanestate.edu)



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