



**VOORHEES COLLEGE**

## **ADULT EDUCATION PROGRAM**

Organizational Management & Criminal Justice Majors

# Student Manual



*"We are Voorhees: A Community of Scholars"*

**Dr. Cleveland L. Sellers, Jr., *President***

**Denmark, South Carolina**

# EDUCATING THE ADULT LEARNER

## PREFACE

Welcome to the Adult Education Program at Voorhees College. We are pleased that you have chosen to enroll in the program. The aim of this manual is to provide you with answers to some of the questions you may have about the academic courses you are about to begin.

The Student Manual will serve to introduce the program, to provide information about the majors, and to provide you with information about curriculum, faculty, policies and procedures, student life and finances related to the program. It is important to realize that achieving the degree is a significant challenge and will depend primarily upon you and your continuous commitment and determination to succeed.

For many in the program it will have been some time since they studied extensively. Old skills need to be re-called and new ones developed to meet the challenges of assignments, examinations, on line collaboration, and general research. This manual has been prepared to bring together a range of useful information about the non traditional courses at Voorhees College and it is **supplemental to the Voorhees College Student Handbook and College Catalogue**. To obtain further information, please contact the Office of Adult Education Program at (803) 780-1309 or 800-446-6241 Fax #: 803-780-1308

Our Mailing Address is:

### Mailing Address

Voorhees College  
Adult Education Program  
Post Office Box 678  
Denmark, South Carolina 29042-0678

### Street Address

Voorhees College  
Adult Education Program  
151 Academic Circle  
Denmark, South Carolina 29042

Visit us at:

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

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## **I. Voorhees College**

For more than 105 years, Voorhees College has made a historic contribution to the educational, economic, and social development of the County of Bamberg, State of South Carolina and this nation. Since its founding, two underlying currents have influenced the curriculum at Voorhees College. First, there has been the sustained influence of the debate between those who advocated pragmatic education for vocational pursuits and those advocating liberal education to develop youth for leadership of the race. And secondly, intertwined in this philosophical debate has been religion and religious values.

In 1897 a young black woman, Elizabeth Evelyn Wright, founded Voorhees College. A former student of Booker T. Washington, Miss Wright, at 23, dreamed the seemingly impossible dream of starting a school for colored youth in Denmark, South Carolina. The College's historic reason for being was to provide educational opportunities for young blacks in rural Bamberg County.

In 1924, the school became one of the institutions supported by the American Church Institute for Negroes. This organization was a component of the Episcopal Church. The Bishops from both the Upper Diocese of South Carolina and Diocese of South Carolina assumed leadership of the Board of Trustees.

Since then, the College has become a four - year institution. Today, Voorhees College is a four-year liberal arts institution with accreditation by the Southern Association of Colleges and Schools. The College is a member of the United Negro College Fund. The College has a curriculum, which combines the view of Dr. W. E. B. Dubois, through its general education

curriculum and with the view of Dr. Booker T. Washington through its curriculum in pragmatic studies. However, religion and religious value are not intertwined into the curriculum. The College remains affiliated with the Episcopal Church. The basic stated purpose of the College remains the same-to educate the mind, heart, and spirit of all who would come.

As the College moves into the new millennium, it renews its historical partnership with the Episcopal Church. The original partnership was based on the Church and the School proclamation that the Rule of God is at hand, to nourish Christ's people from the riches of His grace and to strengthen them to Glorify God in this life and in the life to come. Effective teaching and learning was an integral part of the pact and commission. The Church alone cannot fulfill the commission without the help of Christian institutions of learning.

Conversely, Voorhees College cannot provide effective teaching and learning that help its learners to proclaim that the Rule of God is at hand, to select careers which nourish people for the riches of His grace and to strengthen them to Glorify God in this life and in the life to come without the help of the Church.

Therefore, Voorhees College recognizes the need to bring an additional dimension to our legacy of excellence. The College, through this plan, will renew its original partnership with the Episcopal Church by creating an Agenda for Excellence. The excellence we seek sets forth the standard by which our teaching, scholarly activities, management, and service activities will be judged. The College has much to offer. "Partners in Mission" will be a joint ministry and an investment which is mutually beneficial to society.

To this end, *the driving force for our agenda for excellence over the next five years will be to develop a platform for teaching and learning which combines intellect and faith in the selection of behavior, attitudes, and vocations by students and to enhance the public awareness, knowledge and acceptance of the value-centered quality and character of the College.*

## MISSION STATEMENT

Voorhees College is a private, historically black, coeducational, liberal arts, baccalaureate degree-granting institution affiliated with the Episcopal Church. The College, located in rural South Carolina, serves traditional and nontraditional students primarily from the state of South Carolina and the southeastern region of the United States. The aim of the College is to offer each student a comprehensive general educational experience coupled with professional education in the value-centered liberal arts tradition. The College excels in instruction in liberal studies, arts and sciences and pre-professional and professional disciplines. The College provides an environment that supports educational opportunities designed to help prepare students to function in a diverse and increasingly technological society. The College seeks to produce highly qualified graduates who combine intellect and faith in their preparation for strong professional performance in a global society, pursuit of life-long learning, healthy living, betterment of society, and an abiding faith in God.

To forge this *Agenda for Excellence*, Voorhees College strives to achieve the following:

## INSTITUTIONAL GOALS

1. To enhance students' communicative, critical thinking, qualitative and quantitative skills;
2. To expand students' general and professional knowledge bases;
3. To provide opportunities for the clarification of values and attitudes in a Christian environment;
4. To prepare students for professional careers and/or graduate, professional educational opportunities;
5. To provide students with academic, cultural, social, religious and athletic programs that foster leadership and achievement;

6. To increase student-assisted faculty research opportunities and internships throughout the College;
7. To incorporate measures of student achievement in documenting the institution's effectiveness;
8. To recognize the achievements of students, faculty, administrators and staff;
9. To recruit, retain, and provide opportunities to develop an excellent faculty and staff within each area of the College;
10. To maintain efficiency and effectiveness of administrative services, institutional facilities, internal coordination, and existing resources;
11. To increase the College's revenues by cultivating and generating new sources of support;
12. To maintain fiscal stability by increasing and effectively managing the financial, human and physical resources of the College; and
13. To enhance the quality of life in the surrounding community through a comprehensive rural community outreach program.

*Revised & Approved by Planning Council – June 4, 2008 at Annual Planning Retreat, Barnwell, SC*

*Approved by Faculty: Approved by Board of Trustees: February 2009*

**Voorhees College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) to award bachelor's degrees.**

## **II. Voorhees College Organizational Management Major and Its Calendar**

### **What Is The Organizational Management Major?**

The Voorhees College Organizational Management Major serves adults who have already completed two or more years of college with a cumulative 2.0 GPA or better, and who now would like to complete their Bachelor's Degree. Students typically are employed full-time during the day, thus the program is offered in the evening. One night per week provides the student with the opportunity to earn 48 semester hours of credit in class (including the Action Research Project). Classes are taught in a manner that is conducive to learning for adults. An atmosphere of shared family, career, and age interests develops among the adult students.

#### **The Organizational Management Major offers adult students:**

- A degree completion program for adults who have earned 50 hours or more transferable credit hours.
- The opportunity to complete your degree in as little as 18 months.
- Opportunities for career advancement, new job, and higher salary.
- Excellent instruction from qualified faculty in small classes and state of the art instructional technology.
- Financial Assistance includes Financial Aid, Payment Plans, G.I. Bill, Tuition Assistance, and Employer Reimbursement Programs.

### **Academic Calendar**

The Voorhees College Organizational Management major operates on a semester hour basis with groups of students beginning each year, typically in August and January. Each group takes 3 semesters plus a summer session to complete the 48 hours in the Organizational Management major and operates on a year-round basis. Each group is given a definite schedule, which indicates on which dates the group will meet during the period of enrollment.

### **III. Voorhees College Criminal Justice Major and Its Calendar**

#### **What Is the Criminal Justice Program?**

The Voorhees College Adult Education Program with a concentration in Criminal Justice is for students who have already completed two or more years of college with a cumulative 2.0 GPA or better, and who now would like to complete their Bachelor's Degree. Students typically are employed full-time during the day, thus the program is offered in the evening. One night per week provides the student with the opportunity to earn 46 semester hours of credit in class (including the Action Research Project). Classes are taught in a manner that is conducive to learning for adults. An atmosphere of shared family, career, and age interests develops among the adult students.

#### **The Adult Education Program Criminal Justice Major offers adult students:**

- A degree completion program for adults who have earned 50 hours or more transferable credit hours.
- The opportunity to complete your degree in as little as 18 months.
- Opportunities for career advancement, new job, and higher salary.
- Excellent instruction from qualified faculty in small classes and state of the art instructional technology.
- Financial Assistance includes Financial Aid, Payment Plans, G.I. Bill, Tuition Assistance, and Employer Reimbursement Programs.

#### **Academic Calendar**

The Voorhees College Nontraditional Criminal Justice major operates on a semester hour basis with groups of students beginning each year, typically in August and January. Each group takes 3 semesters plus a summer session to complete the 46 hours in the Criminal Justice major and operates on a year-round basis. Each group is given a definite schedule, which indicates on which dates the group will meet during the period of enrollment.

#### **IV. Admission Requirements**

Admission is a simple process, which can lead to a quick decision on our part. The requirements to be met are:

1. Completion of 50 or more college level semester hours of transferable credits from an accredited Post Secondary institution.
2. GPA of 2.0 (4.0 scale) on all prior academic work.
3. Completion of an application form and payment of the non-refundable \$25.00 application fee.
4. An official transcript from each post-secondary school attended.
5. Conditional admission for students not meeting all criteria for full admission is determined by College's Matriculation Committee.

#### **Admissions Procedures**

One who has become familiar with the program and has decided to apply should take the following steps:

1. Complete and turn in the application form.
2. Pay the \$25.00 application fee.
3. Send a transcript request form (found in the packet) to each college or university previously attended. Check with the registrar from each institution for the appropriate transcript fee.
4. After transcripts have been received and evaluated, schedule an appointment with a staff person to discuss your transfer hours accepted.
5. Plan to attend Orientation and Registration.

#### **Re-admission to the Voorhees College Adult Education Program in Organizational Management or Criminal Justice**

A former student whose attendance has been interrupted for one or more semesters (summer session excluded) must apply for re-admission. If the student were enrolled in other colleges since last attending Voorhees College, an official transcript from other colleges attended and a confidential report must be submitted before re-entering. A student must obtain clearance from the Vice President of Fiscal Affairs, Vice President for Student Affairs, Dean of Enrollment Management, Director of Admissions and the Vice President for Academic Affairs before registering.

#### **Transfer of Credit**

Credits of a grade of "C" or above from regionally accredited colleges or universities **may be** accepted in transfer. Any grade less than a C will not be accepted.

## V. Finances

### Tuition and Fees

| 2009-2010 Tuition<br>(covers 46/48 semester hours) |                         |
|--|-------------------------|
| First Semester                                     | \$4,832.00**            |
| Second Semester                                    | \$4,832.00**            |
| Summer Session                                     | \$335 per credit hour** |
| Third Semester                                     | \$4,832.00**            |


\*Note: The College reserves the right to adjust tuition, fees and other applicable charges at the discretion of the Board of Trustees.

\*\* Other Fees Apply

### Late Registration Fee

Any student who does not register within the established time frame will be assessed a late registration fee of \$75.00 and in addition \$25.00 each day thereafter. The late fee must be paid in cash at the time of registration and cannot be paid with Title IV funds.

### Textbooks

Textbooks should be purchased through  prior to the start date of class. Students must purchase textbooks in a timely manner because assignments are typically due on the first night of class. Please, purchase **all** the books for the semester at the beginning of the semester. The site coordinators can assist with book purchasing if necessary.

### Application Fee

Each student must pay an application fee of \$25.00 and it should be submitted with the admissions application.

### Graduation Fee

The Graduation Fee (\$225.00) is due at the end of the third semester. The Graduation Fee must be paid **prior** to the date of graduation. Please adhere to the policies pertaining to graduation set by the Registrar's Office.

### Automobile Registration

Each student must pay an automobile registration fee \$30.00 per year. Decals must be purchased by all AEP students.

## Payment Plan and Due Dates

Tuition, fees and book charges are paid before or at the beginning of each semester. However, the College offers a Payment Plan with the following provisions:

| First Semester      |             | Second Semester     |             |
|---------------------|-------------|---------------------|-------------|
| Due at Registration | \$ 1,695.00 | Due at Registration | \$ 1,695.00 |
| October 1           | \$ 1,129.00 | February 1          | \$ 1,129.00 |
| November 1          | \$ 1,129.00 | March 1             | \$ 1,129.00 |
| December 1          | \$ 1,129.00 | April 1             | \$ 1,129.00 |

## Methods of Payment

1. State and Federal financial Aid
2. VA Benefits: Request appropriate documents from VA Office and submit to the VA Counselor in the Registrar's Office.
3. Employer Reimbursement: Request appropriate document from Employer and submit to the Business Office.
4. College Payment Plan (one-third due at registration) and the remainder in equal monthly installments.
5. Credit Card (VISA /MASTERCARD/ AMERICAN EXPRESS/DISCOVER)

**NOTE:** All accounts must be cleared before registering for subsequent semesters.

## Financial Aid and The Non-Traditional Student

Financing a college education requires a great deal of advance planning. The Office of Student Financial Aid assists students whose family and/or personal circumstances make financial assistance necessary in meeting the cost of attending Voorhees College. Remember, financial aid is to assist, but the student is solely responsible for paying for their cost of education. In many instances a financial aid award may not cover the total cost of attendance. Financial aid programs include loans and grants. These programs may be offered to students singularly or in various combinations. A student may refuse part or all of the aid offered. In such cases, it becomes the responsibility of the student to compensate for the aid not accepted. To assist you in making appropriate financial preparations, the following is a brief description of the state and federal financial aid programs available to you and how you may apply. As a non-traditional student at Voorhees College, you are eligible to participate in the Federal Pell Grant Program, and the Federal Stafford Loan Program.

- **Federal Pell Grants**

The Federal Pell Grant program is federally funded with the purpose of assisting economically disadvantaged students to meet the cost of a postsecondary education. Federal Pell Grant will be the foundation of your financial aid package. The U.S. Department of Education uses a standard formula, established by Congress, to determine if you are eligible for a Federal Pell Grant and to calculate your Expected Family Contribution (EFC). The amount of Pell you receive will depend on the EFC, the estimated cost of your education, your enrollment status, and whether you attend school for a full academic year or less.

- **Federal Stafford Loans**

These are low-interest loans that the federal government pays directly to students through their schools. They include:

- Federal Stafford Loans – subsidized (need-based) or unsubsidized (no need). Subsidized loans, the government pays the interest charges, for unsubsidized loans, students are responsible for the interest. The interest rates for all Stafford loans are variable. However, the rate may not exceed 8.25 percent for Stafford loans. To qualify for these loans, students must be enrolled at least halftime (6 hours). Federal regulations require that you have Entrance Counseling before a Stafford Loan is credited to your account. You must also complete and sign a Loan Master Promissory Note (MPN). An Exit Counseling Seminar must be attended before graduation or withdrawal.

### **Federal Stafford Loan Limits**

Because you are transfer students, the amount you may borrow will be determined by the number of credit hours that the College accepts from your academic transcript(s) from the school(s) you attended previously.

If the College accepts the credit hours listed below, you may receive a subsidized loan up to the corresponding amount:

**\*SUBSIDIZED**

|                  |            |
|------------------|------------|
| 0 – 29 hours     | \$3,500.00 |
| 30 – 59 hours    | \$4,500.00 |
| 60 hours & above | \$5,500.00 |

**\*UNSUBSIDIZED**

|                  |             |
|------------------|-------------|
| 0 – 59 hours     | \$ 4,000.00 |
| 60 hours & above | \$5,000.00  |

*\*Remember, loans must be repaid. Be a RESPONSIBLE and SENSIBLE borrower. The school can refuse to certify your loan application or can certify a loan for an amount less than you would otherwise be eligible for, if the school documents the reason for its action and explains the reason to you in writing. The school's decision is final and cannot be appealed to the U.S. Department of Education.*

- **State Financial Aid Programs - South Carolina Tuition Grants**

The South Carolina Tuition Grants are made possible through annual appropriations by the South Carolina General Assembly. The purpose of the program is to provide need-based, undergraduate grant assistance to eligible South Carolina residents attending, on a full-time basis, certain independent non-profit college located in the state.

Eligibility for the grant is determined by the number of credit hours earned during your last period of enrollment. If you have not been enrolled at a college within the last five years, you may be eligible for grant. You must meet the credit hour requirements for renewal of the grant (24 credit hours per year).

**NOTE:** *Students who enroll for the first time during the Spring (January) semester are not eligible to receive the grant. You must register for the first time in the semester that corresponds with the beginning of the school year for the traditional student. (August). Your enrollment period must also fall within 10 days of the beginning and ending dates of the school year. APPLICATIONS MUST BE RECEIVED BY THE FEDERAL CENTRAL PROCESSOR (NOT VOORHEES COLLEGE ) AND PROCESSED BY JUNE 30<sup>TH</sup> .*

### **How Do You Apply For Financial Aid?**

In order to determine your eligibility for the financial assistance listed, you must complete the FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA). You may complete the FAFSA through the Internet by using FAFSA on the web ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)). In order to ensure proper processing, you will need to request a PIN (Personal Identification Number) first ([www.pin.ed.gov](http://www.pin.ed.gov)).

**If you filed an income tax return for 2008 you will need a copy of your 2008 1040, 1040A, or 1040EZ. If you receive untaxed income such as Social Security, AFDC, or Veteran's Benefits, you will need the total amount you receive from January 1, 2008 to December 31, 2008. If you plan to enroll for the Fall Semester (August), please submit your FAFSA to the Central Processor by April 15, 2009. If you plan to enroll for the Spring Semester (January), please submit your application by October 15, 2009. This is a necessity if you hope to receive an Award Notification before the registration date. ALL applications, transcripts and its evaluation, and other verification documents must be received by the Office of Student Financial Aid at least six (6) weeks prior to the first day of class to ensure timely processing of a financial aid award. Any applications, notices of plans to attend, and documents received after six (6) weeks and during the registration process will be addressed on a first-come-first served basis.**

**Note: Renewal of financial aid is not AUTOMATIC. You must re-apply each year as soon after January 1 as possible.**

## **Paying For Courses at another School**

**If you wish to take classes at another college other than Voorhees College, the cost of those classes will be an out-of-pocket expense. Voorhees College does not participate in Consortium Agreements with other schools for financial aid purposes.**

## **Disbursement and Credit Balance Policy**

Title IV federal financial assistance and other types of financial aid will be disbursed to student accounts when received from the prospective grantee or lender. Credit balances resulting from the disbursements will be refunded to the student within 14 days of the day the credit balance appears.

## **Refunds and the “Return Of Title IV Funds” Policy**

Federal financial aid funds are awarded with the expectation that students will complete the entire period of enrollment. With each day of attendance, students “earn” a percentage of the funds disbursed to their account. If a student withdraws or is expelled from Voorhees College, the school or the student may be required to return some of the federal funds awarded to the student. The student may be eligible for a refund of a portion of tuition, fees, room and board paid to Voorhees College for the semester. If the student received federal financial aid, then a portion of the refund will be to the federal grant, or loan source from which the aid was received.

The Voorhees College Refund Policy was established to calculate the refund of institutional charges. The federal “Return of Title IV Funds: formula dictates the amount of federal Title IV aid that must be returned to the federal government by the school and the student. The federal formula is applicable to a student who receives federal grants or other federal aid other than Federal Work-Study funds if the student withdraws on or before the 60% point in the semester. The student may also receive a refund of institutional charges through the Voorhees College Refund Policy. The amount of refund of institutional charges will be the amount determined by the Voorhees College Refund Policy.

Should circumstances require a student to withdraw or leave the College at any time after registration, a prorated refund of institutional charges (tuition and fees) will be granted. If a student is an adult learner in the Organizational Management Program, and enrolls for the semester and withdraws from the first module of the semester before attending that module for the second time, the student will receive a refund of 100% of the charges for the semester. Refunds after the first or second week will be calculated according to the following:

- |                                     |             |
|-------------------------------------|-------------|
| ➤ Withdrawal within the first week  | 100 percent |
| ➤ Withdrawal within the second week | 90 percent  |
| ➤ Withdrawal within the third week  | 80 percent  |
| ➤ Withdrawal within the fourth week | 70 percent  |
| ➤ Withdrawal within the fifth week  | 60 percent  |
| ➤ Withdrawal within the sixth week  | 50 percent  |
| ➤ Withdrawal after the sixth week   | 0 percent   |

A student who leaves the College without following the outlined procedure is not eligible for a refund or adjustment of charges.

When a student who has received federal financial aid funds (Title IV Funds) leaves a school before the end of the semester or enrollment period, federal law requires Voorhees College to calculate the percentage and amount of “unearned” financial aid funds that must be returned to the federal government. Once a student has completed more than 60% of enrollment, students are considered to have earned all funds received. The federal formula requires a return of Title IV aid if the student received federal financial aid and withdraw on or before completing 60% of the semester. The percentage of Title IV aid to be returned is equal to the number of calendar days remaining in the semester divided by the number of calendar days in the semester. Scheduled breaks are not included.

If there are remaining funds after the return of Title IV aid, they will be used to repay state funds, institutional funds, other private funding sources, and the student, as long as there is no unpaid balance at the time of withdrawal. If there is an unpaid balance, then all aid sources will be repaid before any funds are returned to the student.

The calculation for the Return of Title IV Funds may have the effect of requiring a student to repay the federal government, in cash, funds (grants) that have been disbursed to the student. Students are encouraged to meet with their financial aid counselor and his or her advisor before making the decision to withdraw.

Students who leave the College and do not complete the official withdrawal process may be eligible for a refund of charges and return of Title IV financial aid if the last date of attendance can be verified by other means such as class attendance records or other documents that will indicate the student’s last day of class attendance.

**The following procedure will determine the amount of funds to be returned:**

- The institution determines the withdrawal date
- The institution determines the amount the student earned
- Multiply the percentage of the payment period or enrollment period times the aid that was disbursed and/or could have been disbursed
- Subtract the earned amount from the aid disbursed as of the date of the institution’s determination that the student withdrew
- Return unearned funds to Title IV programs or pay student post-withdrawal disbursement(s).



## The Official Withdrawal Process

If a student completes registration, but circumstances require the student to leave school, he or she must officially withdraw from the College. The student should obtain an Official Withdrawal Form from the Registrar's Office to begin the withdrawal process. The Form must be completed and all signatures obtained by the students except in extreme cases (*see Site Coordinator*). The process is not complete until the completed Withdrawal Form is on file in the Registrar's Office. The procedure will enable Voorhees College to refund the charges according to the institutional refund policy. Note: This process cannot be completed by proxy and must be completed at the time you cease to attend classes.

## General Information

Students wishing to apply for financial assistance should contact the Office of Student Financial Aid at (803) 780-1150 or email us at [finaid@voorhees.edu](mailto:finaid@voorhees.edu). Our office has a well-trained and competent staff of financial aid professionals, and our mission is to assist you in financing your college education. Our office hours are Monday thru Friday, 8:00 a.m. – 5:00 p.m. Students are encouraged to make an appointment to ensure sufficient time for your needs. Please contact the office and submit your financial aid application (FAFSA) at least six (6) weeks prior to the scheduled registration.

Additional printed copies of this information are available from the Voorhees College website at [www.voorhees.edu](http://www.voorhees.edu).



## VI. Academic Programs

### Organizational Management Curriculum

The Voorhees College Organizational Management major consists of 48 hours in the major, including the Action Research Project which is completed throughout the program.

| MODULE                      | TITLE   | SEMESTER HR. |
|-----------------------------|---|--------------|
| OGMT 330                    | Technical Writing   | 03           |
| OGMT 335                    | Adult Development & Life Assessment                       | 03           |
| OGMT 331                    | Group and Organizational Dynamics                         | 03           |
| OGMT 337                    | Organizational Communication                              | 03           |
| OGMT 450                    | Action Research Project Design/Library Seminar            | 01           |
| OGMT 351                    | An Introduction to Research and Analysis Using Statistics | 03           |
| OGMT 451                    | Action Research Project Interview and Presentation        | 01           |
| OGMT 432                    | Social Problems and Their Impact on the Workplace         | 03           |
| OGMT 341                    | Principles of Management and Supervision                  | 03           |
| OGMT 449                    | Managerial Accounting                                     | 03           |
| OGMT 445                    | Managerial Finance  | 03           |
| OGMT 447                    | Managerial Marketing                                      | 03           |
| OGMT 338                    | Business Law  | 03           |
| OGMT 438                    | Human Resource Management                                 | 03           |
| OGMT 444                    | Organizational Capstone Seminar                           | S/U          |
| OGMT 434                    | Strategic Planning  | 03           |
| OGMT 439                    | Personal Values and Organizational Ethics                 | 03           |
| OGMT 452                    | Action Research Project                                   | 04           |
| <b>Total Semester Hours</b> |   | <b>48</b>    |

#### OGMT 330 – TECHNICAL WRITING (3 credits, 5 weeks)

Principles, techniques, and skills needed to conduct scientific, technical, or business writing. Instruction in the writing of reports, letters, and other exercises applicable to a wide range of disciplines and careers. Emphasis on clarity, conciseness, and accuracy of expression. Research techniques, information design, effective use of graphics, and preparation and presentation of oral reports will be covered. The English Proficiency Examination (EPE) is administered and must be passed in order to receive credit for this course.

**OGMT 335 - ADULT DEVELOPMENT AND LIFE ASSESSMENT (3 credits, 5 weeks)**

This course introduces adult learners to adult development theory and links these concepts to life through a process of individual reflection. Both classical and contemporary adult development theory are examined. These theories then provide the paradigm for self-analysis and life assessments, the basis for understanding individuals within organizations.

**OGMT 331 - GROUP AND ORGANIZATIONAL DYNAMICS (3 credits, 5 weeks)**

This course is a study of group behavior and how group functioning affects organizational effectiveness. Emphasis is placed on decision-making and resolving conflict in groups. Adult learners develop strategies for efficient and productive group management and determine which tasks are handled by groups or individuals.

**OGMT 337 - ORGANIZATIONAL COMMUNICATION (3 credits, 5 weeks)**

This course investigates communication and relationships in creating a productive work environment. Effectiveness in personal and social relationships is also covered through readings and exercises involving non-verbal communication, constructive feedback, dealing with anger, and resolving conflict.

**OGMT 450 – ACTION RESEARCH PROJECT DESIGN/LIBRARY SEMINAR (1 credit, 1 week)**

This session begins the formal research design for the Action Research Project. It is here that adult learners learn about the Action Research Model, presentation skills, appropriate APA writing style methods, and begin to understand the scope of the project. The purpose this session is to provide adult learners with the opportunity to present to their cohort and Advisor, Chapters 1-3 of their Action Research Project.

**OGMT 351 - AN INTRODUCTION TO RESEARCH AND ANALYSIS USING STATISTICS (3 credits, 7 weeks)**

Problem analysis and evaluation techniques are presented. Adult learners are shown methods for defining, researching, analyzing, and evaluating a problem in their work or vocational environments that they have selected for independent study project. Specific statistical information covered in the course includes identifying and measuring objectives, collecting data, working with significance levels, and analyzing variance and constructing questionnaires.

**OGMT 451 – ACTION RESEARCH PROJECT INTERVIEW & PRESENTATION ( 1 credit, 1 week )**

This session is a continuation of OGMT 450. The Action Research Project is completed and presented to an evaluation team for its review.

**OGMT 432 - SOCIAL PROBLEMS AND THEIR IMPACT ON THE WORKPLACE (3 credits, 5 weeks)**

This course presents an analysis of major contemporary social problems especially in the United States. Particular attention is given to the problems of poverty, racism, sexism, drug and alcohol abuse, and illiteracy, and their impact on the contemporary workplace. Consideration is given to diverse sociological perspectives regarding the cause, consequences, and solutions to these problems

**OGMT 341 – PRINCIPLES OF MANAGEMENT & SUPERVISION (3 credits, 5 weeks)**

Adult learners examine motivational theory and its application to individual and group functioning in work and home situations. Leadership styles related to particular circumstances are analyzed. Negotiation is covered through readings and class practice, with an analysis of the effect on productivity.

**OGMT 449 - MANAGERIAL ACCOUNTING (3 credits, 5 weeks)**

This module will focus on three levels of analysis and its effect upon the cost centers and profit centers. These areas will be addressed as they relate to cost accounting, cost-volume-profit analysis, budgeting, variance analysis and relevant costs for decision-making. Adult learners will be expected to apply concepts covered in earlier courses in accounting.

**OGMT 445 - MANAGERIAL FINANCE (3 credits, 5 weeks)**

Principles of economics necessary to equip managers and supervisors for effective decision-making and leadership are presented. Special consideration will be given to financial markets, the investment decision by the firm, the efficient market theory and the financing decision. Specific economic concepts will be applied to problem solving in the manager's workplace.

**OGMT 447 - MANAGERIAL MARKETING (3 credits, 5 weeks)**

Principles of marketing that need to be understood by managers in all areas in order to develop and utilize effective marketing practices are examined. Concepts of our global economy, including major social, psychological, and political influences, will be explored and their marketing implications considered from a manager's perspective.

**OGMT 338 - BUSINESS LAW (3 credits, 7 weeks)**

Business law studies the history, background, sources and influences of our modern day law as it pertains to the business activities of individuals, corporations and other legal entities. As a part of this module particular emphasis will be placed upon the laws governing contracts, creditors' rights, secured transactions, bankruptcy, agency, partnerships and corporations. Today's managers need to understand the basic legal concepts to avoid costly courtroom problems and other legal issues.

**OGMT 438 - HUMAN RESOURCE MANAGEMENT (3 credits, 5 weeks)**

Adult learners explore the values and perceptions of selected groups affecting social and economic life through an analysis of policies and practices of recruitment, selection, training, development and compensation of employees. Special attention is given to Equal Opportunity and Office of Safety and Health Administration legislation through a series of case studies and simulations.

**OGMT 444 – ORGANIZATIONAL CAPSTONE SEMINAR (0)**

Students will prepare for and take the Program Exit Examination for graduation.

**OGMT 434 - STRATEGIC PLANNING (3 credits, 5 weeks)**

This course introduces adult learners to various management planning models and techniques and applies these to business cases. It stresses the concepts of strategic planning and strategic management.

**OGMT 439 - PERSONAL VALUES AND ORGANIZATIONAL ETHICS (3 credits, 5 weeks)**

Several major ethical theories are reviewed. Adult learners are asked to examine personal values through readings and workplace analysis to formulate a management philosophy incorporating business ethics, government accountability, human rights, and a responsible lifestyle in the contemporary world.

**OGMT 452 - ACTION RESEARCH PROJECT (4 credits, 5 weeks)**

The Action Research project is a major research effort designed to enhance knowledge in an area related to one's work or community and provide research skills to assist in effective decision-making. The adult learner completes a research project related to his/her employment environment. Statistical analysis concepts and methods assist the adult learner in identifying a topic, collecting data, and measuring results. A college faculty member monitors the progress of the independent study, and an on-site contact makes certain that the adult learner devotes at least 200 clock hours to the project. An oral report of project findings is given by each adult learner in this semester.

## General Education Requirements (GER)

Organizational Management Students must complete the general education requirements of Voorhees College.

| COURSES                        |           |
|--------------------------------|-----------|
| Description                    | Hours     |
| English Composition/Literature | 09        |
| Humanities/Fine Arts           | 03        |
| Natural Sciences               | 06        |
| Mathematics                    | 06        |
| Social Sciences                | 09        |
| Computer Science               | 3         |
| General Ed. Electives          | 14        |
| <b>Total Hours</b>             | <b>50</b> |

## Graduation Requirements

1. Completion of 124 semester hours.
2. A cumulative grade point average of 2.0 (4.0 system) or above in this program
3. Completion of the Organizational Management Major courses.
4. Completion of all the general education requirements (or transfer of equivalent) as described in the college catalogue.
5. Complete and successfully pass the Program Exit Essay.
6. Take the **GRE® - Graduate Record Examinations®** or any other graduate level exam
7. Pay all fees and tuition charges.
8. Complete Graduation Clearance Form



## Criminal Justice Major Curriculum

The Voorhees College Adult Education Criminal Justice Degree Program consists of 46 hours in the major, including the Action Research Project which is completed throughout the program.

| <b>MODULE</b>               | <b>TITLE</b>                        | <b>SEMESTER HR.</b> |
|-----------------------------|-------------------------------------|---------------------|
| NTCJ 337                    | Technical Writing                   | 03                  |
| NTCJ 335                    | Adult Development & Life Assessment | 03                  |
| NTCJ 336                    | Research Methods                    | 03                  |
| NTCJ 339                    | Social Statistics                   | 03                  |
| NTCJ 232                    | Minorities in Criminal Justice      | 03                  |
| NTCJ 434                    | United States Constitution          | 03                  |
| NTCJ 432                    | Social Problems                     | 03                  |
| NTCJ 439                    | Substance Abuse                     | 03                  |
| NTCJ 435                    | Deviant Behavior                    | 03                  |
| NTCJ 437                    | Court Services                      | 03                  |
| NTCJ 331                    | Criminal Law                        | 03                  |
| NTCJ 338                    | Human Behavior & Social Environment | 03                  |
| NTCJ 234                    | Introduction to Social Work         | 03                  |
| NTCJ 433                    | Ethics in Social Sciences           | 03                  |
| NTCJ 450                    | Action Research Project             | 04                  |
| <b>Total Semester Hours</b> |                                     | <b>46</b>           |

### **NTCJ 337 – TECHNICAL WRITING (3 credits, 5 weeks)**

Principles, techniques, and skills needed to conduct scientific, technical, or business writing. Instruction in the writing of reports, letters, and other exercises applicable to a wide range of disciplines and careers. Emphasis on clarity, conciseness, and accuracy of expression. Research techniques, information design, effective use of graphics, and preparation and presentation of oral reports will be covered. The English Proficiency Examination (EPE) is administered and must be passed in order to receive credit for this course.

### **NTCJ 335 - ADULT DEVELOPMENT AND LIFE ASSESSMENT (3 credits, 5 weeks)**

This course introduces adult learners to adult development theory and links these concepts to life through a process of individual reflection. Both classical and contemporary adult development theory are examined. These theories then provide the paradigm for self-analysis and life assessments, the basis for understanding individuals within organizations.

**NTCJ 336 – RESEARCH METHODS (3 credits, 5 weeks)**

Introduction to the logic and the methods of sociological research. Topics include the connections between theory and research, problem formulation and research design, conceptualization and measurement, sampling modes of observation and analysis, ethical issues and the political context of research.

**NTCJ 339 – SOCIAL STATISTICS (3 credits, 5 weeks)**

An introduction to the basic methods and applications of quantitative research methods in the social sciences. Students are expected to become familiar with the common procedures of statistical analysis.

**NTCJ 232 – MINORITIES IN CRIMINAL JUSTICE(3 credits, 5 weeks)**

A historical and contemporary analysis of Criminal Justice from the unique perspective of minorities. Focuses on the various roles of minorities in Criminal Justice and the challenges/problems of minorities as Criminal Justice professionals, victims, and offenders.

**NTCJ 434 – UNITED STATES CONSTITUTION (3 credits, 5 weeks)**

A topical and developmental survey of the principles of the U.S. Constitution. Covers the framing and growth of the constitution, the powers and limitations imposed on branches of the national government, and the relationship between the nation and the states. Particular attention is given to First Amendment freedoms, due process rights, and equal protection of the laws, press, religion, privacy, and criminal procedures.

**NTCJ 432 – SOCIAL PROBLEMS (3 credits, 5 weeks)**

This course is based on a sociological analysis of social problems and how social service agencies and social workers address them. The principal text examines social welfare within a political context, considering various ideological perspectives. The second text contains readings about current social problems that create dependency and needs for social services. We will contrast and compare the old method of social work and the implementation of the new “welfare reform” policies.

**NTCJ 439 - SUBSTANCE ABUSE (3 credits, 5 weeks)**

Familiarizes the students with commonly abused substances, their impact on the systems involved, and the resources available for rehabilitation.

**NTCJ 435 – DEVIANT BEHAVIOR (3 credits, 5 weeks)**

The analysis of certain behavior in terms of deviations from norms. The application of sociological and psychological concepts and theory to deviant behavior, and the critical evaluation of non-sociological research and theories.

**NTCJ 437 – COURT SERVICES (3 credits, 5 weeks)**

Topics include: theory, methods, and professional roles in local, state and federal Court systems; major methodological modalities; data management; service delivery; and alternative perspectives.

**NTCJ 331 – CRIMINAL LAW (3 credits, 5 weeks)**

A study of the historical origin and development of criminal law and the evolution of the philosophy of law in America. The basic elements of law, classifications of law, and the definitions of substantive criminal laws are studied and examined using a case study method.

**NTCJ 338 - HUMAN BEHAVIOR & SOCIAL ENVIRONMENT (3 credits, 5 weeks)**

Provides an overview of the human life cycle from birth to old age, focusing on the psychosocial implications for each state of development.

**NTCJ 234 – INTRODUCTION TO SOCIAL WORK (3 credits, 5 weeks)**

Adult learners explore the values and perceptions of selected groups affecting social and economic life through an analysis of policies and practices of recruitment, selection, training, development and compensation of employees. Special attention is given to Equal Opportunity and Office of Safety and Health Administration legislation through a series of case studies and simulations.

**NTCJ 433 – ETHICS IN SOCIAL SCIENCES (3 credits, 5 weeks)**

This course will explore a variety of ethical and social issues in science and technology. Students will critically evaluate the role of the scientist in society and to become aware of the complex ethical issues facing scientists in different professions. We will explore topics such as research integrity and scientific misconduct; conflicts of interest and of effort; the Manhattan Project; the human genome

project; genetic engineering; the Tuskegee experiment; chemical and biological weapons, and, eugenics. We will use case studies extensively throughout the course. Emphasis will be on critical debate and written assignments. The goal of the course is to enable each student to develop an understanding of conflicting opinions regarding science and technology and to define and refine their own ethical code of conduct based on evaluation of the arguments from differing viewpoints.

**NTCJ 450 – ACTION RESEARCH PROJECT (4 credits, 7 weeks)**

This session begins the formal research design for the Action Research Project. It is here that adult learners learn about the Action Research Model, presentation skills, appropriate APA writing style methods, and begin to understand the scope of the project. The purpose of this Saturday session is to provide adult learners with the opportunity to present to their cohort and Advisor, Chapters 1-3 of their Action Research Project.

## General Education Requirements (GER) & Criminal Justice Courses Requirements

Non-traditional Criminal Justice Students must complete the general education requirements.

| COURSES                      |           |
|------------------------------|-----------|
| Description                  | Hours     |
| English and Literature       | 09        |
| Humanities                   | 02        |
| Natural Sciences             | 06        |
| Mathematics                  | 06        |
| Computer Science             | 03        |
| Social Sciences              | 09        |
| Intro to Criminal Justice    | 03        |
| American Correctional System | 03        |
| Probation & Parole           | 03        |
| Criminology                  | 03        |
| Juvenile Delinquency         | 03        |
| <b>Total Hours</b>           | <b>50</b> |

### Graduation Requirements

1. Completion of 124 semester hours.
2. A cumulative grade point average of 2.0 (4.0 system) or above in this program
3. Completion of the Non- Traditional Criminal Justice Major courses.
4. Completion of all the general education requirements (or transfer of equivalent) as described in the college catalogue.
5. Take Major Field Exam
6. Take the **GRE® - Graduate Record Examinations®** or any other graduate level admissions exam
7. Pay all fees and tuition charges.
8. Complete Graduation Clearance Form

### Degree Requirements

Students completing OM or CJ, with a 2.0 or better overall GPA, will receive the Bachelor of Science Degree. Diplomas are issued at Commencement when all requirements have been met. Students completing their program in the summer or December will receive their diplomas at the following May graduation. A letter indicating the completion of all requirements will be mailed to the students who finish prior to the annual graduation exercise. The application for graduation must be completed prior to graduation certification. A copy of the application is available at the College's website.

## Saturday/Evening Classes

Students who are required to complete additional credits to complete their degree or to reach the minimum credits of 50 credits required to start a non-traditional major, he or she may attend the Voorhees College Saturday/Evening classes.

## Module Attendance

**Attendance is Mandatory.** Due to the concentrated scheduling and the emphasis upon participatory learning, student must be in attendance every week. Absence due to illness or other emergency situations must be made up through activities required by the appropriate faculty member or the Site Coordinator, if required.

Faculty members are **REQUIRED** to take attendance and provide this information to the Site Office and the Registrar's Office on the Final Grade Report Form. If a student is absent for one class meeting (unexcused), the Site Coordinator should be notified and an administrative withdrawal form is completed and submitted to the Registrar's Office. The student will then be notified by the Registrar's office of his or her withdrawal.

Each class member receives a student directory as well as faculty home and work phone numbers to advise of emergency situations.

## Add and Drop Process

A student may add a course two weeks prior to the beginning of the course. A student must follow and complete the registration procedures for adding a class. Your site coordinator is available for assistance.

A student may drop a class before or one night after a class begins. A class cannot be dropped after the first night of the course. Depending on the time period the drop is administered, full payment for the class may be required. **Add and Drop must be approved by your site coordinator, Director and Registrar.**

## Calendar

The Voorhees College Non-traditional majors operates on a semester system with all students enrolled for at least twelve semester hours of instructional modules each term. There is no break for the summer and very short breaks for other major holidays. A detailed calendar is provided for each class.

A student load of 12 semester hours or more qualifies the individual for full-time status. In addition to the modules, students may enroll for six additional semester hours in the Saturday/Evening Program or as a Transient Student at another institution.

## **Registration**

Registration is normally held in conjunction with the traditional college calendar. An Orientation Session is held on the first night of class by your Site Coordinator. In addition, a Saturday Orientation will be held prior to the first day of class (August and January). Students in the same group become acquainted with one another as well as other non-traditional students.

## **Student Services**

All non-traditional Students are full-time and entitled to all the student services on campus. Each student receives a Voorhees College ID card, Library Card, and email address. The office of Career Planning and Placement is also available to serve our students. Students should contact Ms. Sarah Simpson at 803.780.1263 to set up an appointment for ID card. For information regarding Career Planning and Placement, students should Mr. Gerald DeVaughn at 803.780.1265

## **Library / Learning Resources**

The Library Reference Staff, in cooperation with the faculty in the non-traditional majors will provide instruction in basic information gathering, including learning the basics of database searching and critical thinking skills. These life-long learning skills are essential preparation to effectively function in this "information society." The Voorhees College non-traditional students are encouraged to utilize the services and resources of the Library. Hours are posted. Accessibility to other library sources is made through formal agreements. Additional charges may be assessed to students in certain areas in order to have borrowing privileges.

## **Collaborative Library Agreements**

There are established agreements between the Wright-Potts Library and other academic libraries throughout the state, to support the extenuating research needs of Voorhees students and faculty. A statewide borrowing agreement, among South Carolina's higher educational institutions, allows for the use of numerous libraries throughout the state. This service is of significant importance to the non-traditional students at remote sites.

## **Transient Forms**

All non-traditional Students, interested in taking courses at another accredited institution, must be approved by completing a Transient Form. It is the student's responsibility to make arrangements to take these courses at other colleges and to get the Transient Form approved. Students may download this form from the college's website.

## Continuous Enrollment (099) Forms

Any student that has completed all modules and wish to take their remaining General Education or Free Electives hours at another institution must complete a Continuous Enrollment form. There is also a \$25.00 fee per semester.

## Grades

Letter grades are given for all coursework in the Non-traditional majors. The following grading scale is used for grading students.

| <b>GRADING SYSTEM</b> |                         |                       |
|-----------------------|-------------------------|-----------------------|
| <b>Grade</b>          | <b>Interpretation</b>   | <b>Quality Points</b> |
| A                     | Excellent (93 - 100)    | 4                     |
| B                     | Good (83 – 92)          | 3                     |
| C                     | Satisfactory (73 – 82)  | 2                     |
| D                     | Passing (63 – 72)       | 1                     |
| F                     | Failure (62 and Below)  | 0                     |
| I                     | Incomplete (N/A)        | 0                     |
| W                     | Withdrew without credit | 0                     |
| WP                    | Withdrew when passing   | 0                     |
| WF                    | Withdrew when failing   | 0                     |

### **\*REMEDIAL COURSES AND COLLEGE ASSEMBLIES**

|   |                |   |
|---|----------------|---|
| S | Satisfactory   | 0 |
| U | Unsatisfactory | 0 |

\*No credit is awarded toward graduation requirements

## Faculty

Faculty members who teach in the Voorhees College Adult Education Program majors hold at least a Master's Degree but the majority holds a doctoral degree. Many will be full-time Voorhees College faculty while some will have professional experience in either not-for-profit organizations or corporations. All instructors must meet the SACS criteria on academic preparation. Students will complete the End of Course and Instructor Evaluation at the end of each module, as well as at the end of the program.

## **Policy and Procedures for Addressing Student Complaints**

### Introduction:

Voorhees College has adequate procedures to address all written and verbal student complaints. Voorhees College ensures integrity in all operations involving students. Students must use the College Catalog, Student Handbook and other policy manuals to address specific concerns. The Director of Adult Education and the Executive Vice President and Academic Dean are the points at which written student complaints may be filed for nontraditional students.

### Procedures:

1. The Director of Adult Education and/ or the Vice President for Academic Affairs receive written and signed student complaint.
2. The complaint is referred to the head of the appropriate unit for advisement and policy clarification.
3. If applicable, consultation is made with the Accreditation Liaison Officer to review if complaint is in non-compliance with the *Criteria for Accreditation* or Policies and Procedures of the Commission on Colleges. Other campus officials are contacted for clarification of college policies and or procedures.
4. After interview with Student, a written response is provided to the student based on college policies, procedures. Student complaint and written response is forwarded to the President of the College.
5. Student may appeal by writing to the President of the College. The President will review the complaint, the Response, and consult appropriate college personnel for additional information. The President notifies the student in writing of the final decision regarding the appeal and the complaint

**Voorhees College Office Hours**

**2009-2010 Academic Year**

|  |  |
|--|--|
| <b>Cashier's Office</b>                | <b>(803) 780-1114</b>                              |
| Monday - Friday                        | 8:00 a.m. – 5:00 p.m.                              |
| <b>Computer Labs</b>                   | <b>(803) 780-1211</b>                              |
| Monday – Thursday                      | 8:30 a.m. – 10:00 p.m.                             |
| Friday                                 | 8:00 a.m. – 5:00 p.m.                              |
| <b>Registrar's Office</b>              | <b>(803) 780-1252</b>                              |
| Monday - Friday                        | 8:00 a.m. – 5:00 p.m.                              |
| <b>Office (Denmark)</b>                | <b>(803) 780-1309 or 1-800-446-6241</b>            |
| Monday - Thursday                      | 8:00 a.m. – 7:00 p.m.                              |
| Friday                                 | 8:00 a.m. – 5:00 p.m.                              |
| <b>Office (Charleston)</b>             | <b>(843) 553-1175 or (803) 780-1320</b>            |
| Monday - Thursday                      | 8:00 a.m. - 7:00 p.m.                              |
| Friday                                 | 8:00 a.m. – 5:00 p.m.                              |
| <b>Office ( N. Augusta)</b>            | <b>(803) 278-7424 or (803) 780-1310</b>            |
| Monday – Thursday                      | 8:00 a.m. – 7:00 p.m.                              |
| Friday                                 | 8:00 a.m. – 5:00 p.m.                              |
| <b>Office of Student Financial Aid</b> | <b>(803) 780-1151</b>                              |
| Monday - Friday                        | 8:00 a.m. – 5:00 p.m.                              |
| <b>Office of Student Affairs</b>       | <b>(803) 780-1260</b>                              |
| Monday – Friday                        | 8:00 a.m. – 5:00 p.m.                              |
| <b>The Wright-Potts Library</b>        | <b>(803) 780-1221<br/>Toll-Free (888) 757-6979</b> |
| Monday – Thursday                      | 8:00 a.m. – 9:30 p.m.                              |
| Friday                                 | 8:00 a.m. – 5:00 p.m.                              |
| Saturday                               | 10:00 a.m. – 2:00 p.m.                             |
| Sunday                                 | 2:00 p.m. – 8:00 p.m.                              |

Voorhees College Organizational Management Program  
 Adult Education Program Evaluation Form – (August 2008 – Present)  
 \_\_\_New Student \_\_\_Readmit Student \_\_\_Current Student

Student Name: \_\_\_\_\_ ID Number: \_\_\_\_\_  
 Cohort: \_\_\_\_\_ Semester/Year Started \_\_\_\_\_  
 Date of Evaluation: \_\_\_\_\_ Site: \_\_\_\_\_  
 Initial Evaluation Completed by: \_\_\_\_\_

**General Education Restricted Requirements (36 Semester Hours)**

| Course #                      | Course Description  | Hrs.      | Transfer/Transient Course # and Description | Grade | Name of Institution |
|-------------------------------|---|-----------|---|-------|---------------------|
| <b>ENGLISH AND LITERATURE</b> |   | <b>09</b> |   |       |                     |
| ENG 131                       | Ideas & Their Expression I  | 03        |   |       |                     |
| ENG 132                       | Ideas & Their Expression II   | 03        |   |       |                     |
|                               | Any level Literature Course or Speech/Communication Course  | 03        |   |       |                     |
| <b>HUMANITIES</b>             |   | <b>03</b> |   |       |                     |
| REL 233                       | Introduction to Religion and Philosophy or any Humanities Course (3 hours)  | 03        |   |       |                     |
| <b>NATURAL SCIENCES</b>       |   | <b>06</b> |   |       |                     |
| BIO 130                       | Fundamentals of Biology   | 03        |   |       |                     |
| PHYS 130                      | Fundamentals of Physical Sciences/Any other Natural Science Courses   | 03        |   |       |                     |
| <b>MATHEMATICS</b>            |   | <b>06</b> |   |       |                     |
| MATH 131                      | Fundamental Mathematics I   | 03        |   |       |                     |
| MATH 132                      | Fundamental Mathematics II  | 03        |   |       |                     |
| <b>COMPUTER SCIENCE</b>       |   | <b>03</b> |   |       |                     |
| CMP 130                       | Computer Concepts   | 03        |   |       |                     |
| <b>SOCIAL SCIENCES</b>        |   | <b>09</b> |   |       |                     |
|                               | Any History Course  | 03        |   |       |                     |
|                               | BA 130 - Introduction to Business<br>ECO 231 - Principles of Economics<br>GEOG 230 - World Geography<br>SS 231 - American National Government<br>PSY 230 – General Psychology<br>SOC 230 – Introduction to Sociology<br>Other | 03        |   |       |                     |
|                               | Other Social Science Courses  | 03        |   |       |                     |

**GENERAL EDUCATION - Unrestricted - ELECTIVES (Liberal Arts) – 14 Hours**

| Course # | Course Description | Hrs. | Name of Institution | Grade |
|----------|--------------------|------|---------------------|-------|
|          |                    |      |                     |       |
|          |                    |      |                     |       |
|          |                    |      |                     |       |
|          |                    |      |                     |       |
|          |                    |      |                     |       |

**Free Electives (26 Semester Hours)**



|  |  |  |  |
|--|--|--|--|
| GER Restricted Hours Accepted              |  | GER Restricted Hours Needed              |  |
| GER Electives Accepted                     |  | GER Electives Needed                     |  |
| Free Electives Accepted                    |  | Free Electives Needed                    |  |
| Credit for Prior Learning Hours            |  |  |  |
| Major Hours Accepted                       |  | Major Hours Needed                       |  |
| <b>Total Hours Accepted in the Program</b> |  | <b>Total Hours Needed for Completion</b> |  |

Please list the official transcripts on file & used for this evaluation:

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

**Admission Status to OM Program:** \_\_\_\_\_ **Accepted** \_\_\_\_\_ **Not Accepted** (Provide Reason(s)/Recommendation(s)/Additional Comments)

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\_\_\_\_\_

\_\_\_\_\_

I understand that this evaluation is preliminary and is not official until all persons below have signed and dated this form. Any changes will be forwarded to me. I also understand that the above requirements must be completed along with the Organizational Management major courses before my degree is awarded.

\_\_\_\_\_  
**Student** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Site Coordinator/Evaluator** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Director** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Registrar** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Admissions** \_\_\_\_\_  
**Date**

Voorhees College Criminal Justice Major  
 Adult Education Program – Evaluation Form (August 2008 – Present)  
 \_\_\_ New Student \_\_\_ Readmit Student \_\_\_ Current Student

Student Name: \_\_\_\_\_ ID Number: \_\_\_\_\_  
 Cohort: \_\_\_\_\_ Semester/Year Started \_\_\_\_\_  
 Date of Evaluation: \_\_\_\_\_ Site: \_\_\_\_\_  
 Initial Evaluation Completed by: \_\_\_\_\_

**General Education Restricted Requirements (35 Semester Hours)**

| Course # | Course Description  | Hrs.      | Transfer/Transient Course # and Description | Grade | Name of Institution |
|----------|---|-----------|---|-------|---------------------|
|          | <b>ENGLISH AND LITERATURE</b>                                       | <b>09</b> |   |       |                     |
| ENG 131  | Ideas & Their Expression I  | 03        |   |       |                     |
| ENG 132  | Ideas & Their Expression II   | 03        |   |       |                     |
|          | Any level Literature Course or Speech/Communication Course          | 03        |   |       |                     |
|          | <b>HUMANITIES</b>   | <b>02</b> |   |       |                     |
| HUM 220  | any Humanities Course (2 hours)                                     | 02        |   |       |                     |
|          | <b>NATURAL SCIENCES</b>   | <b>06</b> |   |       |                     |
| BIO 130  | Fundamentals of Biology   | 03        |   |       |                     |
| PHYS 130 | Fundamentals of Physical Sciences/Any other Natural Science Courses | 03        |   |       |                     |
|          | <b>MATHEMATICS</b>  | <b>06</b> |   |       |                     |
| MATH 131 | Fundamental Mathematics I   | 03        |   |       |                     |
| MATH 132 | Fundamental Mathematics II  | 03        |   |       |                     |
|          | <b>COMPUTER SCIENCE</b>   | <b>03</b> |   |       |                     |
| CMP 130  | Computer Concepts   | 03        |   |       |                     |
|          | <b>SOCIAL SCIENCES</b>  | <b>09</b> |   |       |                     |
| PSY 230  | General Psychology  | 03        |   |       |                     |
| SS 231   | American Government   | 03        |   |       |                     |
| SOC 230  | Introduction to Sociology   | 03        |   |       |                     |

**CRIMINAL JUSTICE REQUIREMENTS – 15 HOURS**

|          | Course Description           | Hrs. | Name of Institution | Grade |
|----------|------------------------------|------|---------------------|-------|
| NTCJ 231 | Intro to Criminal Justice    | 03   |                     |       |
| NTCJ 332 | American Correctional System | 03   |                     |       |
| NTCJ 334 | Probation & Parole Systems   | 03   |                     |       |
| NTCJ 333 | Criminology                  | 03   |                     |       |
| NTCJ 431 | Juvenile Delinquency         | 03   |                     |       |

**Electives (28 Semester Hours)**



**Initial Evaluation Results Only - FOR OFFICE USE ONLY -**

|  |  |  |  |
|--|--|--|--|
| GER Restricted Hours Accepted              |  | GER Restricted Hours Needed              |  |
| GER Electives Accepted                     |  | GER Electives Needed                     |  |
| Free Electives Accepted                    |  | Free Electives Needed                    |  |
| Credit for Prior Learning Hours            |  |  |  |
| Major Hours Accepted                       |  | Major Hours Needed                       |  |
| <b>Total Hours Accepted in the Program</b> |  | <b>Total Hours Needed for Completion</b> |  |

Please list the official transcripts on file & used for this evaluation:

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

**Admission Status to CJ Program:** \_\_\_\_\_ **Accepted** \_\_\_\_\_ **Not Accepted** (Provide Reason(s)/Recommendation(s)/Additional Comments)

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\_\_\_\_\_

\_\_\_\_\_

I understand that this evaluation is preliminary and is not official until all persons below have signed and dated this form. Any changes will be forwarded to me. I also understand that the above requirements must be completed along with the Criminal Justice major courses before my degree is awarded.

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h:/CJ evaluation

## VOORHEES COLLEGE PRE-REGISTRATION INSTRUCTIONS

In order to ensure a smooth pre-registration process, please note the following:

- If you have not already done so, please consult with your academic advisor, prior to pre-registering for classes. Failure to do so may delay the approval of your courses.
- When you pre-register for classes your courses will be placed in reserve status. Please email your advisor that you have courses in reserve status until your advisor approves them in the system.
- Your advisor can approve, drop or allow your classes to remain in reserve status. You will only be officially enrolled in those courses that have been approved by your advisor. It is your responsibility to log back into Tiger Portal to review the status of class schedule until all classes have been approved.
- It is strongly recommended that you consult with your advisor before dropping courses, so he or she can advise you of potential consequences to your graduation timeline and/or provide suggestions. Additionally, do not rely solely on your advisor. Keep abreast of course needs by reviewing the Voorhees Academic Catalog.
- You and your advisor may drop a course(s) from your schedule. It is imperative that you review your schedule after any change has been made by you or your advisor. Please ensure that you maintain a minimum number of 12 credit hours in order to remain eligible to live on campus and maintain a full-time enrollment financial aid package.
- You will not be able to pre-register for higher-level courses if you have not successfully completed the prerequisites for those courses. If you are currently taking a prerequisite class, your academic advisor will not be able to approve a higher-level course until you have passed the prerequisite class. It will remain in reserve status.
- All reserved status courses that have not received advisor approval by August 22, 2008 will be dropped. Additionally, failure to attend class by the

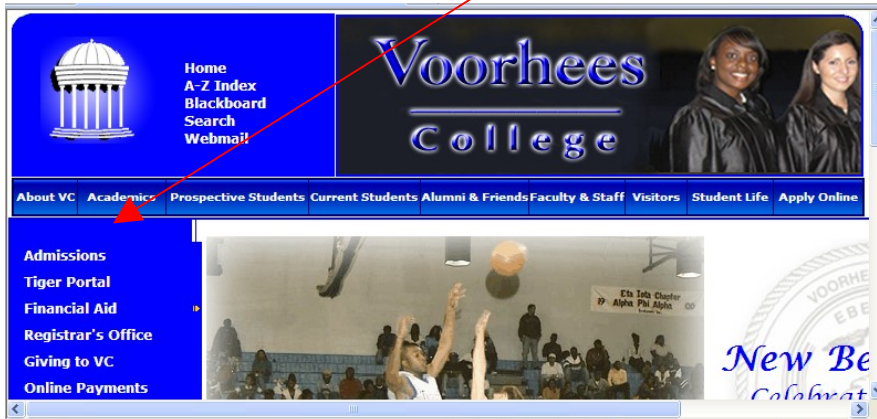
aforementioned deadline will result in courses being dropped. Students whose courses have been dropped and wish to register again will be subject to the stated late registration fee.

- Preregistration for returning students will remain open until August 8, 2008. A \$50.00 fee will be applied to your account after August 8, 2008 for your failure to pre-register. Additionally all students who have not registered as of August 17, 2008 will be assessed a late fee of \$75.00
- Students who are self-financed can finalize their registration payment for the 2008 Fall semester by using any of the following methods:
  - a. You may pay online using a credit card/debit card by going to [www.voorhees.edu](http://www.voorhees.edu), and clicking on 'Online Payment'
  - b. You may call the Cashier at **803-780-1444** to make your credit card or debit card payment over the phone.
  - c. You may pay at the Cashier's window, located on the first floor of Wright Hall. Cash, Credit/Debit, Money Orders and Cashier Checks accepted.

NOTE: Non-traditional students can also register online for courses at their respective sites. Please contact your site coordinators for online registration dates.

**FOLLOW THE STEPS BELOW TO USE TIGER PORTAL TO SELECT YOUR COURSES:**

1. Go to [www.voorhees.edu](http://www.voorhees.edu) and click on 'Tiger Portal'.



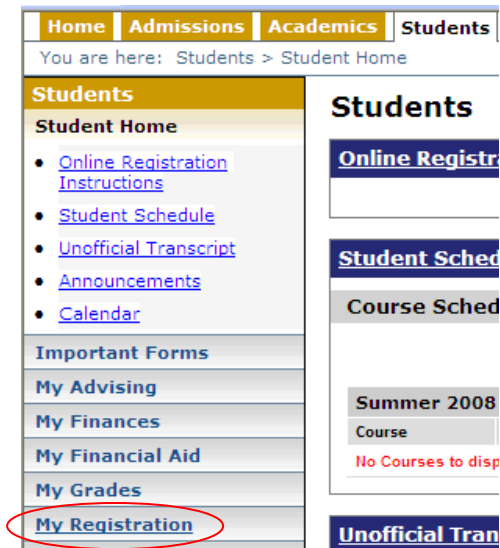
2. Login with your student ID# and password. Your password is your Voorhees system password. Should you have problems logging in, contact the help desk at 803-780-1220.



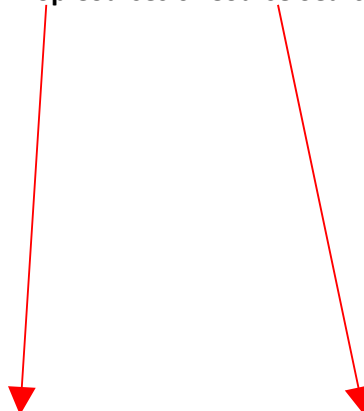
3. Click the **Students Tab**. This tab is also used to go back and forth, as well as refresh the page.



4. Select '**My Registration**' from the list of options on the left. If you are unable to register due to a hold, please see the '**Important Info if you have a Hold**' section on the **Students** page.



5. To register for classes, click the **Add/Drop Courses** or **Course Search** Icon.



- From the drop down list select the **Fall 2008-2009 term**. You can refine your search before clicking the **Search** button.

- To add a course, click the check box in the Add column. You can move between pages and search for courses by clicking the department page link listed at the bottom of the page.

|                                     |                            |                 |                     |       |   |                       |
|-------------------------------------|----------------------------|-----------------|---------------------|-------|---|-----------------------|
| <input checked="" type="checkbox"/> | <a href="#">BIO 130 C</a>  | Fun of Bio      | Eissa, Fahd Z       | 16/20 | O | MWF 8:00 AM-8:50 AM   |
| <input checked="" type="checkbox"/> | <a href="#">BIO 130 CL</a> | Fund of Biology | Eissa, Fahd Z       | 16/20 | O | H 1:00 PM-2:20 PM     |
| <input type="checkbox"/>            | <a href="#">BIO 130 SA</a> | Fun of Bio      | Williams, Willette  | 35/35 | O | S 7:30 AM-10:20 AM    |
| <input type="checkbox"/>            | <a href="#">BIO 241 A</a>  | Zoology         | Osano, Anne         | 22/25 | O | MWF 2:00 PM-2:50 PM   |
| <input type="checkbox"/>            | <a href="#">BIO 241 AL</a> | Zoology Lab     | Osano, Anne         | 22/25 | O | H 2:00 PM-3:50 PM     |
| <input type="checkbox"/>            | <a href="#">BIO 245 A</a>  | Human Anatomy   | Tyler-Stukes, Gayle | 20/25 | O | MWF 11:00 AM-11:50 AM |

[AC - BI](#) | [BI - CH](#) | [CH - EC](#) | [EC - FI](#) | [FI - HU](#) | [HU - MA](#) | [MA - MG](#) | [MK - MU](#) | [MU - PS](#) | [RE - SO](#) | [SC](#)  
 Page -->

8. After selecting courses, click the **Add Courses** Button to reserve your place in the selected classes

|                                     |                           |               |                     |       |   |                       |      |
|-------------------------------------|---------------------------|---------------|---------------------|-------|---|-----------------------|------|
| <input checked="" type="checkbox"/> | <a href="#">BIO 245 A</a> | Human Anatomy | Tyler-Stukes, Gayle | 20/25 | O | MWF 11:00 AM-11:50 AM | 4.00 |
|-------------------------------------|---------------------------|---------------|---------------------|-------|---|-----------------------|------|

**Add Courses**

[AC - BI](#) | [BI - CH](#) | [CH - EC](#) | [EC - FI](#) | [FI - HU](#) | [HU - MA](#) | [MA - MG](#) | [MK - MU](#) | [MU - PS](#) | [RE - SO](#) | [SO - SW](#)  
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9. Since your advisor's approval is needed before your schedule becomes official, you will receive the following messages after adding your courses.

**Course Schedules - Add/Drop Courses**

[Add/Drop](#) > Add/Drop Courses

**Add/Drop**

**Term:**  **Division:**

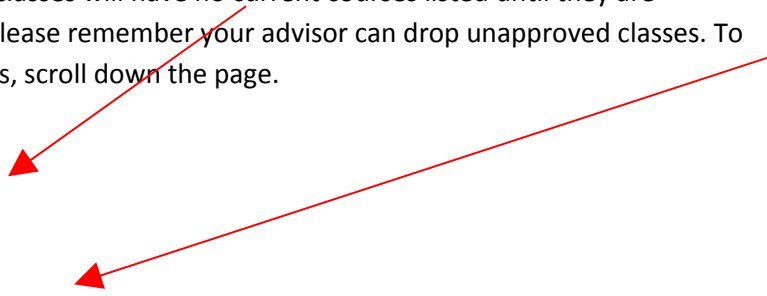
The Add Period is open from 8:00 AM on 6/12/2008 until 6/13/2008 and the Drop Period is open from 8:00 AM on 6/12/2008 until 6/13/2008.

You are currently **registered for 0 credits.** You are **pending registration for 7 credits.**

**Messages**

BA 332 A - Successfully added to registration record.  
BIO 130 C - Successfully added to registration record.  
BIO 130 CL - Successfully added with warnings: This course is a repeat course

10. Your schedule of registered classes will have no current courses listed until they are approved by your advisor. Please remember your advisor can drop unapproved classes. To review your reserved courses, scroll down the page.



| Your Schedule (Registered)                             |      |       |          |          |  |         |  |
|--|------|-------|----------|----------|--|---------|--|
| Drop   | Code | Title | Schedule | Location |  | Credits |  |
| No Current Courses for the selected Term and Division. |      |       |          |          |  |         |  |

| Awaiting Advisor Approval |                            |                 |                     |                 |                     |         |      |
|---------------------------|----------------------------|-----------------|---------------------|-----------------|---------------------|---------|------|
| Drop                      | Code                       | Title           | Schedule            | Location        |                     | Credits |      |
| <input type="checkbox"/>  | <a href="#">BA 332 A</a>   | Bus Stats       | MWF 9:00 - 10:50 AM | Voorhees Campus | Bedford Hall        | 2       | 3.00 |
| <input type="checkbox"/>  | <a href="#">BIO 130 C</a>  | Fun of Bio      | MWF 8:00 - 8:50 AM  | Voorhees Campus | Science Building    | 116     | 3.00 |
| <input type="checkbox"/>  | <a href="#">BIO 130 CL</a> | Fund of Biology | H 1:00 PM - 2:20    | Voorhees Campus | Science Building    | 122     | 0    |
| <input type="checkbox"/>  | <a href="#">CDCE 110 A</a> | Col Dynamics    | W 3:00 PM - 3:50    | Voorhees Campus | Humanities Building | 130     | 1.00 |

**! Advisor's approval is required for these courses before registration can be completed.**

11. You are allowed to make changes to your schedule. However, any changes you make to your schedule will require your advisor's approval

12. When



# Welcome to Tiger Country