



Student Handbook

PROVIDING INSPIRATIONAL EDUCATION

2011 > 2012



BARBADOS LANGUAGE CENTRE
COMMERCE
COMPUTER STUDIES
FINE ARTS
GENERAL & CONTINUING EDUCATION
HEALTH SCIENCES
HOSPITALITY
LIBERAL ARTS
PHYSICAL EDUCATION
SCIENCE
TECHNOLOGY



**BARBADOS
COMMUNITY
COLLEGE**



The College's Mission Statement

“The Barbados Community College is a dynamic centre of learning which exists to meet the changing education, training and development needs of the societies that it serves, by providing a range of courses and programmes of study in a learning environment conducive to the intellectual, physical and social development of students and staff, so that they can make a meaningful contribution to their country, region and the wider world community.”

Student Handbook

2011 – 2012



BARBADOS COMMUNITY COLLEGE

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COLLEGE CALENDAR OF EVENTS

Semester Calendar 2011-2012

SEMESTER 1	
Staff Meeting	Monday, August 22, 2011
Semester Start (Continuing Students)	Tuesday, August 23, 2011
Semester Start (New Students)	Monday, September 5, 2011
Convocation	Monday, September 5, 2011
Parents' Meeting (New Students)	Thursday, September 15, 2011
Mid-Semester Break	October 13-14, 2011
Graduation day	Saturday , November 12, 2011
Independence Day (Holiday)	Wednesday, November 30, 2011
Reading Week	November 28 – December 2, 2011
Examination Period	December 5 – 16, 2011
SEMESTER 2	
Staff Meeting	Monday, January 16, 2012
Semester Start	Tuesday, January 17, 2012
Errol Barrow Day (Holiday)	Saturday, January 21, 2012
Mid-Semester Break	March 8-9, 2012
Good Friday (Holiday)	April 6, 2012
Easter Monday (Holiday)	April 9, 2012
Reading Week	April 23-27, 2012
Heroes Day (Holiday)	Saturday, April 28, 2012
Examination Period	April 30 - May 11, 2012
SUMMER PERIODS	
First Session	May 21 - June 22, 2012
Second Session	June 25 - July 27, 2012



Dr. Gladstone A. Best

Principal's Profile

Dr. Best was appointed Principal of BCC in 2004. He has been with the College for the past 31 years and was previously Deputy Principal and Senior Tutor in the Division of Computer Studies. Dr. Best is responsible for the overall management of the College and is assisted by the Deputy Principal and the Divisional/ Departmental Heads.

PRINCIPAL'S MESSAGE

Welcome to the Barbados Community College (BCC), an institution which does its utmost to uphold positive values. BCC is a warm, caring and nurturing institution that looks after the total well being of each student. We welcome you to an institution that:

- Values honesty and encourages its members to be honest in all their dealings.
- Expects students and staff to put in optimum effort in the performance of all their duties.
- Places high regard on aesthetics and expects its members to take special care of the environment.
- Encourages staff to put in the extra effort to ensure that students' needs are met.
- Expects its members to adhere to the rules and regulations by which it is governed.
- Rewards its members for outstanding achievement.
- Imposes the maximum penalty on anyone who engages in academic dishonesty or violates any of the College's rules.

BCC is also a place of intellectual, social and spiritual development, which would inculcate in you the ability to comprehend, analyse, synthesise and evaluate. This institution will help you to be able to examine the events, issues and fads all around you in order for you to reach informed and well-reasoned decisions that you can defend with logical arguments. There will be

opportunities for you to practise your critical thinking skills and engage staff at all levels in debate. Make sure that you are properly prepared for these encounters by reading a variety of books, magazines and journals and by conducting research to strengthen your arguments. Remember, debates are seldom won by mere passion and emotion. They require the weight of logic and evidence.

Staff of the College are always willing to interact with you. You will find that we are accessible, even though it may sometimes be necessary to make an appointment to see us. We try to make ourselves available at times that are convenient to you.

I trust that you will be comfortable at BCC, your home for the next two years. To ensure that comfort, you must assist us in keeping the surroundings clean and to minimise the structural damage to the College.

There are two concepts that are very topical: scholarship and lifelong learning.

Scholarship has more than one definition. The one that we have been hearing a lot about recently is a **grant or financial aid awarded to a student, as for the purpose of attending a college**. However, we can also think about scholarship as **the knowledge, methods, discipline and attainment of a scholar or scholars, that is, knowledge resulting from study and research in a particular field**. We don't expect all of you to get a scholarship at the completion of your studies here, but we expect each of you to graduate from College with scholarship.

Lifelong learning refers to the process of continuous acquisition of new knowledge to enable persons to continue to perform well in the job, adjust to the changes in the job, get promotion, change careers and respond to the changes in life generally. We are all on the journey of lifelong learning. Consequently, we must make a conscious effort to learn how to learn. We must not rely on our tutors to teach us everything; we have to learn how to acquire knowledge on our own. Our major task is to help you to get on that path and stay on the path of lifelong learning.

I wish you an exciting and rewarding tenure at BCC.

Gladstone A. Best



Barbara Babb-Cadogan

Deputy Principal's Profile

Mrs Babb-Cadogan acquired the responsibility of acting Deputy Principal at the beginning of January 2011. She served at the College since 1982 in the Division of Commerce, as head of the Accounting Department and from 1992 as Senior Tutor of that division. As Deputy Principal, she chairs the Academic Board of the College and is fully responsible for overseeing the quality of the entire curriculum and ensuring that programme standards are met and maintained.

DEPUTY PRINCIPAL'S MESSAGE

As Deputy Principal, I welcome you to the Barbados Community College (BCC). I wish you a very intellectual and engaging experience during your sojourn at the BCC.

The Principal in his welcoming message explained that there are two concepts that are topical: Scholarship and Lifelong learning. My duties as Deputy Principal include ensuring that you are exposed to quality scholarship and that you are awakened to the concept of lifelong learning.

As a student at the BCC, you will come to realize that your two-year journey here is yet another rung on the ladder you are climbing through life. During your experience, you will find that the BCC is a very exciting and vibrant institution that caters to the tertiary educational needs on the island as well as the wider Caribbean.

The BCC issues Bachelor's degrees, Associate degrees, Diplomas, and Certificates. To ensure the quality of the education, the Academic Board, chaired by the Deputy Principal, is responsible for the maintenance of these programmes. One of the main duties of the Deputy Principal, therefore, is to ensure that the educational programmes being delivered to you, the students, are: quality assured, through monitoring and updating of syllabi; relevant, in vogue and marketable; and up to the required standards of the environment where you will graduate or be employed.

Other systems are in place to uphold the quality education at the BCC: internal and external moderation, end-of-semester testing in the form of a final examination and second-marking of your examination scripts.

Please familiarize yourself with the information written in the Student Handbook and the Student Code of Conduct. The BCC operates on a semester system with the College year beginning in late August and ending in early May of the following year. The actual academic year, as stated in the Student Handbook, is information you can utilize when planning vacations and travel. Other important information stated in the student handbook pertains to the dress code, examinations, graduation requirements, attendance at classes, transfer to a new programme if you are not happy with your current programme, payment of fees, and grade appeals. □

Life at BCC as a new student can be extremely challenging. Please prepare a timetable of your days and weeks, not just classroom time. You should also plan out your study time and leisure time. Practise time management from the very first day that you start classes. If perchance you find that you are dropping behind in your studies, seek help early - you can speak to your class tutor, the senior tutor, or the counsellor. Do not wait until your G.P.A falls below 1.49 for two consecutive semesters and you are being asked to withdraw from the BCC, before you ask for help.

Good luck with your education and I look forward to meeting most of you while you are here at the BCC.

Barbara Babb-Cadogan

REGISTRAR'S MESSAGE



Sydney O. Arthur
Registrar

Registrar's Profile

Mr Arthur had been registrar for the BCC for the past 14 years. His main area of responsibility is managing all activities relating to the students successful completion of their courses and programmes of study.

Dear Student,

This Student Handbook is provided as a continuous guide to you during your time spent at the Barbados Community College. It is designed to provide you with general information relating to the College's programmes of study, as well as its policies, procedures and regulations.

Please note that by the act of registration, you agree to be bound by the regulations, policies and by-laws of the College and of the Division in which you are registered.

You should also note that the College reserves the right to modify its programmes of study and associated requirements, to amend or retract the policies and regulations that are currently applicable, and to change or amend fees.

If you have any questions or concerns about information contained in this handbook, please contact the Office of the Registrar or the Student Affairs Office at (426-2858 ext 5230, 5231, 5232, 5233, 5210, 5211). The staff will be glad to assist you.

The Registry Staff take this opportunity to welcome you to the BCC family and wish you success in your studies. Good Luck!

Sydney O. Arthur

ASSISTANT REGISTRAR (Examinations)



Mrs. Reena Singh

Mrs. Singh has served in the post of Assistant Registrar (Examinations) since 1990. Her responsibility is to assess, coordinate, evaluate and maintain the examination system of the College.

The mission of the Examination Office is to ensure that examinations are conducted in accordance with the assessment policies of the College. The Office offers assistance to students who may encounter problems related to writing examinations. These include resolving clashes in timetables, making special arrangements for students with physical disabilities, approving extra time for cases of dyslexia or temporary disabilities.

MANAGEMENT TEAM – ACADEMIC



Mrs. Terri Ward-Gaskin
Director (Ag.) Barbados Language Centre (BLC)

Mrs. Ward-Gaskin assumed the position of Director in January 2006 and prior to that she was a tutor in the Barbados Language Centre (BLC) from 1995. The goals of the BLC are to develop oral proficiency in foreign languages among the general public of Barbados, provide language training for employees in the business and hospitality sectors and to upgrade the oral proficiency and teaching methodology of teachers. The BLC offers the Associate Degree in Languages with Themes (French and Spanish) and Languages for Business and Tourism (French, German, Italian and Spanish), and Certificates of proficiency in several languages.



Ms. Kay Skeete
Senior Tutor, (Ag.) Commerce

Ms. Kay Skeete has recently been promoted to the post of acting Senior Tutor. The mission of the Division is to prepare students for the local, regional and international environment through the provision of quality business and management education. It caters to students from the public and private sectors of Barbados and the wider Caribbean. The Division offers the Associate Degree in Business Studies, Marketing, Public Sector Administration, Para-Legal Studies and Office Administration and Management.



Mr. Samuel Rouse
Senior Tutor, Computer Studies

Mr. Rouse has been Senior Tutor for the past 10 years. He was previously a Tutor in the Division. The Division combines education and training in Information and Communication Technology and the delivery of programmes in Technical and Vocational education. The Division aims to improve the capacity of the Barbadian workforce to respond to the IT needs of the society as well as to provide training for technical

vocational teachers at various levels in the education system. Programmes offered include the Certificate in Information Technology and the Associate Degree in Computer Studies among others.



Mrs. Allison Thompson
Senior Tutor, Fine Arts (Ag.)

Mrs. Allison Thompson has recently been promoted to the post of acting Senior Tutor. The Division of Fine Arts is mandated to develop the human resources of Barbados in the Fine Arts. Its goals include providing training in Graphic Design, Fashion Design, Music, Theatre and Visual Arts and Dance. Associate Degree programmes are offered in all these areas. One year certificates in Interior Decorating and Fashion (Technical/Modular/Design), and Bachelor degrees in Graphic Design and Studio Arts are also offered.



Mr. Roger Worrell
Senior Tutor, General and Continuing Education

Mr. Worrell has been Senior Tutor of this Division from 2007. The Division delivers the General Education (Electives) and Core components of the Associate Degree programme. It also offers Associate Degree programmes in Mass Communication, Psychology and Social Work. The Division is also responsible for organizing Summer School and a number of self-funding (Continuing Education) courses of short duration to the general public. The Industry Services Unit (ISU) whose mandate is to work closely with business and industry to identify training needs and provide customized solutions on a fee-for-services basis, is also in this Division.



Ms. Cheryl Weekes
Senior Tutor, Health Sciences

Ms. Weekes has been Senior Tutor in the Division for the last 8 years. The goal of the Division is to provide education and training to develop the human resources for the health sector. The programmes are designed to train persons as Pharmacists Medical Laboratory.

Technologists, Nurses, Environmental Health Inspectors, Rehabilitation Therapists and Health Information Managers. The Student Health Clinic, which falls under this Division, provides basic emergency services to the student population.



Mrs. Bernice Crichlow-Earle
Director, The Hospitality Institute

Mrs. Crichlow-Earle has been head of the Hospitality Institute for the past 30 years. The Institute is an integrated facility comprising classrooms, labs and full operating training hotel (Hotel PomMarine). The main aim of the Institute is to improve the efficiency and effectiveness of workers in the Tourism/Hospitality industry through the relevant education and training. Among the programmes offered by the Institute are the Associate Degrees in Tourism and Travel, Hotel Catering and Institutional Operation and a certificate in General Catering. Numerous continuing education courses are also offered.



Ms. Esther Phillips
Senior Tutor, Liberal Arts

Ms. Phillips was appointed to the post of Senior Tutor after having spent a number of years in the Division. The Division aims to provide students with knowledge, understanding, skills and attitudes for productive work in the community at the entry level. Its mission statement says the “Division of Liberal Arts, through the systematic study and analysis of man’s attempts to make meaning of his experience and his environment, seeks to develop the creativity, knowledge and understandings and skills of students in order to enrich their quality of life”. The Division offers programmes in English, History, Sociology, Geography and Library Science.



Dr. June Caddle
Tutor 1, Physical Education

Dr. Caddle is head of the Physical Education Department after teaching there for a number of years. The department aims to improve the teaching of Physical Education and management of Sport in Barbados by providing the opportunity for training of teachers, coaches, sport managers and fitness instructors at the Associate Degree level. The Department also provides fitness, recreation and competitive programmes for BCC students and staff.



Mr. K. David Hallsworth
Senior Tutor, Science

Mr. Hallsworth has been Senior Tutor for the past 13 years. The Division aims to produce a cadre of persons who are skilled in a method of scientific enquiry and who can function as technicians, technologists, agriculturalists, environmentalists and teachers. It also aims to provide students with the requisite scientific grounding to prepare them for further studies. The Division offers programmes in Chemistry, Biology, Mathematics, Environmental Studies, Physics and Agriculture.



Mr. Lindsay Waterman
Senior Tutor, Technology

Mr. Waterman has been Senior Tutor for the past 19 years. The Division provides tertiary education and training at the technician level in the fields of technology and engineering and aims to produce skilled workers who can support professional engineers or pursue further studies in an engineering discipline. Programmes offered are the Associate Degrees in Building and Civil Engineering, Mechanical and Electrical Engineering, Electronics, Architectural Studies and Land Surveying.

MANAGEMENT TEAM – NON-ACADEMIC



Ms. Judith Newsam
Finance Officer

Ms. Newsam is the finance officer. She is responsible for the financial management of BCC, with the assistance of staff in the Accounts Department and other members of the Management team. The preparation of the BCC's financial reports is also part of her responsibility.



Ms. Hetty Stoute-Oni
College Librarian

Ms. Stoute-Oni has been with the College for the past 26 years. The College is a client-focused, technologically-driven and service oriented department. The Library in its quest to become the information hub of this region, caters to the holistic and lifelong learning of its information users. The Library has over 26,000 volumes including periodicals and provides photocopying and Internet access.



Dr. Vernessa Alleyne
Director, Counselling and Placement

Dr. Alleyne has been the Director of Counselling and Placement for the past 13 years. With a staff of five the department is responsible for assisting students in developing skills that will help them apply and prepare them for career success. They provide academic advising, career counselling, higher education advising, job placement and personal counselling.



Mr. Patrick Sealy
Chief of Security

Mr. Sealy is a former Station Sergeant of the Royal Barbados Police Force. He has had extensive training in Security Management. He is responsible for all aspects of personal safety and general security at the Barbados Community College. He has particular responsibility for the operational management of the Security Department. He handles security preparation for events such as fetes and sports meetings where he collaborates with students and staff providing security advice. Along with the BCC Security guards he also provides a lost and found service where personal property found on the premises is held and attempts made to reconnect it to its owner. He also provides useful advice to students on the premises concerning how to avoid being victims of theft.



Mr. Anderson Edwards
Maintenance Officer

Mr. Edwards has been Maintenance Officer for the past 8 years with a staff of nineteen (19). Ten (10) ancillary, seven (7) groundsmen and two (2) office staff carry the responsibility of delivering good timely service to the entire plant, staff and students, ensuring that the purchasing, the environment and health and safety is never compromised.

COLLEGE PROFILE

Brief History

The Barbados Community College is a tertiary level institution, established by an Act of Parliament – the Barbados Community College Act, 1968-23. The Act was amended in 1990 to empower the College to grant Bachelor Degrees, Associate Degrees, Diplomas and Certificates, to students who successfully complete approved programmes of study.

The Act made provision for the institution to offer education and training in the following areas:

- Agriculture
- Fine arts
- Science
- Commerce
- Liberal arts
- Technology

and in “such other fields of education as the Minister of Education may determine from time to time”.

The College, which is managed by a Board of Management, presently has an enrollment of more than 4, 500 students - this number includes both part-time and full-time students.

Mission Statement

“The Barbados Community College is a dynamic centre of learning which exists to meet the changing education, training and development needs of the societies that it serves, by providing a range of courses and programmes of study in a learning environment conducive to the intellectual, physical and social development of students and staff, so that they can make a meaningful contribution to their country, region and the wider world community”.

Accreditation

The Ministry of Education is presently the accrediting body of the College, and its courses and programmes of study.

In June, 2004, the Barbados Accreditation Council was established by an Act of Parliament, the Barbados Accreditation Council Act 2004 -11 with two (2) broad roles: Firstly, the registration and re-registration of institutions offering post-secondary or tertiary education and training, and the accreditation and re-accreditation of programmes of studies and institutions in Barbados and related functions, such as recognition and equivalency of foreign-based qualifications to local awards, articulation and conferral of institutional titles.

The College has begun the registration process to comply with Government's requirements that all institutions offering post-secondary or tertiary education and training meet the Council's guidelines and procedures for institutions seeking accredited status for particular programmes.

Diversity of Student Body

The College provides students with the opportunity to study in a truly Global Community. There are over 20 countries (regional and extra-regional) represented among the student body. Students are therefore exposed to persons from diverse socio-cultural, ethnic and religious backgrounds, thus enriching their learning experience. The College prepares students to function as true "Global Citizens", with the ability to make significant contributions to the development of the region.

CAMPUSES OF THE COLLEGE

The College occupies three campuses, the main one being Eyrie Campus, located at “The Eyrie”, Howell’s Cross Road, St. Michael, where the Divisions of Commerce, Computer Studies, Fine Arts, General and Continuing Education, Health Sciences, the Barbados Language Centre, Liberal Arts, Science Technology and the Department of Physical Education are housed. The second campus, Hospitality Institute, is located at Marine Gardens, Christ Church, and the third campus, Industry Services Unit, is located at the Harbour Road, Bridgetown.

“EYRIE” CAMPUS

“Eyrie”, Howell’s Cross Road, St. Michael. BARBADOS, W.I. , BB11058

Phone No (PBX): (246) 426-2858

Fax: (246) 429-5935

Website: www.bcc.edu.bb

E-mail Address: eyrie@bcc.edu.bb

The Barbados Hospitality Institute is a full-service hospitality training facility offering a wide range of hospitality-related courses and programmes. It is the first training facility of its kind in Barbados and the Eastern Caribbean. The Institute consists of the Hotel PomMarine, a twenty-four hour operation with 20 guest rooms, the Golden Apple Café, the Muscovado Restaurant and a number of purpose built classrooms. The Institution therefore plays an important part in meeting the human resource needs of the tourism industry.

THE HOSPITALITY INSTITUTE

Marine Gardens, Christ Church, BARBADOS, W.I.

Phone No (PBX): (246) 228-0900,

Fax: (246) 229-0907,

E-mail: pommarine@sunbeach.net

The Industry Services Unit is located at the Harbour Industrial Estate. Its mandate is to provide customized training to business and industry that would enable Barbados to become globally competitive in the 21st century. The Unit also provides consultancy services such as:

- training needs analysis
- training plan development

- custom-designed courses
- on-going evaluation
- feasibility studies
- market research

INDUSTRY SERVICES UNIT

Building No.3, Harbour Industrial Park, Harbour Road, Bridgetown,
BARBADOS.

Phone No. (246) 426-3351/54

Fax: (246) 426-3356

E-mail: jaustin@bcc.edu.bb

THINGS YOU NEED TO KNOW

There are several things that you need to be aware of from the very first day that you become a student at the Barbados Community College. It is essential that you familiarise yourself with the information that is contained within this section of the Student Handbook to ensure full orientation to the College.

STUDENT IDENTIFICATION CARDS

ID Cards are needed to access all student services at the College, as well as to write examinations, whether internal or external.

Each student is required to have his/her ID card visibly displayed on his/her person at all times while on campus. They are also required to hand the ID over to Senior Administrative staff, members of faculty or Security personnel, when they are requested to do so.

Students who do not comply with this request may be disciplined (See Student Code of Conduct).

The ID card is the property of the College and should be returned on completion of your studies.

Obtaining your Identification Card

After you have registered at the College, you should take your receipt to the Student Affairs office to obtain your Identification Card. The process takes about three minutes and you will receive your ID card immediately afterwards.

FORBIDDEN ACTIVITIES

Students are expected to adhere fully to the following regulations relating to the items mentioned below. Failure to do so could result in suspension or even dismissal from the College.

Dress Code

Students are not permitted to wear:

1. shorts more than three (3) inches above the knees except in the gym
2. sleeveless or spaghetti strap tops
3. deeply cut sleeveless blouses for female or sleeveless vests for males
4. outfits displaying midriffs or exposed backs
5. skirts more than three (3) inches above the knees
6. hats, flip-flops or slippers to class or in the library
7. Male students are not permitted to expose boxer shorts.

In addition to the above, students are asked to note that they must adhere to all stipulated dress code guidelines as outlined in Divisional/Department handbooks or information sheets.

Smoking

The College discourages smoking on its campuses. Smoking is not permitted in the classrooms, the corridors, the gymnasium, auditoriums, workshops, laboratories or the Library, or in any of the offices of the College.

Non-Students

Students should not encourage or bring on campus persons who are not students of the College without the consent of a senior administrative officer.

Such action is considered a breach of the College's security and could result in disciplinary actions being taken against students guilty of this offence.

ACADEMIC MATTERS

ACADEMIC STATUS

Audit Students

1. An audit student will receive no grade and the course taken may not revert to credit basis at any time.
2. A student may change from credit status within the first four (4) weeks in the semester.
3. The auditing of programmes or courses is limited to theory courses ONLY, and does not extend to practical classes.
4. Persons are not eligible to audit Studio and Performing Arts courses.

Special Student












Persons who wish to pursue studies that do not lead to the award of any College certificate may apply for admission as Special Students.

Students With Disabilities

The College makes special provisions for students with disabilities where possible. These provisions may include but are not limited to additional time for completion of assignment/examinations, facilitating access to classrooms, sourcing equipment to assist with studies.

ACADEMIC STRUCTURE

The College is organised administratively into ten (10) Academic Divisions and the Department of Physical Education.

 Commerce	DIVISIONS/ DEPARTMENTS	 Technology
 Computer Studies	 Health Science	 The Hospitality Institute
 Fine Arts	 Liberal Arts	 The B'dos Language Centre
 General & Continuing Education	 Physical Education Department	 Science

Each Division/Department is responsible for the delivery and management of several programmes and courses of study. The heads of the Divisions/Departments are known as Senior Tutors, except in the Language Centre and Hospitality Institute where they are known as Directors. You will find the Senior Tutor for your Division/Department in the divisional/departmental office.

Divisional Structure



The diagram above depicts the nomenclature and seniority of the faculty in the Divisions.

Each student accepted into the College will be placed in one or more of the Divisions or Departments. Your Division/Department will reflect the area(s) of study that you have chosen. Students can pursue studies that are associated with only one Division or they could pursue studies that span across several Divisions.

Problems or queries should be communicated to your Senior Tutor at the earliest possible time. If you want permission to do something in the classroom or to organise an event, you should first consult with your Senior Tutor. If he/she is unable to give permission, he/she will direct you to the appropriate authority.

Divisional Notice Boards

One of the main ways in which your division will communicate with you will be through the divisional notice boards, usually located in the same building as the divisional office. You should familiarise yourself with the location of your divisional notice board(s) and ensure that you check it/them regularly. Some of the things that would be placed on the notice boards are examination timetables and examination results.

ATTENDANCE AT CLASSES

Your division/department will provide you with a copy of the timetable. You should ensure that you know when and where all classes will take place. Clashes in your timetable should be reported immediately to your Senior Tutor.

A student will not be allowed to write examinations if his/her attendance is less than 80%, **except for where approved leave had been granted.**

You should ensure that you attend all classes because non-attendance could result in disciplinary action being taken against you. Actions could range from exclusion from examinations to dismissal from the College.

If you encounter any problems during the course of your programme that would prevent you from attending classes for any extended period, you should communicate them to the Senior Tutor of your division as soon as possible.

It is your responsibility to ensure that you are available for the duration of the semester because examination timetables are subject to change. Therefore, you should not arrange to take holidays during semester time.

PROGRAMMES OF STUDY

The College offers certification in six (6) different categories:

1. Bachelor Degree in Arts/Science/Education
2. Associate Degree in Arts
3. Associate Degree in Applied Arts
4. Associate Degree in Science
5. Associate Degree in Applied Science
6. Non-Associate Degree Courses (Certificates & Diplomas)

The Credit System

The programmes at the College are assessed based upon a credit system. Your respective divisions/department will provide the information on the number of credits that are required for your programme of study. The majority of the courses are three (3) credit courses.

- A minimum of 15 lecture hours is equivalent to one (1) Credit.
- A minimum of 30/45 laboratory/studio/workshop hours is equivalent to one (1) Credit.

Enrolment Status

Persons registered as full-time students in the Associate Degree programme must enroll for a minimum of twelve (12) credits each semester. However, a student may enroll for fewer credits provided he/she has already completed

the required number of Cores and Electives.

Bachelor Degree

The programme requirements for the award of the various Bachelor Degree programmes are available from the Divisions in which the degree is offered.

Associate Degree

The Associate Degree will be awarded to a student who satisfies the following requirements:

1. accumulates a minimum of seventy (70) credits including at least forty-eight (48) in his/her major areas of study
2. passes the General Education Core Courses
3. passes the relevant General Education Elective Courses
4. satisfies the graduation requirements as stipulated for the particular programme.

1. Associate Degree in Arts/Applied Arts:

- i. where the major courses are fewer than sixty-three (63) credits: four (4) electives, including one elective in each of the Physical/Biological Sciences and Social Sciences and two (2) electives chosen from any other category.
- ii. where the major courses are sixty-three (63) or more credits: a minimum of one (1) elective chosen from either the Physical/Biological Sciences OR Social Sciences.

2. Associate Degree in Science/Applied Science:

- i. where major courses are fewer than sixty-three (63) credits: a minimum of four (4) electives, including one (1) elective in each of the Humanities and Social Sciences and two (2) electives chosen from any other category.
- ii. where the major courses are more than sixty-three (63) or more credits:

a minimum of one (1) elective chosen from either the Humanities OR Social Sciences.

Definition of Terms

What is a Programme?

A Programme is a set of courses grouped together and organised as a specialisation leading to Barbados Community College (BCC) Certification.

What is a Course?

A Course is a defined set of units of study within a particular subject area.

What is a Core?

A Core is a compulsory course identified by the College as essential for the educational development of all graduates.

What is an Elective?

An Elective is a course selected outside of the major area of study that is chosen by the student to enhance his/her educational development.

RESIDENCY RULE

Students are expected to complete their programmes of study within the period stipulated in their Letters of Acceptance.

Students who were unable to complete their programmes within the time specified by the Residency Rule, and wish to return to complete their programmes, must have their transcripts evaluated for relevance to current programme requirements and may be required to make up additional courses.

Students wishing to extend their period of study must request permission. The relevant form is available from the Office of the Registrar and must be approved by the appropriate Divisional Head(s). Extensions of one academic year or part thereof are usually granted.

The maximum period for the completion of Barbados Community College's Programmes are as follows:

- two (2) years from the first date of enrolment for a one-year programme.
- four (4) years from the first date of enrolment for a two-year programmes.
- five (5) years from the first date of enrolment for a three-year programme.
- seven (7) years from the first date of enrolment for a Bachelor Degree.

NEW GRADING SYSTEM

(Is being changed from August 2011)

The table below gives an outline of the grades and codes that are used at the Barbados Community College and description of their meanings. When you look at your academic record these are the codes that you will see.

Letter	Mark	Definition	*Points
A+	90-100	Exceptional Performance	4.0
A	80-89	Excellent	4.0
A-	75-79	Very Good	3.75
B+	70-74	Good	3.5
B	65-69	Fairly Good	3.0
B-	60-64	Fairly Good	2.75
C+	55-59	Satisfactory	2.5
C	50-54	Satisfactory	2.0
D	45-49	Passing	1.0
F	0-44	Failing	0

Grade Points are used to calculate the Grade Point Average and Cumulative Grade Point Average of Students. The method for calculation would be explained later in this section.

Other Assignments

- I will be assigned where a student has not completed an assignment or examination due to certificated medical illness, or has been officially granted additional time to complete outstanding requirements. The student will be required to complete the course within the period of time stipulated by the Divisional Head. Should the student fail to meet this deadline, the student will be assigned a grade of 'F' or other such grade assessed as appropriate for the work done in the course. The period of completion may be extended in exceptional circumstances and only with the written consent of the Divisional/Departmental Head.

AR – will be assigned when a student is awaiting the results for a course.

WD – will be assigned when a student withdraws from the College.

AU – will be assigned to a student who is permitted to audit a course.

AB – Absent from final examinations

P – will be assigned when a student successfully completes a course which is graded Pass/Fail.

F – will be assigned when a student fails a course which is graded Pass/Fail.

STUDENT'S GRADE POINT AVERAGE (G.P.A.)

A student's academic standing is determined by his/her Grade Point Average for the programme of study. Below is an example of the method that is used to calculate the Grade Point Average and the Cumulative Grade Point Average for students. Please note that Grade Points are related to the Grade you receive for assignments/examinations.

Name: John Doe		Number: 19720121-0155-2002		
Programme: Business Studies (Full-Time)				
SEMESTER 1				
Code	Course	Credits	Grade	Grade Points
ACCT100	Principles of Accounting 1	3	B+ = 3.5 points	3x3.5 = 10.5
ACCT 101	Financial Accounting 1	3	A = 4.0 points	3x4.0 = 12
BUST 100	Principles of Management	3	A = 4.0 points	3x4.0 = 12
BUST 102	Mathematics (c)	3	B+ = 3.5 points	3x3.5 = 10.5
CORE 100	English & Communication	3	B+=3.5 points	3x3.5=10.5
MKTG 100	Marketing & Buyer Behaviour	3	B = 3.0 points	3x3.0 = 9
	Total Credits	=18	Total Grade Points	64.5
SEMESTER G.P.A = 64.5/18= 3.58				
SEMESTER 2				
Code	Course	Credits	Grade	Grade Points
ACCG 100	Introduction to Management Accounting	3	B+ = 3.5 points	3x3.5 = 10.5
ACCT 102	Financial Accounting 2	3	C+ = 2.5 points	3x2.5 = 7.5
BUST 101	Organizational Behaviour	3	B+ = 3.5 points	3x3.5 = 10.5
CORE 101	Ethics & Citizenship	3	B = 3.0 points	3x3.0 = 9
CORE 103	Practical Mathematics	3	B+=3.5 points	3x3.5=10.5
ECON 100	Elements of Microeconomics	3	A = 4.0 points	3x4.0 = 12
	Total Credits	18	Total Grade Points	= 60
SEMESTER G.P.A. = 60/18 = 3.33		CUMULATIVE G.P.A. = (64.5+60)/(18+18)= 3.46		

POLICY FOR ACADEMIC STANDING

Academic Warning (AW)

A student whose G.P.A. falls below 2.00 but is not lower than 1.50 at the end of the semester.

Academic Probation Pending Dismissal (APPD)

A student whose cumulative G.P.A. falls below 1.50 at the end of a semester.

Automatic Academic Dismissal (AAD)

A student whose G.P.A. is 1.49 or below for two consecutive semesters.

Where a student facing academic dismissal attends summer school, he/she will be allowed to return to College, provided that his/her cumulative G.P.A. is improved to 1.50 or above when the new grades are added.

Students on academic probation will be required to attend academic advisement.

A student who is dismissed may avail himself/herself of academic guidance from the Counsellor.

A student who is dismissed on academic grounds may apply for readmission to the College no earlier than ONE academic year after dismissal from the programme.

The College reserves the right to dismiss a student who has not attained a Cumulative G.P.A. of 2.00 or more over a period of two or more years.

Academic Merit

A student will receive notification of Academic Merit if he/she earns a semester Grade Point Average of 3.75 or more but his/her Cumulative Grade Point Average is less than 3.75.

Academic Excellence

A student will receive notification of Academic Excellence if he/she earns a Cumulative Grade Point Average of 3.75 or more.

ADVANCED STANDING

- I. Advanced Standing is defined as course exemption awarded upon the recommendation of the Divisional Head by virtue of previous acceptable experience and/or qualification.

- II. Applicants who hold qualifications additional to the minimum entry requirements for a programme (College, University, Continuing Education courses) may apply for Advanced Standing. Such students may be given credit for courses in certain programmes, but credits so awarded will not be calculated into the student's Grade Point Average.
- III. Application for Advanced Standing may be made at the Office of the Registrar (with appropriate transcripts) at the time of registration. If Advanced Standing is granted, the Registrar, in consultation with the appropriate Divisional Head, will designate the course(s) from which exemption is granted and the number of credits allowed.
- IV. Students will not be granted Advanced Standing in more than one-third of the total credits required for the programme.
- V. Advanced Standing will not be awarded based on any course in which the student obtained the equivalent of the College's Grade D or lower.
- VI. In situations where students are dissatisfied with the outcome of their application for advanced standing, the matter should be referred to the Academic Board for consideration.
- VII. The decision of the Academic Board is final.

REGULATIONS GOVERNING WITHDRAWAL

WITHDRAWAL FROM A COURSE/ELECTIVE

Students considering withdrawal from a course/elective/major should discuss the matter in advance with (a) the Student Counsellor and (b) the Divisional Head. Such decisions should not be made lightly.

Students desirous of withdrawing from a course of study should complete a Withdrawal Form. These forms are available from the Office of the Registrar. Students must seek the approval and signature of the Director, Counselling and Placement and the appropriate Divisional Head(s).

Once the form has been completed and signed, it should be submitted to the Office of the Registrar.

Withdrawal from a Major

1. Two Subject Majors

- a. Students may drop a Major within the first two weeks of the first semester. Another Major must, however, be added.

2. Three Subject Majors

- a. Students may drop a Major within the first two weeks of:
 - the first semester of the first year or,
 - the first semester of the second year, after consultation with their Divisional Head and Student Counsellor. Another Major may be added.

After two (2) weeks, students may only withdraw from a Major after consultation with their Divisional Head and the Student Counsellor. They will, however, be required to enrol in additional electives in order to satisfy the graduation requirements for two-subject majors.

Students will not be permitted to drop a major after the first semester of the second year.

Official Withdrawal from the College

A student who withdraws officially from a programme will be permitted to “store” credits earned, provided he/she re-registers within a period that is consistent with the residency rule applicable to the programme of study.

In order to withdraw officially from the College, a student must complete an official ‘Withdrawal from College Form’, which is available from the Office of Student Affairs or from the Department of Counselling and Placement.

When the form is completed and withdrawal is approved by the Director, Counselling and Placement, and by the appropriate Divisional Head(s), the form should be submitted to the Office of the Registrar. Withdrawal will be considered official only when the completed form has been approved. The student must also request a refund of Caution Fee at this time.

Unofficial Withdrawal from the College

A student who, without good reason, discontinues studies for four consecutive weeks without informing the College, will be considered to have withdrawn unofficially from the College and will receive all “F” grades for enrolled courses. Such a student will also be liable to the College for any outstanding fees that are unpaid for the semester in which the withdrawal takes place. Should such a student wish to re-enter the College, he/she will be required to apply for re-admission.

TRANSFER TO NEW PROGRAMME

A student may be permitted to transfer to another programme at the beginning of the academic year after consultation with the Academic Counsellors and the relevant Divisional Heads. Requests for transfers must be made no later than July 31st of that year. Such transfers must be recorded on a form provided for that purpose by the Director, Counselling and Placement, or the Registrar. The completed form must be submitted to the Office of the Registrar before the end of the second semester. A formal request for Advanced Standing/Transfer of grades must be made at this time.

ABSENCE/LEAVE OF ABSENCE

All students are expected to attend all classes and complete all programme requirements.

Absence from Classes

The following rules govern absence from classes by students:

- a. Students who require leave of absence should apply in writing to the appropriate Senior Tutor for permission to be away from classes. In the case where the leave is to be spent outside the island, permission should be sought in writing from the Registrar through the appropriate Senior Tutor.
- b. A student who is absent from classes in excess of two consecutive days, must submit a medical certificate to the appropriate Senior Tutor on return to classes.
- c. All students are required to report to Divisional Heads on returning to the College after periods of absence.

- d. A student will not be permitted to write an examination for a course if the attendance during the semester is less than 80% for that course, EXCEPT when the absence is:
- i. certified by the submission of a medical certificate from an approved doctor;
 - ii. due to performance of National Duty, eg: jury service, participation in sporting events;
 - iii. due to time-table conflicts arising from the College's scheduling of courses.
- e. In those instances when the student does not meet the 80% attendance rule, the student should be given an "F" grade for the course and he/she should not be allowed to write the supplemental for the course.
- f. A student who is absent from a class test or an examination must submit a medical certificate not later than one (1) day after the test or examination. Failure to do so may result in the assignment of an "F" grade for the test or examination.

Pregnancy

Pregnant students registered in the Department of Nursing, and who are assigned to the Clinical area, are required to apply for Leave of Absence at the beginning of the third trimester of pregnancy. Failure to comply with this requirement will result in the student being required to withdraw.

Leave of Absence

In special circumstances, a student may be granted Leave of Absence for a period not exceeding one year. Each case will be considered on its own merit.

Requests for Leave of Absence must be forwarded to the Registrar through the relevant Divisional Heads and should be accompanied by documents that support the request.

Readmission

Former students may apply for readmission to complete previous studies or to pursue another programme of study. The relevant forms are available from the Student Affairs Office and must be returned by the official deadlines.

If a student has completed a programme which has been subsequently modified, and which is now the pre-requisite for the course of study that the student wishes to pursue, the student will be required to make up any deficiencies prior to being admitted to the new programme of study.

Extended Studies

Students wishing to extend their period of study must request permission. The relevant form is available from the Office of the Registrar and must be approved by the appropriate Division Head(s) and Counsellors. Extensions of one academic year or part thereof are usually granted.

ACADEMIC DISHONESTY

The Barbados Community College defines Academic Dishonesty, i.e. Plagiarism and Academic Cheating, as follows:

Definition of Plagiarism

Plagiarism includes an attempt at, or accomplishment, of any of the following:

- a. The use of another person's work (whether or not copyrighted), the incorporation of that work in one's own work, and the submission of such work for credit without due acknowledgement;
- b. Submitting as one's own effort in the fulfillment of a course requirement any research paper, semester paper, project, report, essay, other written work, drawing, design, painting or other artwork which has been prepared totally or in part by another.
- c. Any other devious means of securing a mark or grade which will be recorded as part of the course work of the student.

Definition of Academic Cheating

Academic cheating includes an attempt at, or accomplishment of, any of the following:

- a. Copying or obtaining information from another student's test/examination paper
- b. Using during a test/examination, materials and or equipment not authorized by the person(s) giving the test/examination
- c. Collaborating, conspiring or cooperating during a test or examination with any other person by giving or receiving information without authority
- d. Obtaining or causing any other person to obtain all or part of an un-administered test
- e. Substituting for another student or permitting any other person to substitute for oneself in the taking of a test

f. Altering the records of marks or grades

g. Having information related to the examination being written on their person.

Discipline

Verification:

The following procedures shall be followed for the verification of an alleged incident of plagiarism or cheating:

- a. When a student is suspected of plagiarism, the course tutor shall inform him/her of this allegation and that the matter may be reported to the Head of the Division for further disciplinary action;
- b. Students suspected of cheating in a final examination shall, after investigation by the invigilator, be asked to surrender immediately all evidence. They shall then be issued with a new booklet or writing paper and a copy of questions to continue the examination;
- c. The course tutor/invigilator, who is satisfied that the dishonesty has taken place, shall submit a written report to the Head of the Division in which the student's programme of study is taken;
- d. When the student admits to the offence, he/she shall do so in writing to the Head of the Division;
- e. When the student contests the allegation, the Head of the Division shall convene a disciplinary committee consisting of the Registrar or his nominee, a representative of Counselling and Placement, a member of the Students' Guild and himself/herself. The Committee, chaired by the Head of the Division or his nominee shall review the evidence presented and allow the student to present his or her defense.
- f. It shall then be determined whether or not the student has a record of previous offences;
- g. Based on the results of the investigation, the level of discipline, if any, shall be determined;
- h. A full report of the incident and the outcome of the investigation shall be submitted to the Principal;

- i. All offences of which a student is found guilty will be noted on the student's record.

Sanctions:

The following sanctions shall be applied to acts of plagiarisms and cheating;

- a. A minimum sanction of zero shall be imposed on the work in question;
- b. A sanction of 'F' may be imposed in that course;
- c. The student may be disqualified from all examinations of the College for a specified period;
- d. A student who has recorded clear instances of academic dishonesty in a programme, may not be awarded a Bachelors Degree, Associate Degree or Certificate of Achievement in that programme and may be dismissed from the College.

GRADE REVIEW/APPEAL PROCEDURES

A student who feels that the final grade received in a course is incorrect or unreasonable should proceed as follows:

- i. confer with the course Tutor who assigned the grade and make every effort to resolve the difference.
- ii. if the problem is not resolved, the student should then file a written Grade Review to the head of the Division/ Department in which the course grade was assigned. This must be done not later than one (1) week after the grade is posted on the notice board. The appropriate form may be obtained from the Office of the Registrar.
- iii. if either party (course Tutor or student) is dissatisfied with the outcome, a Grade Appeal is forwarded to the Registrar who will call upon the Grade Appeals Committee to hold a hearing within three weeks on the matter. Both the course Tutor and the student will be given at least four school days prior notice of the date, time, and place of the hearing. At the hearing, both the course Tutor and the student will appear, will be allowed to present their cases and will be allowed to introduce into evidence, tests, papers, grade reports, records of class procedures, and the like, in support of

their cases. If the committee feels that further evidence is needed, other witnesses may be called to give additional information.

- iv. should the committee rule in favour of the student, it will recommend the appropriate grade change.
- v. the committee will deliver its written recommendation to the Registrar, the Divisional/Departmental Head, the course Tutor, and the student involved.
- vi. the decision of the Grade Appeals Committee will be regarded as final.
- vii. the Grade Appeals Committee should be chaired by the Deputy Principal and, should comprise the Assistant Registrar, the Director, Counselling and Placement, the head of the Division/Department in which the course was taken and, when appropriate, an external course moderator.

SUPPLEMENTAL EXAMINATIONS

Supplemental examinations may be permitted at the discretion of the Divisional Heads. In all such cases, written conditions will be circulated with course outlines.

The following conditions apply to Supplemental Examinations:

- a. Supplemental examinations will be held before or during the fourth week of the semester or a period agreed upon by the divisional head and the students.
- b. Students who pass supplemental examinations will not be awarded a grade higher than C.
- c. Students who fail a supplemental will be required to repeat the relevant course.
- d. Students are only permitted to write ONE supplemental examination for each course in which they are enrolled.

REPEATING OF COURSES

When a student repeats a course, the new grade and credits earned will be included in the student's cumulative grade point average.

A student who fails a course will be permitted to repeat the course once only. The new grade and credits earned will be included in the student's cumulative grade point average.

A student who fails a course will not be permitted, under normal circumstances, to enroll in any course for which the failed course is a prerequisite, nor will he/she be eligible to graduate until he/she has passed the course or that which has replaced it. However, in special cases, this regulation may be waived at the discretion of the relevant Divisional Head.

A student who is repeating a course and who submits assignments and sits examinations and tests but does not attend at least 80% of the course, will not be awarded a grade higher than C in that course.

Students will be allowed provisional entry to a course for which they have failed the prerequisite course, provided that they qualify to take the supplemental examination for the failed course. Students who fail the supplemental examination for the failed course will be automatically dropped from the course for which they have provisional entry. (Provisional Entry will only apply in the case of Semester II, if the policy is set to hold supplemental examinations in the summer for courses failed in Semester II).

STUDENT RECORDS

Academic Records are issued each semester and may be collected from the Divisional Office.

Release of Information

- a. Only the Registrar or persons authorised by the Registrar will be allowed access to student records which are lodged in the Office of the Registrar.
- b. Approved agencies such as Universities and prospective employers will be informed only of the date of students' registration at the College, the programme in which the student is registered and the duration of the programme.
- c. Any other information will be released only at the student's written request. (This regulation also applies to the release of examination results and certificates.)

- d. Transcripts will be forwarded directly to Universities and Colleges at the request of the student.
- e. A student's record/transcript may be withheld if the student is in violation of any College regulation.
- f. The College reserves the right to give information on students to parents, guardians, persons *in loco parentis* or to agencies/ organizations funding the students' studies.

Issuing of Certificates

- a. Duplicate copies of certificates will not be issued. However, the College will provide written evidence of a student's academic achievement where a certificate has been misplaced or destroyed.
- b. Where a student is known by a name other than his/her first, he/ she should inform the Registrar in writing of the name which should appear on his/her certificate/diploma prior to the issuing of the certificate/diploma.

GRIEVANCE PROCEDURE

INTRODUCTION

The Deputy Principal has been delegated the responsibility for informing the students of their rights and obligations under the grievance procedure, and he/ she shall seek to resolve informally as many grievances as possible.

Students who believe that they have been treated unfairly, discriminated against, or who have had their rights as stated in the Statement of Student Rights and Responsibilities impinged, may lodge a grievance with the Deputy Principal.

PRELIMINARY STEPS

To resolve a grievance concerning matters within the College, the following steps of the grievance procedure shall be observed:

- i. the aggrieved student (complainant) shall first discuss the matter with

the person involved (respondent) and attempt to resolve the grievance through informal resolution;

- ii. if there is no resolution, the aggrieved student shall request his/ her Divisional/ Departmental Head to assist in the informal resolution of the grievance;
- iii. if, after five (5) working days, there is still no resolution, the aggrieved student shall request the Deputy Principal to assist in the informal resolution of the grievance;
- iv. if the matter has not been satisfactorily resolved through the informal process, the aggrieved student shall submit a written statement of the grievance to the Grievance Committee through the Office of the Deputy Principal within fifteen (15) College days after his/her meeting with the Deputy Principal;

The statement shall be submitted on the prescribed form and shall contain:

- i. a brief narrative of the condition giving rise to the grievance;
- ii. the name(s) of the person(s) involved; and
- iii. a statement of the expected outcome.

The Deputy Principal shall forward with the statement of the aggrieved student, reports from himself/herself and the relevant Divisional/Departmental Head to the Grievance Committee.

GRIEVANCE COMMITTEE

The Grievance Committee shall be ad hoc and shall consist of two (2) members of staff who shall be chosen by the Staff Association, two (2) students who shall be chosen by the Executive members of the Students' Guild from among themselves or from among Divisional representatives and a Chairman who shall be a member of the Administration, but who shall not be the Deputy Principal.

COMMITTEE ACTION

- i. The Grievance Committee shall meet no later than ten (10) College days after receiving the written statement in order to review the facts of the grievance and to render a decision as to whether sufficient grounds

are present to warrant a hearing. It shall ensure that the issues in the written statement of the aggrieved student were discussed at all levels and shall give careful consideration to any recommendations made by the Divisional/Departmental Head and the Deputy Principal.

- ii. If the Grievance Committee decides that there are insufficient grounds to accept a case for hearing, it shall notify in writing, all persons directly involved of its decision and of the reason for its action. The decision of the Grievance Committee in this regard shall be final and binding on all parties.
- iii. If the Grievance Committee decides that a hearing should be held, all parties involved, including witnesses, shall be given five (5) College days' notice of the date, time and place of the hearing. This shall take place within fifteen (15) College days of the Committee's first meeting.
- iv. The hearing shall be closed to everyone except the members of the Grievance Committee, the aggrieved student, the respondent, advisors, and witnesses during the actual time of their testimony. Strict rules of evidence shall not apply. The Committee reserves the right to allow the presence of a recording secretary.
- v. After all information is exchanged, the Committee, with its recording secretary, shall meet in closed session to decide on its recommendation.

RIGHTS OF AGGRIEVED STUDENT AND RESPONDENT

The aggrieved student and the respondent shall each have the right to:

- i. be present at the hearing;
- ii. present evidence by witness;
- iii. bring an advisor to the hearing. The advisor shall serve in an advisory capacity only, and shall not address the Committee individually or as a whole, unless requested to do so by the Committee;
- iv. question all witnesses.

HEARING DECISION

The Grievance Committee shall submit its report to the Deputy Principal,

the aggrieved student and the respondent within five (5) College days of the conclusion of the hearing. The report shall contain the Committee's recommendation(s) and the reason(s) for its decision. The Deputy Principal shall cause the recommendation(s) of the Grievance Committee to be implemented within five (5) College days after the receipt of the report. The decision of the Grievance Committee shall be final.

ENFORCED MEDICAL WITHDRAWAL

The Board of Management of the Barbados Community College reserves the right to temporarily withdraw a student from the College for misconduct that has its basis in a psychological or medical condition. Such action will be taken with the appropriate professional consultation and in accordance with the rules of natural justice.

INSTRUCTIONS TO FINAL EXAMINATION STUDENTS

1. To qualify to sit a final examination in any course, students must satisfy 80% class attendance or must obtain the permission of the Senior Tutor on the recommendation of the course tutor.
2. Examination timetables are posted in your Division. Please be sure to check for the correct day, time and room for the examination before the actual day of the examination.
3. If there is a clash with other examinations please notify your Senior Tutor immediately.
4. When large numbers of students are being examined such as for Cores and some Electives, several rooms are used for examinations and more than one group assigned to a room. Please be sure to know your group name and number and to go to the correct room assigned as instructed by your class tutor.
5. Students must present themselves at the examination room at least 15 minutes before the scheduled start of the examination.
6. Students should place on the desk a valid student ID card at the start of the examination.
7. No student will be permitted to enter the examination room after the

first 30 minutes of the examination period.

8. No student will be permitted to leave the examination room during the first 30 minutes or during the last 30 minutes of the examination period.
9. Students will be permitted to bring into the examination: pens, ink, coloured felt-tip pens, pencils, pencil sharpeners, rulers, erasers, calculators (unless specifically prohibited).
10. Unless separately advised, students will not be allowed to bring into the examination room: books, note papers, calculators, radios/cassette player/CD players, “walkman” radios/cassette player, “discman” players or cell phones.
11. Cell phones or any form of computer and electronic equipment are not allowed. All phones must be completely turned off and placed in bags.
12. Personal belongings such as bags, pencil cases, handbags must be placed in the area designated by the Invigilator. Once the examination has started, any student who wishes to remove anything (such as tissue or a pen) from his/her bag, must raise their hand and seek to obtain the permission of the invigilator.
13. Students will be given a supply of paper or examination books on which to write the examination.
14. All answers should be written on the paper or books provided by the Invigilator.
15. Additional paper or books may be obtained by raising a hand to attract the attention of the Invigilator, not by a verbal request or movement away from the desk.
16. There will be an instruction sheet on the front of each question paper. Please be sure to complete the instructions when instructed to do so.
17. Begin the examination only when instructed to do so.
18. Students should make sure that they understand the correct number of questions to be answered and whether or not there are any compulsory questions.

19. The invigilator will inform students when to begin writing the examination.
20. The invigilator will inform students when there are 30 minutes and 5 minutes left before the end of the examination. When the invigilator instructs students to stop writing, they should immediately cease writing.
21. No student may in any circumstances speak to or communicate with another student in the examination room. Strict silence must be observed during the examination.
22. All enquiries must be addressed to the invigilator.
23. A student is not permitted to make use of any unauthorized book, manuscript or other extraneous aid, nor communicate with any person other than the invigilator, nor attempt to complete his or her examination by any unfair means.

GRADUATION

The College's Graduation Ceremony is usually held in the second week of November of each year. Students wishing to graduate at that time must satisfy the requirements for graduation by the end of the previous academic year.

GRADUATION ATTIRE

All persons wishing to take part in the graduation ceremony are required to wear the official graduation gown and hood where necessary. Those who fail to comply with the dress requirements would be excluded from taking part in the ceremony.

HOW MUCH DOES IT COST TO GRADUATE?

Students are not charged for attending the graduation ceremony; the only expense would be the cost of renting the graduation gown from the College. Currently the rental fee is \$100.00. Students are refunded \$60.00 provided that they return the gowns in good condition and in the specified time.

GRADUATION REQUIREMENTS

In order to become eligible for graduation a student must complete all programme requirements, as stipulated by the College as a whole and by the respective Divisions.

See Section “PROGRAMMES OF STUDY” for the programme requirements. Please note that the College reserves the right to change these requirements if, or when it deems the change necessary. It is therefore your responsibility to ensure that you are aware of the current requirements of your programme.

Bachelor Degree Requirements (Cumulative G.P.A.)

- i. A cumulative G.P.A. of 2.00 or more is required for graduation; a minimum grade of C is compulsory for some courses. This information is given in the Divisional requirements.
- ii. A student with a G.P.A. of 2.00 to 2.99 will graduate with a Pass.
- iii. A student with a G.P.A. of 3.00 to 3.49 will graduate with Lower Second Class Honours.
- iv. A student with a G.P.A. of 3.50 to 3.74 will graduate with Upper Second Class Honours.
- v. A student with a G.P.A. of 3.75 to 4.00 will graduate with First Class Honours.

Associate Degree Requirements (Cumulative G.P.A.)

- i. A cumulative G.P.A. of 2.00 or more is required for graduation; a minimum grade of C is compulsory for some courses. This information is given in the Divisional requirements.
- ii. A student with a G.P.A. of 3.50 to 3.74 will graduate with Credit.
- iii. A student with G.P.A. of 3.75 or more will graduate with Distinction.

N.B: A STUDENT IS NOT ELIGIBLE FOR GRADUATION IF HE/SHE HAS A GRADE OF “F” IN ONE OR MORE OF HIS/HER MAJOR AREAS OF STUDY.

COLLECTION OF CERTIFICATES

Students are reminded that they are required to collect their certificates from the Office of student Affairs within ONE (1) year of graduation.

MONEY MATTERS

REGULATIONS CONCERNING PAYMENT OF FEES

Students are required to comply with the regulations relating to the payment of fees. Failure to do so may result in de-registration.

1. All students are required to make full payment of fees for courses/programmes of study before the start of the course/programme.
2. Provision to pay fees by installment, determined by the Registrar, may be made **ONLY** in special cases when a student is unable to make full payment of fees.
3. Students granted permission to pay fees by installment **MUST** pay the quantum of fees for the semester before the date of semester examinations in order to be eligible to write said examinations.
4. Students failing to comply with the payment schedule will not be permitted to write examinations, **EXCEPT** in special circumstances (to be determined by the Registrar or his/her designee).
5. In any situation when a student is unable to comply with the schedule of payment, he/she should discuss the matter with the Registrar or his/her designee.

REFUND OF FEES

Local Students

Barbadian students who register for a programme of study at the College and withdraw officially before the end of the second week of the first semester should be refunded:

- College Fee

- Materials Fee
- Accident Policy
- Half (½) Registration Fee.

Barbadian students who register for a one-year programme and withdraw officially after the first two weeks of the first semester are not entitled to a refund.

Barbadian students who register for a programme of two years' or three years' duration and withdraw officially after the first two weeks of the first semester may be refunded the Materials Fee for the year(s) during which he/she will not be enrolled.

International Students

Non-Barbadian students, who register for a programme of any duration and withdraw officially before the end of the second week of the first semester, should be refunded:

- Tuition Fee
- Materials Fee
- Medical Insurance
- College Fee
- Half (½) Registration Fee.

Non-Barbadian students who withdraw officially after the first two weeks of the first semester but before the last six weeks of that semester are entitled to a refund of half (½) his/her tuition fees only. No refund of the Registration Fee or College Fee will be given.

All Students

Refund for Course Cancellation

In the event that an advertised course is not offered, students would be entitled to a refund of all fees. (This does not include the application fee.)

Refund of Caution Fee

Please note that the Caution fee is always refundable. A student who has completed his/her course of study or is withdrawing officially from the College should complete the Caution Fee Refund form that is available from the Office of the Registrar. Library Clearance must also be requested by signing the appropriate form at the Circulation Desk in the College Library.

The Student ID Card must be returned at that time. **Please note that students are required to request a refund of their Caution fee within one (1) year from the date of completing their studies. Caution Fee will not be refunded after this period.**

Caution fee is only refunded fully when a student has been shown to be free of encumbrances.

PAYMENT BY CHEQUE

Students who pay their fees by cheque are asked to note that in the event that cheques tendered for payment of fees are dishonoured, the student will be required, with immediate effect, to pay the required fee and the administration fee of \$50. Failure to do so will result in withdrawal from the programme.

OUTSTANDING FEES

Students who have outstanding fees will not be permitted to write final examinations and may be asked to withdraw from the College until all fees have been paid. Failure to pay outstanding fees could seriously affect requests for transcripts, or participation in the graduation exercise.

FINANCIAL AID

Barbados Association of Retired Persons (BARP)

A discount of 50% is granted on course or programme fees to a maximum of two (2) BARP members for each course.

THE STUDENTS' CONTINGENCY FUND

This is a small fund set aside by the Barbados Community College to support students who are in financial need. The fund is supported through the annual collection of fees from the rental of lockers. Students wishing to avail themselves of this facility should consult the Director, Counselling and Placement, or their Divisional Representative.

ENABLING GRANT

Enabling grants, are payable to students pursuing full-time study at a tertiary institution, and experiencing financial difficulties.

Who is Eligible?

1. Applicants must be citizens of Barbados, and in their final year of study;
2. Applicants must also demonstrate financial need.

Value of Enabling Grant

A maximum grant of up to Bds\$2,000.00 is payable to eligible persons.

For further information and application forms, you can contact the Ministry at the address below:

Tertiary Section (Awards & Scholarships)
Ministry of Education & Human Resource Development
Elsie Payne Complex
Constitution Road, St. Michael

PARTIAL PAYMENTS

Students who are unable to pay the full amount of their fees at registration may request permission to pay in instalments. The relevant form may be obtained from the Office of the Registrar.

THE STUDENT REVOLVING LOAN FUND

The Student Revolving Loan Fund is funded by the Government of Barbados and administered by the Ministry of Education, Youth Affairs and Sports.

Who is Eligible?

Barbadian citizens (between the ages of 18 and 35 years) who have enrolled or have gained acceptance to technical/vocational training programmes at the College are eligible. Taken into consideration would be the level of the student's family income as well as the level of education to be financed.

Which Programmes qualify as technical/vocational?

All courses offered in the Divisions of Technology, The Hospitality Institute, and Health Sciences, as well as professional and vocational courses in the Division of Commerce.

What does the loan cover?

The amount of the loan will be determined by the expenses expected to be incurred in pursuing the particular courses of study and will cover costs of tuition, books, materials, equipment, tools, travel and living expenses associated with studies.

For Further Information and application forms, you can contact the Ministry at the address below.

Student Revolving Loan Fund.

Ministry of Education & Human Resource Development,
Elsie Payne Complex, Constitution Road,
St. Michael.

Telephone: 430-2865

SCHOLARSHIPS & AWARDS

Specific categories of students undertaking the Associate Degree may be eligible for Barbados Scholarships, Exhibitions and Awards for Outstanding Achievement. The criteria governing such awards are as follows:

Who is Eligible?

To be eligible for the award of the Barbados Scholarship, Exhibition and Awards of Excellence the individual must satisfy the following requirements:

1. Citizens of Barbados
2. Children of a citizen of Barbados

3. Children of a person who is ordinarily resident in Barbados and has been so for a period of at least seven years.
4. For Barbados Scholarships and Exhibitions, persons who are 20 years old or under on the date on which they complete the requirements in the relevant examinations.
5. For Awards of Excellence, persons over 20 years of age but under 30 years of age on the date on which he/she completes the requirements of the Associate Degree;

BARBADOS SCHOLARSHIP

Academic Requirements

Students pursuing the BCC Associate Degree must:

1. attain Grade A in all courses in their main field of study;
2. attain Grade A in the core subjects, Caribbean Politics and Society and English and Communication;
3. attain a **minimum G.P.A. of 4.00 over 72 credits** and meet criteria (1) and (2) above.

BARBADOS EXHIBITION

Students pursuing the BCC Associate Degree must:

1. pursue courses totalling 72 credits, including 60 credits in their main field of study;
2. attain at least A in two-thirds of the courses in their main field of study;
3. attain at least B+ in the other one-third of their main field of study;
4. attain a Grade A in one of the core courses Caribbean Politics and Society and English and Communication and not lower than a B+ in the other;
5. attain a minimum G.P.A. of 3.81 over 72 credits while attaining the requirements set out in (1) to (4) above.

BARBADOS AWARD OF EXCELLENCE

Academic Requirements

No candidate may be awarded an Award of Excellence unless he/she:

1. is over 20 years of age but under 30 years of age on the date on which he/she completes the requirements of the Associate Degree;
2. achieves a cumulative G.P.A. **not lower than 3.75**;
3. obtains a minimum Grade A in the Core 100 (English and Communication) and Core 102 (Caribbean Politics and Society);
4. is not the holder of any higher degree or qualification.

SEMESTER ABROAD PROGRAMME

The Barbados Community College in collaboration with the Canada CARICOM Leadership and the (ELAP) Emerging Leaders in Americas scholarship programme, facilitates successful applicants participation in the exchange programme for a period of one to two semesters at a Canadian college/university. Some of the Colleges participating in this programme are Lambton College, Canadore College, St. Lawrence College and Lakeland College. Applications can be obtained from the Registrar's office.

STUDENT SERVICES

STUDENT AFFAIRS



Mrs. Celia Blenman

Assistant Registrar (Student Affairs) (Ag.)

The Student Affairs section of the Registry is referred to by many as being "The Heart of the College". This expression is used because of the critical role played by the section in the academic life of students.

The Student Affairs section of the Registry handles many aspects of students' relationship with the College, from application to graduation and beyond.

Below is a list of some of the many activities carried out in Student Affairs.

- Academic Records
- Advanced Standing
- Change of Name/Address
- Extended Studies
- Grade Review
- Graduation
- Leave of Absence
- Letters to Embassy
- Refund of Caution Fees
- Transcripts
- Transfer to New Programme
- Withdrawal from a Course/Major/College

STUDENT AFFAIRS STAFF

Below you are introduced to the staff of Student Affairs and their areas of responsibility.



*Sharon Bourne-Callender
(Gen Ed/Phys Ed)*



*Jennifer Weekes
(Computer Studies/
Tech/Vocational)*



*Twena Cumberbatch
(Commerce/Applied Arts)*



*Sheryl Edey
(Transcripts)*



*Charmaine Estwick
(Arts & Science Majors)*



*Natalie Medford
(Health Science)*



*Sheron Ward
(Technology/Hospitality)*



*Faith Callender
(Fine Arts)*

COLLEGE LIBRARY

The College has a library of over 26,000 volumes including periodicals. It caters to all Divisions and membership is open to all members of the academic and administrative staff and to all registered students upon the completion of a library registration card obtainable at the circulation desk.

Library Opening Hours

Semester:	Monday - Thursday	9:00 am - 8:30 pm
	Fridays	9:00 am - 5:00 pm
	Saturdays	9:00 am - 4:00 pm
Vacation:	Monday - Friday	9:00 am - 4:00 pm

The Library is closed on public holidays.



LIBRARY LOANS

Regular Loans

Students are permitted to borrow a maximum of four books at a time for a period of two (2) weeks. The College Librarian, however, reserves the right to recall any book on loan if a request is made for it.

Overnight Loans

There are books that appear on the overnight shelf of the library. These books, when borrowed, must be returned by 9:30 am the day after which they were borrowed.

Reserve Loans

Books are loaned for two (2) hours at a time and must not be removed from the Library.

Library Fines

Fines are imposed for the late return of books, damage to books and loss of books. Readers should check their books carefully before leaving the Library and report any damage noticed since they will be deemed liable for any damage discovered when the books are returned. For late return of books the fines are:

Regular Loans for two weeks 5¢ per day

Overnight books due at 9:00 am	25¢ if returned before 12:00 noon 50¢ if returned by 5:00 pm the same day.
Overnight books due at 5:30 pm	25 ¢ up to 7:00 pm 50¢ up to 9:00 am the following day.

No books will be issued to any student who owes a fine.

Photocopying Services

The Library also offers a self-administered photocopying service. Photocopy cards can be purchased in denominations of \$7.00, \$14.00 and \$21.00. Payment for the cards is made to the Accounts Department, and a receipt issued. The cards are then issued in the Library on presentation of the receipt.

Library Conduct

Students using the Library are expected to observe the following rules:

- A. silence must be observed at all times in the library;
- B. bags, briefcases, handbags or parcels must not be brought into the Library. These must be deposited in the lockers provided by the College.
- C. no bottles of ink may be brought into the Library;
- D. readers must not mark, deface or damage any book or other Library material or furnishings in any way;
- E. readers must not disarrange chairs, tables or any other fittings;
- F. smoking is strictly forbidden;
- G. food or drink must not be brought into the Library or consumed there;
- H. all books, periodicals, etc. taken from the shelves and used in the Library should be left on the tables and not replaced on the shelves;
- I. all readers leaving the Library are required to show at the circulation desk all books, periodicals, etc. in their possession whether these belong to the College or not. Readers may also be required to open for inspection any receptacle being carried out of the Library.

All members of the Library staff are empowered to require readers to comply with the above rules. Anyone breaking these rules may be excluded or suspended from the use of the Library.

COLLEGE BOOKSHOP



CONTACT INFORMATION

Tel: (246) 426-2858 Ext 252

Fax: (246) 426-1855

Website: www.booksourceonline.com

Email: booksource@caribsurf.com

The Bookshop caters to the needs of over 3900 students and staff offering required and recommended materials for courses as well as a broad range of services. You can save up to 60% on many books when you shop at the College Bookshop.

Bookshop Opening Hours (Semester)

Mondays 8.30 am – 6.00 pm

Tuesdays & Thursdays 8.30 am – 6.00 pm

Fridays 8.30 am – 5.00 pm

Special Order Service

In the event that a book is not in stock at the Bookshop, students can place a special order for it. Books bought on special order can be collected

within three to four business days depending on the availability of the book.

Online Database

You can visit the Bookshop's website at www.bookssourceonline.com to view the large selection of titles that are readily available or you can place an order from the comfort of your homes.

Printing & Binding Services

The Bookshop provides a facility where students can have their assignments/projects printed in colour and professionally bound. There is also a photocopying service offered at the Bookshop.

More than a Bookshop

The Bookshop offers much more than just books. The following items are also available:

- Nursing Uniforms & Lab Coats
- Daily Newspapers
- Art Supplies (Brushes, paints, etc.)
- Snacks (Fruit juices, candy, sweet biscuits)
- Postal Stamps (On-site Post Box)

COUNSELLING AND PLACEMENT SERVICES

Counselling and Placement Services assist students in developing skills that will help them apply themselves effectively to College studies, enhance their personal development and prepare them for career success.

Academic Advising

- Provides individual consultation with counsellors.
- Helps students on academic warning/probation.
- Advises students with respect to dropping/adding courses, choice of electives, programme transfers, and graduation requirements.
- Offers success skills seminars that cover topics such as: Study Skills, Time Management, Note Taking, Writing Essays, Study Groups, Presentations, Improving Reading Skills, Test Anxiety and Exam Preparation.

- Teaches effective approaches to study skills via various audio/visual aids.

Career Counselling

Assists students in selecting a major field of study and planning a career. Encourages students to develop realistic goals.

Higher Education Advising

- Provides comprehensive information on College/Universities and scholarships in the Caribbean, U.K., Canada and the U.S.A.
- Assists students in the research and selection of a programme of study.
- Provides guidance with college applications and pre-admission tests.
- Hosts International College Fair each November, to assist students with their college/university choices.

Job Placement

- Offers a free job placement service for students and graduates.
- Assists with the job search process: résumés, cover letters, interview techniques.
- Enriches learning and skills development through the integration of internship opportunities.
- Prepares students for part-time, full-time, summer and graduate employment.

Personal Counselling

- Helps students make decisions and learn strategies to help cope with difficulties.
- Targets issues such as stress and anxiety management, self-confidence, family problems, interpersonal relationships, personal crises, depression, and inability to concentrate.
- Provides referral services: counsellors may be able to put students in touch with community agencies if special help, including health concerns, is needed.

Performing well in college can sometimes be difficult when personal problems arise. Discussion of personal concerns is always kept strictly confidential with the exception of legal and ethical obligations.

To make an appointment with a Counsellor or the Placement Officer, visit the Counselling & Placement Centre, located directly under the main library, or contact us by phone at 426-3278/426-2858 Ext: 254.

STUDENT HEALTH CLINIC

The Student Health Clinic is open to all students of the Barbados Community College, whether full-time or part-time. The Health Clinic is located directly opposite the Library.

A highly qualified registered nurse manages the Student Health Clinic. Make sure that you report any illness that is likely to affect your studies e.g. asthma, diabetes, epilepsy, high blood pressure and allergies.

Students under 18 years of age will need to obtain permission from their parent/guardian in order to receive treatment at the Clinic.

Clinic Opening Hours

The Student Health Clinic is closed during the vacation periods and on College and public holidays. During the semester, the opening hours are from 8:30 am - 4:00 pm, Monday to Friday.

Clinic Services

The services of the Health Clinic are free to all students of the Barbados Community College. The Clinic offers the following services:

- First Aid Treatment
- Limited Emergency Medications
- Blood Pressure Checks
- Blood Sugar Test
- Cholesterol Test
- HIV / AIDS Screening & Counselling
- Counselling (STDs, Substance Abuse)
- Nutrition & Weight Loss Counselling on any aspect of maintaining a healthy lifestyle.

Is there a Doctor at the Clinic?

The doctor will visit the Clinic every Tuesday from 1:30 pm – 3:30 pm. All students wishing to see the doctor should report to the Clinic between 9:00 am and 11:00 am on Tuesday. Please note, however, that appointments can be made anytime before.

Medical History

Please report to the nurse any treatment that you may have received at the Queen Elizabeth Hospital or any other medical facility so that accurate and

up-to-date medical information is available in the event of an emergency. If you are not diabetic but have immediate family members who are diabetic, you can be tested for the condition at the Clinic.

Any contact with a communicable disease such as measles, mumps, or chicken pox should be reported immediately.

Ophthalmic Care

Mr. N.K. Melville of Harcourt Carter Optical will give 10% off eye examinations to students of the College. You will need to request a letter from the Student Affairs office for this purpose.

Confidentiality

The medical reports of students are securely maintained and strictly confidential.

STUDENTS' GUILD

All registered students of the College shall be full members of the Guild whether pursuing studies on a full-time or part-time basis.

The Guild Council

The organizing body of the Students' Guild is the Guild Council which comprises several executive positions (e.g. President, Vice President) and a representative from each Division. Also included in the Council are committees responsible for sports, cultural activities, publications and welfare.

Purpose of the Guild Council

As taken from the Constitution of the Students' Guild, the purpose of the Guild is to "...promote, foster and develop the educational, social, cultural and economic interests of Guild members and represent such interests in the College community and at the national level."

Guild Council Membership

In order to hold office in the Student Council, students must have a Cumulative Grade Point Average of 2.00 or an average academic performance of a C grade.

Guild Council Elections

The members of the Guild Council are elected by ballot within five weeks after the beginning of Semester II. Students interested in holding office should submit themselves for nomination at the appropriate time.



STUDENT FACILITIES

GYMNASIUM

The College has a spacious gymnasium which can seat about 700 persons and which is used for games such as basketball, volleyball, badminton, table tennis and gymnastics. Other activities, which take place in the gymnasium, are karate, judo and dancing. The College Physical Education programme is organised by the Physical Education Department. Permission must be sought for the use of all Sports facilities and apparatus.

Students also have access to state-of-the-art fitness equipment to help them stay fit and healthy during their life at the College.

AUDITORIUMS

There are two auditoriums at the College, the main one being the Liberal Arts Auditorium that is designed for dramatic productions, seminars and conferences. The other auditorium is in the Division of Science and is used for the holding of examinations.

PAVILION, STUDENTS' COMMON ROOM

Students also have the facilities of a Sports pavilion and a students' common room containing an office for use by the executive of the Student Council. The common room has facilities for the playing of table tennis, card games, dominoes, darts and chess. There is also a pay phone available there for use by the students.

ART GALLERY

The Art Gallery is located in the Division of Fine Arts and is used for art exhibitions, seminars and fashion shows.

LOCKERS

Locker facilities are available to students on a rental basis. The lockers are to be found in the blocks housing the Division of Commerce, Liberal Arts and Science, the Morningside extension, the Hospitality Institute and in the area of the gymnasium. Students' personal effects should not be left in lockers over the weekends or during the holidays. The College accepts no

responsibility whatever for loss of students' property from the College.

CAFETERIA

The College's cafeteria is well equipped to cater to all students. It is conveniently located next to the students' common room. The hours of business are:

Monday to Thursday: 8:00 am - 8:00 pm

Friday: 8:00 am - 5:30 pm

PARKING FACILITIES

Adequate parking is available for students at The 'Eyrie' campus. The parking areas are clearly indicated and students are expected to use them.

The parking of vehicles on all access roads on the College campus is strictly prohibited.

The College does not accept responsibility for damage to, or theft of vehicles while on College property.

CLUBS & SOCIETIES

UNIVERSITY & COLLEGE'S CHRISTIAN FELLOWSHIP (U.C.C.F.)

Our motto is "To Know Christ and to Make Him Known". Therefore, we not only meet and have sessions where we worship and learn more about God, but we also let others know about our wonderful Saviour in whatever way we can. □

We meet every morning in the Liberal Arts Auditorium from 8:00 am - 9:00 am where we have activities such as worship sessions and games. Speakers are sometimes brought in to speak on different topics, not only spiritual, but also topics to enhance the overall development of the students.

The U.C.C.F. is divided up into small groups (cell groups) for bible study. We also have dance, drama, chorale and prayer groups. Other activities held during the year are lunchtime concerts and an annual grand concert, where we not only highlight the talents within the U.C.C.F. but also reach out to students using various art forms. There is also an annual retreat, usually held during the Easter vacation that is a mixture of fun, fellowship and spiritual development.

CIRCLE K CLUB

Circle K is a service organisation for students at the tertiary level. There is no age limit for persons willing to join. The club was chartered in 1999 by former students of the College. Since then, the club has been growing continuously. The Kiwanis Club of Barbados Central sponsors it.

There are more than 200 Circle K clubs all over the world, in countries like Canada, the United States of America and the Caribbean.

These clubs are divided into Districts, which are further sub-divided into divisions to facilitate better communication. The Barbados Community College's Circle K club is part of the Paradise Division in the Eastern Canada & the Caribbean (E.C.&C.) District. Other member countries of the E.C.&C. District are Jamaica, St. Lucia, Trinidad & Tobago, the Bahamas, Canada and Antigua.

Two conventions are held every year, District and International, for the purpose of electing new officers for posts, amending by-laws and any other Circle K business of that nature. District Conventions are held in March, in one of the member countries of your district. International Conventions are held in the United States of America during the month of August. The Barbados

Community College's Circle K is always strongly represented at these conventions.

Circle K Activities

The Circle K club is committed to making vital contributions to the betterment of mankind. Some of the projects included feeding the homeless, visiting children's homes and beach clean ups. The club also has a mentorship programme for children at the primary school level.

To Become a Member

To become a member you must:

1. Attend at least three (3) consecutive club meetings
2. Participate in at least one (1) service project
3. Pay semester dues.

Benefits of Membership

Circle K offers members many avenues for personal development, including the acquisition of leadership skills and enhanced appreciation for cultural diversity.

Meetings (Where & When)

The Circle K Club meets every Tuesday at 12:15 pm in Science 301.

THE POLITICAL SOCIETY ASSOCIATION

The Political Science Association was established in September 2000. It was felt that the formation of such an Association would afford students the opportunity to develop a greater understanding of the political processes fuelling government policies the world over. Its motto is "Moulding the Minds of the Future". Association members devote time to researching, analyzing and debating the issues that affect many aspects of their lives.

Membership

The Political Science Association is open to all present and past students of the Barbados Community College. The Association is particularly interested in attracting those students who are community minded, sharing and giving.

Major Activities

In October 2001, a group of students from the Association visited Ecuador to participate in a United Nations Model Assembly. Nations such as Germany, the United States of America and China were represented. Since that time, the College has been represented at each annual UN Model Assembly.

Two of the past awardees of the Association were: the former Prime Minister of Barbados, the Honourable Owen Seymour Arthur with “Politician of the Year; and entrepreneur Mr. Robbie Robinson, the proprietor of Ajax Construction, for his commitment to community development.

Meetings

Time: Tuesdays 12:00 pm –1:00 pm

Venue: Commerce, Room 201

EMERGENCY PROCEDURES

SICKNESS, INJURY

The Student Health Clinic is situated near to the Students Centre. It is open to all students of the Barbados Community College, full-time or part-time. Only students with the appropriate Student ID Cards will be seen in the Clinic.

Students requiring first-aid treatment in the event of an injury or sickness should contact the office of the Nurse, in the Student Health Clinic. Any contact with a communicable disease such as measles, mumps or chicken pox should be reported at once.

ACCIDENT

All Barbadian Students are currently required to purchase a Student Accident Policy that allows them to claim benefits for treatment and/or other services supplied when they are involved in any accidents during any period excluding vacations.

In order to request a refund of monies paid for medical attention obtained as a result of an accident, the student will be required to:

- I. take a green ICB Insurance Claim Form (with the official College stamp) to the Doctor's office. The student should ensure that the Doctor signs this form. The student will be required to pay the relevant fees.
- II. submit the completed form, original receipt and a copy, and a report on the accident to Insurance & General Services (IGS), 8 Kinnor Place, Cheapside, Bridgetown, no later than one month after the accident occurred.

Queries concerning refunds should be directed to IGS at 429-8810.

If the accident occurred during a supervised class, the Tutor who was present must also submit a written report to the Office of the Registrar no later than one week after the accident occurred.

FIRE

Fire hoses are installed at various points throughout the Eyrie campus. In the

event of fire, these hoses should be pulled from their drums and water will automatically flow through them.

Hand-held extinguishers are also available for fighting a blaze. These are to be found in certain rooms in each campus, particularly in laboratories and work areas in the Division of Science, Health Sciences and Hospitality Institute.

In the event of fire, the person discovering it should immediately call the Fire Service by phoning 311.

The following drill should be observed by students:

- I. on hearing the alarm, all occupants of the building should remain calm.
- II. those classes in session will be guided by their Tutors to evacuate the building in an orderly manner and assemble on the playing field in a group with their classmates. There the register will be called.
- III. Students occupying all other buildings e.g. (Library, Cafeteria, Common Room, Gymnasium, Auditorium) should evacuate the buildings in an orderly manner and assemble on the playing field well away from the buildings. The persons in charge of the evacuation would ensure that everyone is accounted for.

Students must appreciate that they should assume responsibility for their own safety.

POWER FAILURE

Drill

Remain seated. The blackout may only be short-lived.

When instructed to do so by your Tutor, leave the classroom in a calm and orderly manner.

Do not leave the campus until the Tutor dismisses you.

Students in areas where emergency lighting is absent are advised to exercise extra calm and caution.

BOMB THREATS

In the event of a bomb scare in any part of the campus, all persons will evacuate the buildings in an orderly manner and assemble on the pasture well away from the campus buildings. Students shall remain at the assembly point until the police give the “all clear”.

Students are again reminded that calm and order are imperative in crowd situations.

LIFE BEYOND COLLEGE

On completion of their programme at the College, many students go on to further their studies at institutions of higher learning. Our students are happy to know that the Barbados Community College's programmes of study are held in very high esteem by many educational institutions in the Caribbean Region, the United Kingdom, Canada and the United States of America.

FORMAL ARTICULATION AGREEMENTS

The Barbados Community College has formal Articulation Agreements with the following Colleges/Universities.

Birmingham College of Food, Tourism and Creative Studies

Florida International University

*Florida Institute of Technology

Florida Culinary Institute

*Howard University (Mass Communication)

Johnson and Wales University (Hospitality Institute)

Jefferson Community College, Louisville, Kentucky

LOMA

Mitchener Institute for Applied Sciences

Monroe College, New York

Mount Allison University

Okanagan College

Penn State University (Division of Technology)

Shaw University

*University of Miami

*University of the West Indies

Wilberforce University

MEMORANDA OF UNDERSTANDING

Duke University

North Carolina Agricultural & Technical State University

Hillsborough Community College

Tompkins Cortland Community College

University of North Carolina at Wilmington (Department of Nursing)

INFORMAL AGREEMENTS

The list that follows shows Universities to which BCC students have gained entrance with advanced standing based on the courses in their Associate Degree Programme. These would be courses which are the equivalent to courses in the first two years of the degree programme that they are going to pursue.

Acadia University	St. Mary's University
American Intercontinental University, Georgia	Tampa University, New York
Atlantic Union College, Massachusetts	Temple University
Barry University,	*Towson University, Maryland
Boston University	University of Guelph
Brescia University College	University of Louisville, Kentucky
Bristol University	University of Luton
*Brown University (Soccer Scholarship)	University of Texas – Medical Branch
Central Connecticut State University (Volleyball)	University of West England
City University, London	University of Western Ontario
CUNY, New York	University of Western Florida (Psychology)
Duquesne University	Westminster University
Florida International University, Florida	York University
Heriot-Watt University	*Indicates that BCC students gained scholarships from these universities.
Humber College	
Jacksonville University	
New York University	
Medical Centre at Galveston	
International Fine Arts College	
Mount Saint Vincent University	
Oakwood College, Alabama	
Pace University, New York	
Queens University	
Ryerson University	
Salem State College	
University of Technology, Jamaica	
Seneca College	
Simon de Montfort University, Leicester	
St. Georges University	
University of Warwick	

CONTACT INFORMATION

VOICE/FAX CONTACT

Please note that if you are calling from outside of Barbados, you must place the area code of (246) before the seven digit number.

“Eyrie” Campus

PBX	426-2858
Fax	429-5935
Board of Management	429-5609
Principal	426-3186
Deputy Principal	429-5607
Finance Officer	429-5607
Registrar	429-5609
Assistant Registrar (Examination)	426-2858 ext 5227
Assistant Registrar (Student Affairs)	426-2858 ext 5233
Department of Nursing	426-5944
Counselling Department	426-3278

Division of General & Continuing

Education	426-3312
Division of Computer Studies	436-8187
Student Guild	427-6424
BCC Radio Station 106.1 FM	228-0547
Cafeteria	228-3412
Student Health Clinic	426-2858 ext 5284
System Administrator	426-2858 ext 5230
Chief of Security	426-2855 ext 5214

Hospitality Institute

PBX	228-0900
Fax	228-0907
Director	228-0905
Tutor 1	228-0906
Storeroom	228-0908
All Saints Unit	422-6600

Industry Services Unit

Voice	426-3351
Fax	436-3356

E-MAIL CONTACT

Barbados Community College:

Principal:

Principal's Secretary:

Deputy Principal (ag.):

Finance Officer:

Registrar:

Registrar's Secretary:

Assistant Registrar (Student Affairs):

Assistant Registrar (Examinations):

eyrie@bcc.edu.bb

gbest@bcc.edu.bb

sgaskin@bcc.edu.bb

bbabb-cadogan@bcc.edu.bb

jnewsam@bcc.edu.bb

sarthur@bcc.edu.bb

dclinton@bcc.edu.bb

cblenman@bcc.edu.bb

rsingh@bcc.edu.bb

WEBSITES

www.bcc.edu.bb

www.pommarine.com

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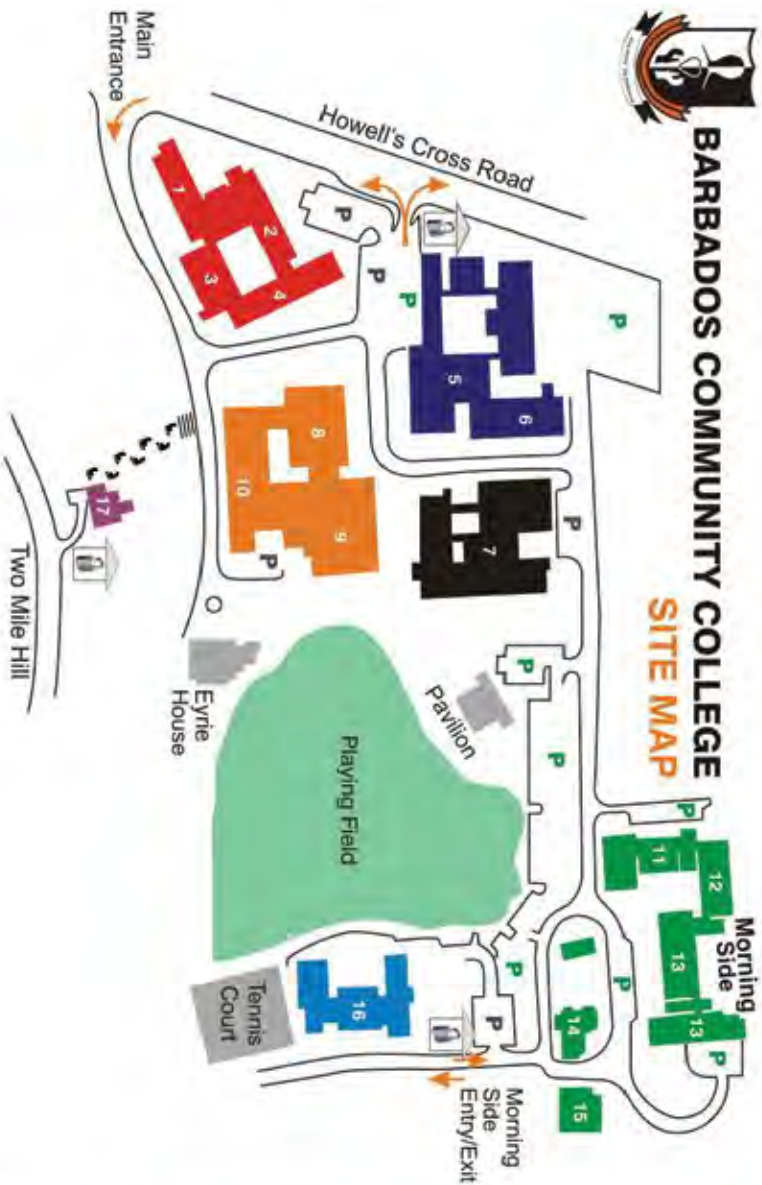
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BARBADOS COMMUNITY COLLEGE SITE MAP



KEY

- 1. Commerce
- 2. Liberal Arts
- 3. Liberal Arts Auditorium
- 4. Administration
- 5. Technology
- 6. Nursing
- 7. Science
- 8. Library
- 9. Bookshop
- 10. Counsellor
- 11. Staff Room
- 12. Gymnasium
- 13. Cafeteria
- 14. Student Guild
- 15. Health Sciences
- 16. Computer Studies
- 17. Fine Arts
- 18. Administration (Morning Side)
- 19. Performance Hall
- 20. Language Centre
- 21. General & Continuing Education
- 22. Reserved / Staff Parking
- 23. Student / Visitors Parking
- 24. Steps / Footpath
- 25. Security Huts