



Got a question?

Ask L.U.C.Y. and Let Us Connect You!

This page is intended for use by L.U.C.Y. personnel for quick access to very basic information. It is not a comprehensive list. L.U.C.Y. personnel should refer to the appropriate web page for detailed information.

Parking Permits

Students are no longer required to have parking permits as long as they are in the Student Parking lots.

Students may only park in designated Student Parking lots on ALL campuses. Failure to do so may result in fines, impounded vehicles and HOLDS placed on grades.

Student ID Card

Students can print their ID card from a link available only through RaiderNet. Link will show up under **Campus Announcements** once they have logged into RaiderNet.

Deadlines...

Must complete online application for [General Admission Application](#). There are different deadlines for **Allied Health Science & Nursing** programs as well as the **2+2 Program**.

Web Registration for Fall classes begins	Monday, Apr 4, 2011
Payment due for Fall (students purged after this date)	Wednesday, Aug 3
Fall Registration closed to purge	Aug 4-5
Fall Registration reopens	Aug 6
Students can charge books (for Pell & Scholarships at Bookstore)	Aug 20 - Sep 2
Fall Classes begin	Saturday, Aug 27
Last day for 100% refund for full term	Sunday, Aug 28 to avoid \$20 late fee
Last day to add classes or register late (must be received by close of business day)	Thursday, Sep 1

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Labor Day Holiday	Monday, Sep 5
Last day to change audit to credit	Thursday, Sep 1
Graduation Applications for Fall due	Tuesday, Sep 6
Last day for 75% refund for full term	Saturday, Sep 10
Last day for 25% refund for full term	Thursday, Sep 22
Graduation Applications for Spring/Summer Due	Friday, Oct 7
Fall Break	Mon-Tue, Oct 17-18
Last day to withdraw from classes	Friday, Nov 4
Last day to change from credit to audit	Friday, Nov 4
Thanksgiving Holiday (no classes)	Thurs - Sun, Nov 24-27
Last day of classes	Monday, Dec 12
Examination Period	Tue-Thurs, Dec 13-15

Allied Health & Nursing Programs	Application Due
(All applications are online only.)	
Nursing	Third Friday in January
Nursing-LPN mobility option	April 1, fall admissions
Dental Hygiene	Third Friday in January
Diagnosis/Procedural Coding	April 30 priority until full
EMT	Refer to Knox Campus
EMT Paramedic	Fall class, Third Friday in May; Spring class, Third Friday in October
Health Information Technology	Last working day in May
Massage Therapy	Last working day in May
Medical Transcription	July 15
Occupational Therapy	Third Friday in January
Opticianry	Continuous acceptance
Pharmacy Tech	July 15
Physical Therapy	Third Friday in January

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Polysomnography	Third Friday in May
Radiologic Technology	Third Friday in January
Respiratory Therapy	Last working day in May
RODP Health Information Technology	Spring November 15
Ultrasound	Third Friday in May
Allied Health Science Degree Health Information Technology Bridge	No deadline

2+2 Program	Application Due
TTU & TEP (Teacher Education Program)	Jun 15 for Fall Admission

Paying Fees...FAQ: Business Office

Do I have to pay all my fees at once?	No, there is a deferred payment plan. Details on web Search: tuition
Where and how do I pay?	Payment can be made at all campuses or online using RaiderNet with Visa, American Express or Master Card.
When can I charge books against my excess Financial Aid?	Week prior to first day of class if financial aid is complete.
When and how will I receive my excess Financial Aid?	Student will receive a check in the mail within two and three weeks after classes begin.
Can my parents pay my tuition?	Yes, your parents can pay at any campus or you can authorize them to have an account of their own to view your account summary where they also pay. See Business Office to set up.
How much are fees?	Current tuition rates are on the website, Search: Tuition
What if the company I work for wants to pay my fees?	Business Office can do that with an official letter from company stating the exact amount they will pay and for what term.

To get served faster it would help if students...

1. Know their R# (this is their Banner ID# which took the place of the SSN)
2. Know the CRN# of the course
3. Know the instructor's name
4. Have a copy of their schedule in hand
5. If they know it, bring their RaiderNet username & password
6. If they haven't changed from their declared major to their "real" major, do so immediately.

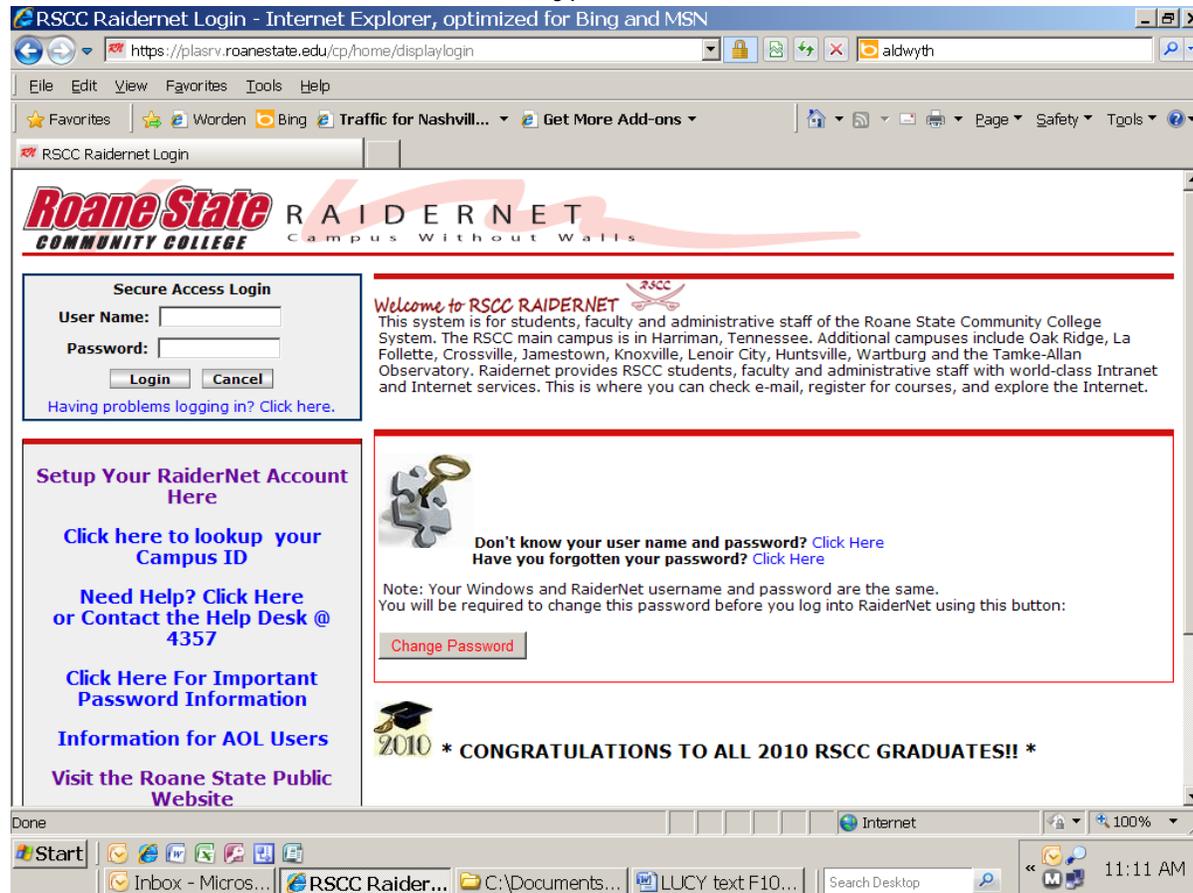
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How to find a student's R# (a.k.a. Banner Student ID)...

Students are assigned an R number once they have applied to Roane State. They will not have access to their RaiderNet account until they have been accepted for admission...this means they will not have a "Student" tab available to them but they can log. If they "see" their "Student" tab, it means they have been accepted to Roane State. Otherwise, they will not be in the system.

Go to RaiderNet page; click on link on left window pane "[Click here to lookup your Campus ID](#)".

Screen will ask for SSN, student should type in SSN and screen will show their R #.



Logging into RaiderNet for the first time

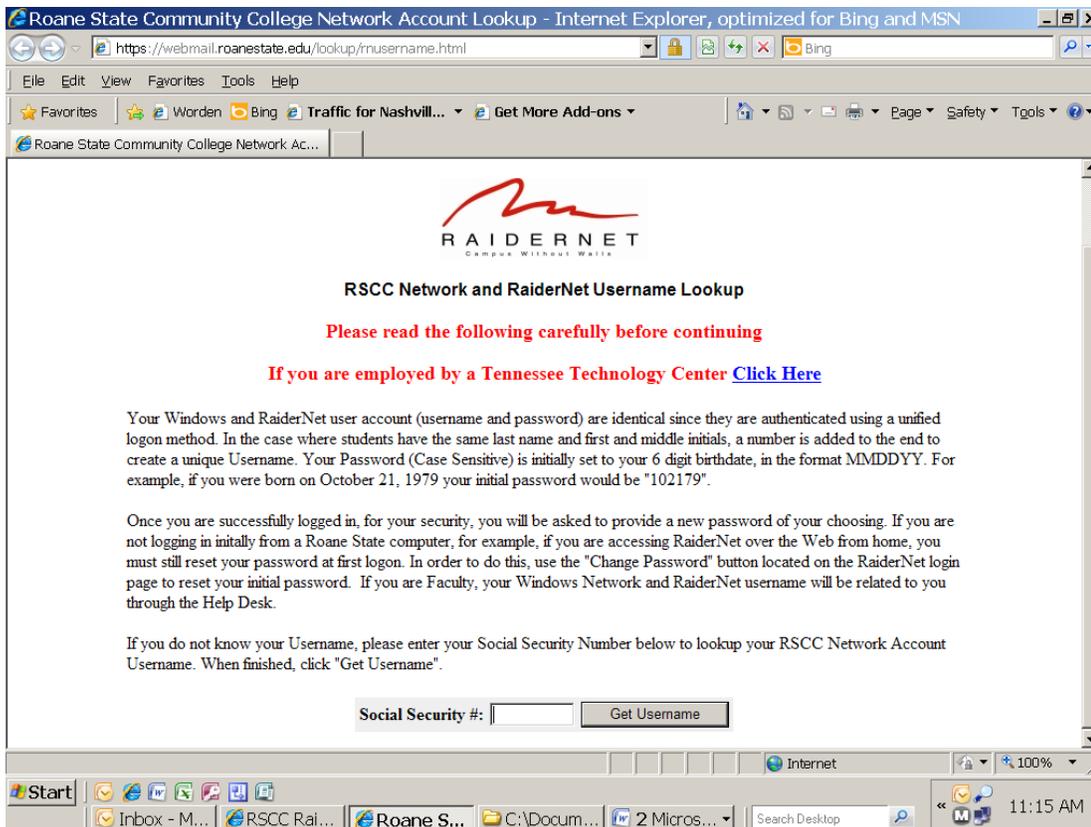
If logging into RaiderNet for the first time, go to RaiderNet homepage (see above picture). If this is the first time the student has logged into RaiderNet, **or** had their password reset by the Help Desk **or** the utility on the login page, their OLD PASSWORD will be their birthday MMDDYY.

They must change their password **BEFORE** they login the first time. To change their password, on the "CHANGE PASSWORD" button located in the middle of the RaiderNet login page.

It looks like this:  (See above screen)

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Student will be asked for their username (if they don't know their username, they can look up by clicking on the link 4 lines above the button which takes you to the screen below) and their OLD PASSWORD. Student must make up a new password (which must **be at least six characters long**) and type it in the **NEW PASSWORD** field. Re-type in the confirm password field then click OK. They should get a message that tells them that their password was changed successfully.



How to find a student's academic advisor...

DURING SUMMER, ADVISORS ARE NOT LISTED SINCE THEY ARE NOT ON CAMPUS AND WILL NOT BE ASSIGNED UNTIL FALL SEMESTER STARTS. Student should contact ARC (Advising Resource Center) for assistance at 865.882.4597. **Once assigned, advisors can be found through their RaiderNet account.**

If a student is interested in going to Roane State...

(Details on web Search: Admissions)

If a student needs information regarding admission to the college, college materials, or wants to set up an appointment to speak to an enrollment counselor, please refer them to the **Student Enrollment and Recruitment Office**. Students with questions regarding dual studies admissions/registration or international admissions should also be referred to the **Student Enrollment and Recruitment Office**.

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Have you applied for admission to Roane State?

- Submit online application and pay \$20 application fee. (Online registration aka admission to Roane State is recommended instead of paper registration.
- To prepare for college admission, go to www.roanestate.edu/checklist which walks the student through the online registration process.
- A student will not be allowed to register (for classes) until all required admission documents have been received. No student is officially enrolled (not to be confused with registered) until he/she has completed all requirements of enrollment including payment of fees.

What is your goal? (Is it a degree, certificate or classes for personal enrichment like special for credit classes, etc. Depending on his/her goal...

ACT Test If you are under 21, you are required to submit ACT scores. If you have taken the ACT and they are more than 3 years old, they are no longer valid. The ACT-Residual Test is offered at Roane State and can be used for admission to the college. **PLEASE NOTE: ACT-RESIDUAL SCORES CANNOT BE TRANSFERRED TO OTHER INSTITUTIONS AND DO NOT MEET THE REQUIREMENT FOR THE LOTTERY(HOPE) SCHOLARSHIP.** Contact Testing Center at (865) 882-4661 to schedule an ACT Test.

OR

COMPASS Test If you are 21 years of age or older, have a GED or you HAVE NOT taken the ACT within the last 3 years, you will be REQUIRED to take the COMPASS placement test. Compass Test [Schedule](#) is posted on web. Contact the appropriate Counseling Office to schedule. Roane County (865) 882-4546 or Oak Ridge (865) 481-2003. Students should contact satellite locations directly to schedule COMPASS tests. Search: Compass

Immunizations: All students must complete, sign & submit the [Hepatitis B Health History form](#) and bring proof of MMR immunizations if needed. All students must complete the [Certificate of Immunization](#) or provide proof of two doses of Measles, Mumps, and Rubella (MMR) vaccines if born in or after 1957. Students graduating from a TN high school in 1999 or thereafter, MMR requirement is waived.

Beginning July 2011, students must also provide proof of two doses of the varicella (Chicken Pox) vaccine if born after January 1, 1980. Students graduating from a Tennessee high school in 1999 or after are assumed to have had the first dose of varicella.

Application Fee: Be prepared to pay the \$20 application fee.

Want to make sure you did everything to register? Follow [checklist](#) on web.

Applying for a [Allied Health Science](#) or [Nursing Program](#)...

Health Science or Nursing Program students should submit the appropriate application through their RaiderNet account. (This is in addition to the RSCC general application, not in place of the RSCC general application. Students must be admitted to RSCC first before they can apply to a Health Science or Nursing Program. These applications are very detailed. Refer student to Health Science website or Nursing website.

If the student doesn't have computer access to register or look up information... The RSCC Library has computers for students to access web for information and completing online application.

Transcripts from previous schools attended...

1. Have you requested official transcripts from your high school and/or previously attended colleges/universities? An official transcript is one that is in an unopened, sealed envelope from the high school or college.
2. Did you receive a regular diploma or GED? If you received a GED you will need an official copy of your GED scores. Transcripts must be mailed directly to Admissions.
3. Transcripts of a home school student should be an official copy from an affiliated organization/private school as defined by state law. Transcripts from independent home school students must be accompanied by certification of registration with the superintendent of the local education agency which the student would otherwise attend. (A form is available upon request from the Student Enrollment and Recruitment Office.)
4. When meeting with an advisor in the ARC, it would be helpful to have unofficial copies of your transcripts. Students will receive a more accurate snapshot of their educational options.

Conditional Admission

Conditional admission (admission granted pending receipt of a high school or college transcript) will begin one week prior to the first day of class. Conditionals are only for high school transcripts and college transcripts. All other admission requirements must be met. Students do not have to submit a copy of their high school transcript (although we should encourage it if the school is local) but we **must** have at least an unofficial copy of **all** college transcript(s), which include faxed transcripts. They must complete and sign the conditional form and it needs to be approved by Brenda Rector, Maria Gonzales or Donna Mack.

Requesting a Transcript from Roane State...

- Students may receive a copy of their transcript by appearing in person and a photo ID is required.
- Completion of a [transcript request form](#) with the student's signature is required prior to the release or mailing of transcript
- Prior to release the student account will be checked for financial obligations.
- Transcripts can be requested by mail or fax by sending transcript request containing the following information:
 - Full name (and other names used since leaving RSCC)
 - Student Identification Number or Social Security Number
 - Date of Birth
 - Date of last attendance
 - Number of transcripts requested
 - Address to which transcript is to be mailed
 - Current mailing address and phone number
- **OR** if student has a RaiderNet account they can request their transcript via the transcript request link in their RaiderNet account.

Fax# for *Records & Registration Office*: 865.882.4527

Course Substitutions...

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Requests for course substitutions begin with the student's advisor. A course syllabus and description should be attached to request.

Getting Into a Closed Class...

If a student is trying to get into a closed class the student should contact the Dean of the Division under which the class falls to make their request.

Also, students should check within 24-72 hours after last day of payment due (August 3) and see if class has opened up again. Students who have registered but not paid fees will be purged from the system and dropped from class, opening up enrollment in vacated classes. Student can add the class if it has opened back up through September 1.

Appeals...

1. If a student would like to submit an appeal, they must first put their concerns in writing by completing the division's form.
2. If a student is requesting a grade appeal the request should be sent in writing (email) to the Dean of the division.

What classes do I still need to graduate...

Students can perform a degree evaluation from their student RaiderNet account but it does not take the place of meeting regularly with their academic advisor or ARC but RaiderNet can give them a good idea of where they stand. (If you are going to see an advisor, print the "Degree Evaluation Page" and take it with you when you meet with your advisor. It's easier and quicker than finding a computer to log in. Student can also make notes about specific courses as they talk.)

WARNING: If you have changed majors **but did not change it in the system i.e. Banner**, your "Degree Evaluation" will give you a "false" evaluation. The graduation analyst cannot analyze your records for graduation accurately without the proper major entered. Student **must** complete and submit "[Request for Change of Major/Status](#)" form to the Admissions & Records Office to change your major in Banner.

To see/print the student's "**Degree Evaluation**"... once they have logged into RaiderNet...

1. From RaiderNet home page, click "Student Tab"
2. Click on "Self-Service" link on left pane
3. Click on "Student" link
4. Click on "Student Records" link
5. Click on "Degree Evaluation" link
6. Select "term"
7. Follow Notes

When to apply for graduation...

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Refer student to RSCC website, Search: Graduation

Most information can be found there and should be followed

Students must complete an [Intent to Graduate Form](#) by deadline at top of this page for the intended graduation semester.

Intent to Graduate Form MUST:

1. Be completely filled out
2. Be signed by his/her advisor to review your transcript
3. Return your completed Intent to Graduate to the Graduation Office (ORBC, B-101 by the deadline listed above.
4. Take the **ETS Proficiency Profile AND any other exit exams required by your major.**

Contact: Shelia Eason, Graduation Analyst, at (865) 481-2035.

Articulation Agreements

This cannot be stressed enough to an incoming student. ANY student planning to transfer to a 4-year institution should look at the "Articulation" agreement between Roane State and the school they intend to transfer to, if one is available. There are agreements between RSCC and most colleges students transfer to within Tennessee. Knowing and following the "Articulation" agreement will save a student money, time and frustration. Refer student to an advisor to go over the articulation agreement.

Articulation link: www.roanestate.edu Search: [articulation](#)

Scroll to the bottom of the page and find the link to the school the student intends to transfer after Roane State. Click on the most recent year listed and follow instructions. (NOTE: Do not click on Equivalency Table if listed. The Equivalency Table is NOT the articulation agreement.)

International Students

Please refer all issues concerning international students to Maria Gonzales, 865.882.4628.

Veterans

If you are a veteran check out the RSCC homepage, Search: vet and click on the link "Veteran Services" for information. This is a great website and contains everything a veteran needs to get started. Please refer any veteran to Sandra Grice, 865.882.4539.

RaiderNet

How do I set up/login to my RaiderNet account?

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1. From the RSCC homepage, click on the **RaiderNet** link at top of page.
2. Click in "Don't know your username and password" box below the Secure Access Login box
3. Read information and enter Social Security number.
4. Make note of username.
5. Follow directions to change initial password and make note of new password.
6. Close window.
7. In Secure Access Area, log in using username and new password.
8. If you see "External System Error," click "Continue to RaiderNet."
9. Click on "Student" tab to access registration information, financial aid, etc.
10. Always remember to log out of this secure site!

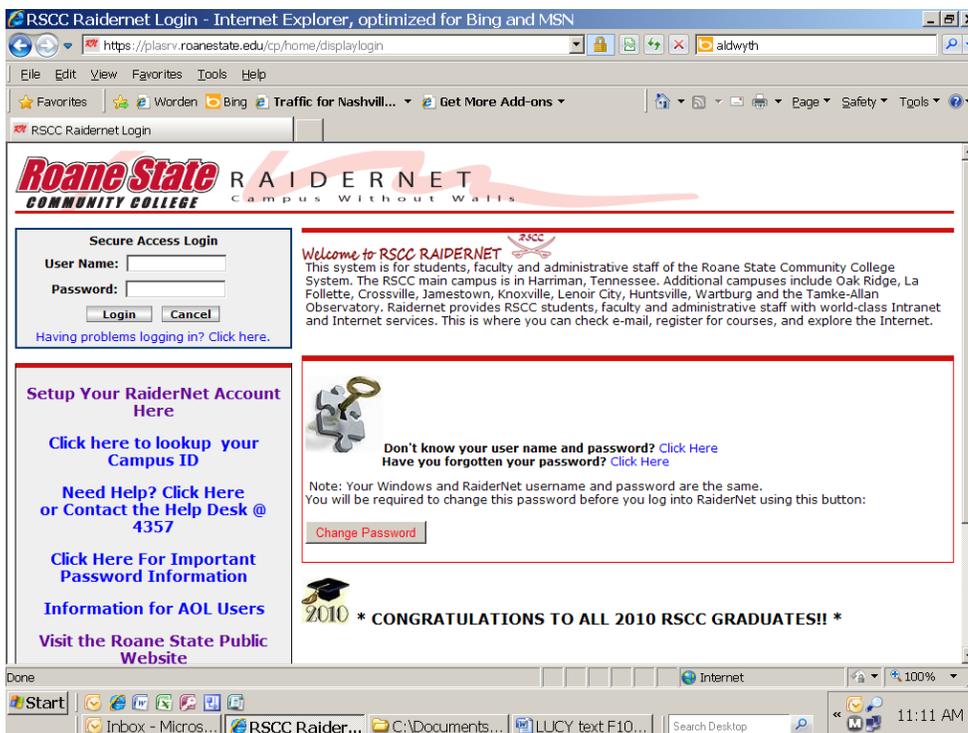
What's in my RaiderNet account?

1. Your **official** student email account
2. Student Information including classes, grades
3. Payment information
4. Any financial aid information and awards
5. Online classes using Momentum are accessible through RaiderNet

IMPORTANT: Messages about the college will come to your RaiderNet email...**not** your personal email account such as Yahoo, Gmail, Comcast, etc. Check your RaiderNet email each week to make sure you aren't missing important information about financial aid, registration notifications, etc.

What do I do if I can't remember my password?

Students can reset their password on the RaiderNet login page even if they don't remember their old password. Click on the link "Have you forgotten your password?"

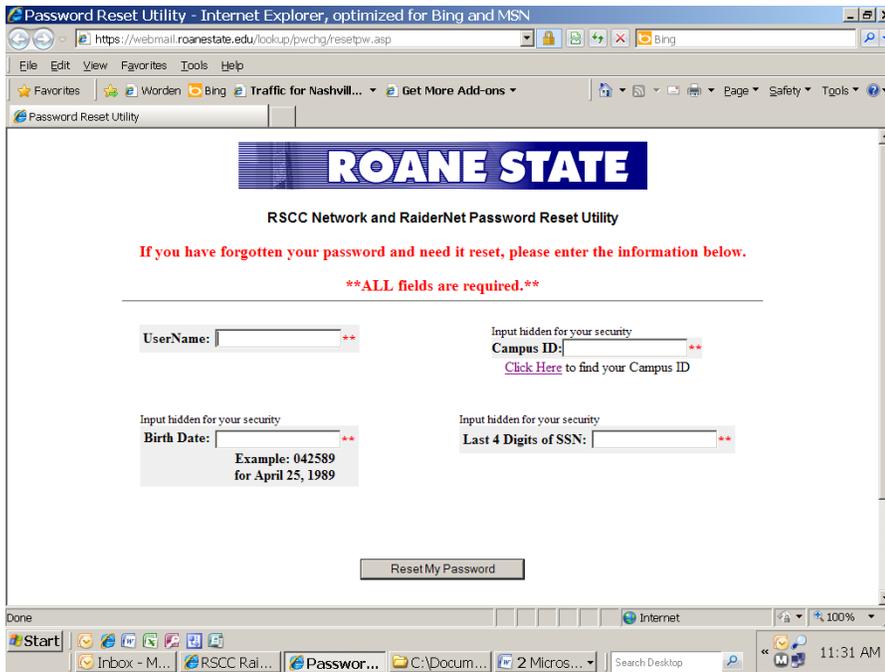


Enter your username, Campus ID (R#), Date of Birth (MMDDYY) and the last four digits of your SSN then click "Reset My password" If all information is correct, student will get a message that says your password was reset. Student password will be reset to their birthday, MMDDYY. Now student must go

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back to the login page and click on the CHANGE PASSWORD button. Enter their username and their birthday, MMDDYY for the OLD PASSWORD. Enter new password once, then again to confirm. If all information is correct they will get a message that says their password was changed successfully and they can then login to RaiderNet with their new password.

ALWAYS REMEMBER TO LOG OUT OF THIS SECURE SITE!



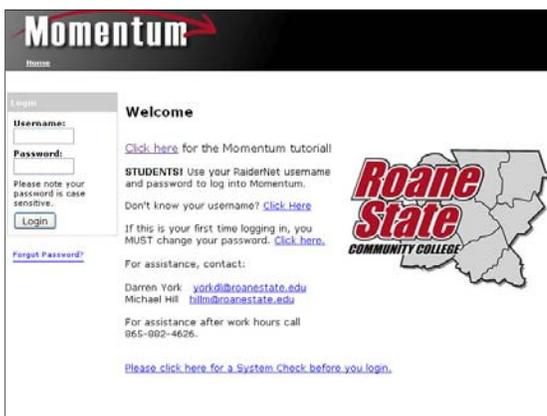
If student is still unable to login or hit a snag in the automated reset process please call the Help Desk at 865.354.3000 ext 4357 (HELP)

Momentum

Besides accessing Momentum through the homepage (at the top) students can access Momentum directly at <https://elearn.roanestate.edu/>

This is helpful when RaiderNet is unavailable because of maintenance and upgrades.

There is a **YouTube** tutorial on using Momentum from the Momentum login page.



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Online Schedule of Classes

To see the schedule of classes go to www.roanestate.edu/schedule.

Top version is printable and updated hourly. The bottom version has dropdown menu's for searching. Instructions below are for bottom version.

1. On the CLASS SCHEDULE SEARCH page, select the term from the drop down and click on Submit or click on the link above Search by Term for another type of schedule print option. Spring 2009 is the next semester. It begins on January 15th.
2. SUBJECT – In the drop down, select and highlight the class you are looking for. You can highlight all classes if you want to look at the complete schedule of classes. Just highlight the first class and continue to scroll through all classes until you get to the last one.
3. COURSE NUMBER - You can enter the course number if you know it or you can search by SUBJECT only. It is not required. If you want to view all classes and highlighted all classes in SUBJECT, leave COURSE NUMBER blank. Example -You are looking for all anatomy and physiology I classes and you know the course number is 2010. You can enter the number and get only the BIOL 2010 classes instead of all BIOL classes.
4. TITLE - Not required. Probably best to leave it blank.
5. SCHEDULE TYPE – Leave it at ALL unless you are only looking for a specific type of class. For example you just want to find labs for the BIOL 2010. In that case, you can select LAB. If not, leave it at ALL.
6. CREDIT RANGE - Not required. Probably best to leave it blank.
7. CAMPUS – Leave it at ALL if you want to view classes offered at all campuses. If you only want to view classes offered at the campus you attend, then select that campus. RSCC MAIN is the Harriman campus.
8. PART OF TERM –You probably want to leave it at ALL. However you can search for classes offered in the Accelerated Terms or RODP, by selecting what you are interested in.
9. START TIME, END TIME, DAYS – You can enter this information if you want to look for classes at specific times and on specific days. If not, no entry is required.
10. When you have selected all of the criteria you want to search by, click on the CLASS SEARCH at the bottom of the page to execute your search.

RODP Classes

Most RODP classes run on same calendar as Roane State however, please refer to RODP website.

Books must be purchased through RODP and not the RSCC Bookstore. Book ISBN numbers are different.

Question: If a student has signed up for an RODP class but is able to get into a live class, can they drop the class without penalty.

Answer: Yes, it's the same as if it were a Roane State class as long as they follow proper procedure and meet deadlines.

Contact for RODP classes: Matthew Ward, 865.882.4602

Departmental Contacts & Additional Information...

Allied Health Sciences (Allied Health Sciences and Nursing are separate divisions. See Nursing webpages for particulars pertinent to their program.

IMPORTANT: Application must be submitted online through student RaiderNet account. Program application deadlines are on top of LUCY page. Hours: 8 am-4:30 pm, M-F

- Contact: Coordinator for Allied Health Sciences and Nursing Admissions at (865) 481-2273, Oak Ridge Branch Campus, Room B-108.
- Additional Information can be found on Health Science web pages or Division Office located on Knox County Campus, (865)539-6904.

Counseling, Career, & Disability Services

- Hours: M-F, 8 am-4:30 pm
Roane County-Room D-103 (865) 882-4546
Oak Ridge-Room B-102 (854) 481-2003
- Additional information can be found on the Roane State website www.roanestate.edu under the *Student Resources* tab, please click one of the following links: Career Decision Making, Counseling Services, or Disability Services. Additional information may also be obtained from our offices in Roane County or Oak Ridge.

General admissions questions regarding the student's submitted New Student Application, admissions file OR financial aid:

Enrollment Call Center: ext 4523, 4526 or 4545

Nursing (Applications must be submitted online through student RaiderNet account.)

IMPORTANT: Program application deadline is third Friday in February-traditional program, LPN Career Mobility program fall admissions, April 1. Hours: 8 am-4:30 pm, M-F

- Contact: Coordinator for Allied Health Sciences and Nursing Admissions at (865) 481-2273, Oak Ridge Branch Campus, Room B-108
- Nursing: (865)882-4605 Additional Information can be found on Nursing web pages or through the Division Office located in T-317, Roane County Campus.

Records & Registration located in (D-100) Roane County

Questions about graduation:	Contact Sheila Eason, 865.481.2035
Questions about transfer credit:	Contact Donna Mack, 865.354.3000, x4367
Questions about instate classification, Academic Fresh Start or late withdrawal:	Contact Brenda Rector, 865.354.3000, x4364

- Hours: See top of page for extended hours schedule

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- Contact: 865.882.4526

Financial Aid Questions

One Stop Shop Located: D-100 (Roane County)

Located: B-100 (ORBC)

Sometimes students who have applied for financial aid are randomly selected for verification. When this happens they will receive a postcard from the Financial Aid Office giving instructions on how to look up what they need to complete their file. They are directed to RaiderNet to check their financial aid tab in banner. The message will read something like this...

"You have been selected for verification for financial aid. To complete your application you must complete the following:

"Student Verification Worksheet"

"Parent Verification Worksheet"

PowerPoint Presentation (student must view)

**** (THESE ITEMS ARE LIVE LINKS FROM BANNER.)**

They must follow the links, complete the information and hit the submit button at the bottom. The submit button sends an email (student won't see or know this) to Financial Aid who will follow up with verification and post outcome to their Banner account.

Completing Your Financial Aid File

1. Log into RaiderNet
2. Select "Student" Tab (located at the top)
3. Select "Financial Aid" Tab (located at the top)
4. Select "Status"
5. Select the appropriate year
6. If documents are still required to complete your financial aid file, you will see a statement which reads something like this...
"You have **requirements that are incomplete** for Financial Aid."
7. Click on the words in purple which will take you to another screen listing all documents needed to complete the file. Complete all documents (some can be completed online and those that can be completed online will have a hot link)

FAFSA

Current students who received FAFSA for fall and who intend to enroll spring 2011.

Current students who received financial aid for 2010-2011 and plan to enroll for the 2011-2012 year should know that the 2011-2012 *Free Application for Federal Student Aid* (FAFSA) is available January 1 of each year. It is important to apply early!

Current students who received financial aid for fall 2011 need only enroll for spring 2012 classes to be awarded their 2nd disbursement. However, all students should be looking ahead of the 2012-2013 school year and complete FAFSA applications as soon after January 1, 2011 as possible to make priority deadline.

How do I Apply for financial aid?

You should complete the Free Application for Federal Aid (FAFSA) by going to www.fafsa.gov

Make sure you select the appropriate year to file. The 2011-2012 FAFSA will cover fall 2011, spring 2012 and summer 2012. The FAFSA is available January 1st each year. You need to apply early even if you have not filed taxes-use estimated information. The key word in FAFSA is FREE. You should never pay money to file a FAFSA.

What is PIN for financial aid?

When completing the FAFSA, you and your parent (if you are dependent for financial aid purposes) may obtain a Personal Identification Number (PIN). This PIN is used to sign the FAFSA electronically which prevents the need for mailing a signature page and will speed up your application's processing. The PIN is your electronic signature and you will use the PIN each year to sign your FAFSA. You and your parent may obtain a PIN at www.pin.ed.gov

When should I apply for financial aid?

Apply as soon after January 1 of each year as you can. The FAFSA uses prior year tax information which may not be readily available. You may need to file the FAFSA on estimated information keeping in mind that you will need to update the FAFSA once taxes are completed. Be sure to complete your taxes as early as possible and keep a copy in the event we request them.

Do I have to reapply for financial aid each year?

Yes. Once you have filed a FAFSA online, you will be able to complete a Renewal FAFSA the next year online at <http://www.fafsa.gov> However, it will not take as long the second time around. You will only need to update the information and provide new income and asset information. You will use your PIN to sign electronically. Nothing needs to be mailed.

I am considering going to school part-time. Am I eligible for financial aid if I am enrolled at half-time status?

Yes. Most financial aid programs (state, federal and institutional) are pro-rated depending upon the number of hours for which you enroll. Some programs require that you are enrolled at least half-time.

However, the Federal Pell grant and Part-time Tuition assistance grant may be awarded to students who are enrolled less than half-time. Most importantly, you must apply to find out!

If I am an emancipated minor, am I considered independent on the financial aid form?

- To be independent for financial aid purposes, you must meet one of the following criteria:
- You were born before January 1, 1988 for the 2011-2012 school year;
- You are married (as of the date the FAFSA is filed);
- You are or will be enrolled in a master's or doctoral program (beyond the bachelor's degree) during the current school year;
- You are currently serving on active duty in the U.S. Armed Forces for purposes other than training;
- You are a veteran of the U.S. Armed forces ("veteran" includes students who attended U.S. service academy and who were released under a condition other than dishonorable.
- You have children who receive more than half of their support from you;
- You have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you;
- At any time since you turned 13, both parents were deceased, you were in foster care or ward of the court;
- You are or were an emancipated minor as determined by a court in your state of legal residence;
- You are or were in legal guardianship as determined by a court in your state of legal residence?
 - At any time on or after July 1, 2010, did any of the following determine that you were an unaccompanied youth that was homeless:
 - High school or school district homeless liaison,
 - Director of any emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development, or
 - Director of a runaway or homeless youth basic center or transitional living program