

STUDENT HANDBOOK

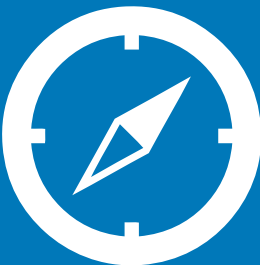
2017 - 2018

www.cccc.edu

**CENTRAL
CAROLINA**
COMMUNITY
COLLEGE

My Academic Pathway (M.A.P.)

A plan for student goal completion and success!



Central Carolina Community College is currently designing and preparing to implement an exciting plan this year to help even more students reach their academic and career goals. CCCC wants to see every student use a M.A.P. for G.P.S. – goals, progress, and success.

Are you looking to transfer to a senior institution?

Maybe you just want to improve or update your skills?



Perhaps you want to get a job right away?

M.A.P. will help you reach your destination!



CCCC's M.A.P. Highlights:



You will examine your academic and career interests when you are admitted to CCCC. You may discover even more possible career options to explore and consider.



In our College Success courses, you will have the opportunity to map your academic plan, explore career or transfer options, and learn the tools critical for college success.



Your academic advisor will help you refine your academic plan, provide information about resources to help you succeed, and help you navigate your experience at CCCC to reach your goals.

Visit ccc.edu/qep



The Central Carolina Community College SGA has published this handbook to assist you in meeting your educational goals at CCCC. Please review all policies and familiarize yourself with the academic calendar.

The SGA meets on the Chatham, Harnett, and Lee campuses to plan and present events and activities to supplement your educational experience while attending CCCC. Please support your campus SGA.

SGA Advisors:

Chatham Main Campus:

Rhonda Jones, (919) 545-8025, email: rjones@cccc.edu

Harnett Main Campus:

Trinnette Nichols-Jones, (910) 814-8827, email: tnichols@cccc.edu

Lee Main Campus:

Heather Willett, (919) 718-7235, email: hwillett@cccc.edu

Central Carolina Community College has made every reasonable effort to determine that everything stated in this handbook is accurate at the time of publication. However, the N.C. General Assembly, the State Board of Community Colleges or the CCCC Board of Trustees may make changes in policy, graduation requirements, fees and other charges, curriculum course structure and content, and other such matters after the publication of this handbook (April 2017). The N.C. General Assembly may make changes in tuition without notice. The official version and any addendums of the college handbook can be found at cccc.edu/handbook.

Student Orientation

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Campus Lingo

Academic Advisor: A faculty/staff member that assists students in making informed and responsible decisions, selecting classes, and achieving their goals. Visiting an academic advisor is required prior to each enrollment. Students will be assigned a permanent advisor during their first semester in their academic program.

Academic Probation: Students who do not earn a 2.0 grade point average for any semester will be placed on academic probation. A student on academic probation will be required to enroll in a zero level ACA course to be removed from probation status.

Academic Suspension: Students who do not earn a 2.0 grade point average for two consecutive semesters will be placed on academic suspension. A student may be considered for reentrance after one semester of suspension.

Accommodations: Supplemental services provided to enable students with disabilities to participate in activities compatible with their condition and interests.

Add/Drop: The designated time in which a student can make changes to their semester schedule.

Admissions Counselor: Staff members working with students regarding admissions, change of academic programs, and other issues that may assist in the transition to college life.

Advising: An interactive process in which a student with the help of an advisor, sets and attains academic goals, acquires relevant information and services, and makes responsible decisions consistent with interests, goals, and abilities.

Advising Hold: A hold (also referred to as a flag) put on a student's record that must be removed prior to registration.

Associate in Applied Science Program (AAS): An associate degree designed for workforce or vocational training.

Associate in Arts Program (AA): An associate degree that allows students to pursue general education requirements in order to transfer to a university to major in a field of study.

Associate in Engineering

(AE): An associate degree that allows students to pursue all required general education and prerequisite courses acceptable for all state-funded Bachelor of Engineering programs.

Associate in Science Program

(AS): An associate degree that allows students to pursue general education requirements in order to transfer to a university to major in a mathematical and/or science related field of study.

AVISO: AVISO is an online academic planning tool where students can communicate with success team members and faculty advisors, create academic success plans, and plan for upcoming class registration periods to have advising holds lifted.

Blackboard: The online course management system used for distance education classes and as supplement web content for all curriculum classes.

Certificate Program: A one-to two-semester program of study intended for occupational training.

College Catalog: A comprehensive publication that describes the college's academic programs, courses, and services.

Continuing Education: The department of the college that is dedicated to economic, workforce, and enrichment courses for the business sector and members of the community at large.

Corequisite: A course that must be taken at the same time as another course.

Cougar Mail: The email system used by the college.

Course Number: The three-digit number that follows the department prefix (ex. ENG 111, BIO 110).

Course Section: The designation after the course number that details where and when a class is located.

Credit Hours: The unit of academic credit assigned to each course that is based upon the course's contact and lab hours.

Curriculum: A student's program of study leading to a certificate, diploma, or degree.

Department Prefix: The three letter designation given to a course that details its department (ex. ENG, COS, BIO).

Developmental Course: A course below the 100 level that prepares a student for curriculum course work.

Diploma Program: A three-to-four semester program designed for workforce or vocational training.

Distance Education: Courses offered either completely via the Internet or through a blend of traditional class meetings and an online component.

FACTS: The deferred payment plan is administered through the FACTS website. Students can use during the Fall and Spring semesters through 16-week ADD period only.

FAFSA: Free Application for Federal Student Aid; the application completed by students to apply for federal and state aid.

FERPA: Family Educational Rights and Privacy Act; protects the privacy of student education records.

Financial Aid: Monetary assistance awarded in the form of a grant, scholarship, or other sponsorship.

Financial Aid Suspension: Students on Warning status who fail to meet the minimum requirements (cumulative 2.0 GPA and 67% completion rate) or have not met the minimum requirements for two consecutive terms will no longer be eligible for financial aid.

Financial Aid Warning: Students who do not meet the minimum requirements (cumulative 2.0 GPA and 67% completion rate) after an official evaluation at the end of a semester will be placed on WARNING for the following semester. Students may continue to receive financial aid during the warning period.

Full-time Student: A student enrolled in 12 or more credit hours during the fall and spring semesters and 6 or more credit hours during the summer semester.

Grade Point Average (GPA): Measures a student's academic achievement; calculated by dividing the total number of quality points by the total number of credit hours attempted. Students' academic GPAs do not include developmental coursework, financial aid GPAs include developmental coursework.

Hybrid Course: These courses blend traditional face-to-face class meetings with online learning, where the online portion comprises the majority of the course.

Midterm: The central point of a semester in which students are notified of academic progress and/or take an exam.

Official Transcript: A transcript in a sealed envelope that is sent from the credit earning institution. An official transcript can be delivered by the student if unopened, sent directly from the institution, or sent through an institution's official electronic document provider.

Online Course: The courses are offered completely online via the Internet and Blackboard, but may have proctored exams.

Part-time Student: A student enrolled in 1-11 hours (Fall and Spring semesters) and 1-5 credit hours (summer semester).

Placement Test: A computerized test that assesses the student's level in English and math.

Preregistration: The specified time that students can register with their academic advisor for the next semester.

Prerequisite: A course that must be taken prior to another course.

QEP (Quality Enhancement Plan): Our QEP is called M.A.P. for My Academic Pathway. This is a college initiative to ensure students have selected an academic and career pathway consistent with their interests and academic goals. Learn more at cccc.edu/qep.

Returning Student: A student who is currently enrolled or was enrolled in the semester prior.

Scholarship: Merit and need based funds available for qualified applicants.

Semester: The length of the academic term; the Fall and Spring are 16 weeks and the Summer is either 8 or 10 weeks.

SGA: Student Government Association; represents the student body and promotes student activities.

Success Team Member: A staff member in the College Success Center that proactively identifies a student's need and empowers them to discover available programs and services that will contribute to academic success.

Syllabus: A course guide provided by the instructor that details the instructor's contact information, course objectives, assignments, and other important information.

WebAdvisor: The online inquiry and registration system that permits students to view admissions and perform various registration functions, pay for classes, and check financial aid status.

Web-Assisted Course: These courses blend traditional face-to-face class meetings with online learning, where the seated portion comprises the majority of the course.

Withdrawal: The administrative procedure initiated by the student with an admissions counselor or initiated by the instructor for the student to be officially removed from a course or all courses.

Your First Year Experience

CCCC offers a First Year Experience (FYE) program that prepares students for college life and helps them develop the skills necessary to be successful.

The CCCC FYE program is designed to provide support and encouragement to new students at CCCC and help set them on the path to personal and academic success.

This CCCC First Year Experience includes the following components:

- **New Student Orientation**

All new students are expected to participate in an orientation process that is intentionally planned and guided by administration, the College Success Center, the Student Services Department, the faculty, and the Student Government Association. CCCC's "extended orientation" model consists of an on-campus or online orientation that will help students make an initial connection to the campus, administration, faculty, students and services, and policies.

- **ACA First Year Success Courses (ACA 115, ACA 122)**

All students take an ACA course within the first two semesters where you will learn about yourself as a learner and college resources available that can help you be successful at CCCC and beyond.

- **College Success Workshops**

These workshops are aimed at helping students develop as independent, self-confident, and efficient learners through improved study skills and academic performance which can aid in success in college and life. Some workshop topics include General Study Skills, Time Management, Stress Management, and Test Taking Strategies.

The College Experience

The experiences you will encounter while enrolled in college can be vastly different from those you experienced in high school. It is important for you to understand the differences so that you are college ready for your first semester on campus.



DIFFERENCES IN CLASSES

In High School	In College
Students can spend an average of 6 hours a day, 30 hours a week in class.	Students can spend as little as 12 to 16 hours a week in class for a full-time load if no lab classes.
Each day students proceed from one class to another and have only a few minutes between classes.	Students can have an hour or more between classes. Schedules vary each day and each semester.
Studying time outside of class may be limited each week.	Studying time should be at least two to three hours outside of class for every hour spent in class.
The high school provides students with the textbooks and needed materials for each class.	Students are responsible for purchasing their own textbooks, supplies, uniforms, and other materials to accompany their classes. Textbooks can be \$200-\$500 per semester.
Classes are scheduled for the student based upon track and grade level.	Students will consult with their academic advisor each semester to select classes appropriate for their major.
Teachers carefully monitor class attendance.	There is a college attendance policy outlined in the catalog and student handbook. Always remember that class attendance is critical to success.

DIFFERENCES IN GRADES AND TESTING

In High School	In College
Extra credit projects are often available to help students raise the grade.	Extra credit projects are seldom available.
Grades are given for most assignments.	Assigned work may not be graded or reviewed.
Consistently good homework may help raise the student's overall grades even when test results have low grades.	Students should check the course syllabus for how assignments are weighted. Results on tests, major projects, or papers usually carry more weight in the overall course grade.
Testing is frequent and covers small amounts of material.	Testing is usually infrequent and may be cumulative, covering large amounts of material.
Make up tests are often available.	Make up tests are seldom an option.
Initial test grades may not have an adverse effect on the student's final grade.	The first test may count for a substantial part of the final grade. If students are not doing well, it is their responsibility to get assistance.

DIFFERENCES IN RESPONSIBILITY

In High School	In College
Parents can talk to their child's teachers about their grades and can have access to their records.	The Family Educational Rights and Privacy Act (FERPA) governs college policies regarding student's records and, without the student's written permission, parents are not allowed access to them.
The high school counselor can register students in classes.	An academic advisor can help students select courses and develop an educational plan, but students are responsible for enrolling and managing schedules.
Students can count on parents and teachers to remind them of responsibilities and provide guidance as they set their priorities.	Students will be faced with a large number of decisions. Students must balance their responsibilities and set priorities on their own.
Students will usually be told what to do and corrected if their behavior is out of line.	Students are expected to take responsibility for what they do and don't do, as well as for the consequences of their decisions.

• Sources: How is College Different From High School? (n.d) Retrieved from Southern Methodist University smu.edu/alec • How is College Different From High School (n.d) Retrieved from GTCC Student Orientation handbook • gtcc.edu/media/152185/student%20orientation%20handbook.pdf

Reaching Academic Success

We are committed to helping you reach your educational goals and to getting you started on the path toward success. We have provided several student success tips to help you on your academic journey.

- Complete all admission requirements in a timely manner. You should complete all admission requirements in order to be officially accepted into your curriculum. Financial aid will not be awarded to eligible students until all requirements are complete.
- Apply early for financial aid. Whether you're applying for federal grants, veteran's benefits, or other sponsorship, the process can take a considerable amount of time. Be sure to apply early to avoid the possibility of paying out-of-pocket for your expenses.
- Know the campus resources that are available to you. You are highly encouraged to explore the free support services we offer such as career exploration, academic tutoring, special populations assistance, library services, open computer labs, and resume building.
- Follow your curriculum guide. Each curriculum has a guide that details the courses needed to complete the program. Pursuing the courses listed on your curriculum guide is the quickest way to obtaining your education in a timely manner.
- Complete all developmental courses in your first year. You may need multiple courses taken in sequence before taking your curriculum's English and/or Math requirement. Developmental courses are meant to refresh your skills so that you will be successful in your English, Math, and other curriculum classes.

- See your academic advisor each semester and register early. Each student is assigned an academic advisor. Consultations with your advisor will give you the most updated and pertinent information that you need. Registering during the designated early registration dates will ensure that your classes are available.
- Be familiar with the student handbook and college catalog and know deadlines. You are urged to review the college policies and the calendar in your student handbook and college catalog. Failure to follow policy could result in financial and academic penalties. The calendar details important dates you should know such as registration, drop/add, etc.
- Read and follow each course syllabus. Your course syllabi will contain important information regarding the course objectives, assignments, and other college policies, including attendance and plagiarism.
- Attend and participate in class. Regular attendance is required and demonstrates a commitment to educational achievement. Be an active learner.
- Get involved and make connections. Seek out opportunities to participate in campus organizations and other events. These opportunities will assist you in learning valuable leadership skills and in meeting other students, faculty, and staff.
- Manage your time wisely, take care of your health, and don't overload your schedule. Consider work, family, and social obligations when registering for your courses. Be sure to get enough rest, eat well, and exercise regularly.

Academic Advising

Central Carolina Community College is a strong community college and the foundation of that strength is a competent and caring faculty and staff. Admissions counselors, academic advisors, and success team members can assist you in identifying educational opportunities consistent with your capabilities and interests, exploring career fields, and starting you on the path toward new levels of success.

During the first semester of enrollment, you will confer with an admissions counselor in Student Services to assist you in the admissions process, program of study advisement, and early registration. For your second semester until you graduate, you are assigned an academic advisor and success team member that will serve as your primary contacts for the remainder of your academic activities while enrolled at the college. You are expected to confer periodically with your advisor (at least twice per semester) regarding academic standing, early registration, and any other areas of concern.

Your advisor/success team members will expect you to:

- Assist in formalizing an educational plan that matches your capabilities and interests
- Understand and communicate the curriculum, requirements, and academic policies and procedures
- Provide information on and recommend campus support services
- Assist in selection of courses, adjust schedules as needed, and accurately monitor your progress toward program completion
- Maintain confidentiality
- Be accessible for advising during documented office hours and by appointment

You can expect your advisor/success team members to:

- Regularly see him/her each semester
- Come prepared to all advising sessions and actively participate
- Ask questions and know limitations

- Keep a personal record of your progress toward your educational goals
- Gather all relevant information before making decisions that affect your educational goals
- Discuss your personal values and goals and provide truthful information regarding interests and capabilities
- Be aware of college policies, procedures, and important deadlines
- Accept responsibility for your decisions and your actions (or inactions) that affect your educational progress

Visit cccc.edu/advising for full details and updates about the advising process.

Advisement Resources

Advisor Listing: A comprehensive advisor listing for each program of study can be viewed at cccc.edu/advising/advisor-listing.

Central Carolina Community College Website: Our college website, www.cccc.edu, is the

access point for the college catalog, curriculum guides, WebAdvisor, and other resources.

WebAdvisor: Our college uses WebAdvisor to assist students with admissions, financial aid, registration, and other information. You will need to become familiar with this system as you will use it to review semester course offerings, check grades, print out unofficial transcripts, review financial aid status, etc. WebAdvisor tutorials and other information can be downloaded from cccc.edu/webadvisor/faqs.

Curriculum Guide: The curriculum guide is a comprehensive list of the course requirements for each certificate, diploma, and degree program that is offered through CCCC. It also contains the course descriptions for each course required. Within the course description is a list of the required prerequisites and/or corequisites for each course.

AVISO: Students can use AVISO to collaborate with their faculty advisors and success team members to develop a comprehensive academic success plan for current and future semesters. AVISO also provides students with access to transcripts, plans of study, and other important advising information. AVISO can be accessed once you are registered for classes at ccc.avisapp.com.

Getting Connected

Students should be able to access and navigate the various campus technologies that are available:

Central Carolina Community College Website: Our website, www.cccc.edu, is the access point for the campus technologies you will use. It encompasses a webpage for most college departments and services, current events, important announcements, and curriculum information.

Distance Education: Distance education courses use the World Wide Web and other Internet resources to provide opportunities

for meaningful student-to-faculty and student-to-student interaction comparable to the traditional college classroom. These courses are not self-paced; students follow a structured assignment and exam schedule. Further, information regarding distance education courses can be viewed in the “Distance Education” section of this orientation handbook or at ccc.edu/distanceeducation.

Library Resources: The CCCC Libraries contain 28,000 print volumes, a variety of electronic resources in 94 databases, 85 magazine, journal, and newspaper subscriptions, and 2,200 audiovisual items. The library website, available at www.cccc.edu/library has links to our online catalog and to the electronic resources you will need to complete class assignments. A Help & Contact section, as well as online research guides and tutorials, are also available on the library web page to assist you. Stay connected with us on Facebook at facebook.com/ccclibrary.

Upswing: Upswing provides CCCC students with free online tutoring. The service is available 24 hours a day, seven days a week. Students can receive live tutorials across all

subjects, including: writing, math, accounting, statistics, economics, chemistry, physics, and biology, as well as a full range of study resources, including: writing manuals, sample problems, and research tools. For more information regarding this service, visit cccc.upswing.io.

CCCC has sites on various social media:

Facebook:

facebook.com/iamcccc

YouTube:

youtube.com/centralcarolinacc

Twitter

twitter.com/iamcccc

LinkedIn:

linkedin.com/in/centralcarolinacc

WDCC 90.5 FM and WUAW 88.3

FM: Our college radio stations broadcast to Lee, Harnett, Chatham, Moore, and portions of Wake and Cumberland counties. Listeners can call the request line at (919) 718-7382.

4CNC: Our college television station broadcasts to Lee, Harnett, and Chatham counties. In Harnett and Lee counties, the station can be viewed on Charter Cable channel 105 (digital) or 129 (standard cable box). In Chatham County, the station can be viewed on Time Warner Cable channel 181. The channel can also be watched online at 4cnclive.com.

Wireless Internet: Students can access the wireless internet service from most buildings on all three main campus locations. Students will need to read the terms and conditions of using the service and use their email address to log in.

Logging into WebAdvisor

Students are able to view admissions, registration, course grades, and other account information through WebAdvisor. WebAdvisor can be accessed from the login option located in the upper right corner of www.cccc.edu. Initial login to WebAdvisor must be completed through a PC or laptop, not a tablet or smartphone.

1. Select WebAdvisor and then Log In
2. In the User ID field, type in your user id: the first initial of your first name, the first four letters of your last name, and the last three digits of your CCCC student ID. For example, Jane Smith ID# 1234567 would be user id: `jsmit567`
3. In the Password field, type in your birth date in MMDDYY format. For example, January 2, 1956 would be password 010256.
4. Select Submit

5. Upon log in, you will be prompted to change your password to a unique password that you create. Your password must contain at least one number and at least one letter. It cannot be less than six characters and not more than nine characters in length. You have the option of entering a password hint to assist you the next time you log in.
6. Select OK
7. Select Current Student to access admissions, registration, and other account information.

If you are having difficulty logging into WebAdvisor, your account may need to be adjusted. This can be done through the Registrar's Office at (919) 718-7201 or (800) 682-8353, extension 7201.

Logging into Cougar Mail

CCCC provides each student with an email account. You must be registered for courses to have access. The college will send announcements and important college information to your Cougar Mail account. Cougar Mail can be accessed from the login option located in the upper right corner of www.cccc.edu.

1. In the Username field, type in your username: the first initial of your first name, the first four letters of your last name, and the last three digits of your CCCC student ID. For example, Jane Smith ID# 1234567 would be user name: `jsmit567@cougarmail.cccc.edu`.
2. In the Password field, type in your birth date in MMDDYYYY format. For example, January 2, 1956 would be password 01021956.
3. Your email account will appear. You have the ability to forward your Cougar Mail to another email account as well as change your email settings. These settings can be changed by selecting the gear icon beside your email address at the top right corner of the page.

The Cougar Mail Help Desk can be contacted for troubleshooting at (919) 718-7397 or (800) 682-8353, ext. 7397.

Logging into Blackboard

CCCC uses Blackboard for the instruction of all distance education courses and to supplement traditional seated courses. Blackboard can be accessed from the login option on www.cccc.edu or at cccblackboard.blackboard.com.

1. Your username is the first initial of your first name, the first four letters of your last name, and the last three digits of your CCCC Student ID. For example, Jane Smith ID# 1234567 would be jsmit567.
2. Your password is your date of birth in MMDDYYYY format. For example, Jane Smith's date of birth is January 2, 1956. Her password would be 01021956. Students are encouraged to change their password after initial login.
3. A link to your course(s) will appear in the "My Courses" module by 9:00 a.m. on the first day of class..
4. All online, hybrid, and web-assisted courses have a required orientation quiz that must be completed in Blackboard by 11:59 p.m. on the 10% census date.

24/7 Blackboard technical assistance can be reached toll-free at (866) 834-6894. You may also contact the Center for Teaching and Learning at (919) 718-7529, toll-free at (800) 682-8353 ext. 7529, or by email at blackboard@cccc.edu.

Logging into AVISO

AVISO is an online academic planning tool that students use to communicate with their academic advisor or success team members, create an academic success plan, and to plan for upcoming registrations. AVISO can be accessed once you are registered for classes at cccc.avisoadp.com or through the login option in the upper right corner of www.cccc.edu.

1. Open your Cougarmail account using the login instructions above before accessing your AVISO account.
2. Access the AVISO website and select the "Sign in with Google Apps" icon.
3. You should be automatically signed into your AVISO account.

Helpful tutorials can be accessed through your AVISO account by selecting the "Visit our help documentation" link. Technical assistance can be reached at (919) 718-7339 or (800) 682-8353, ext. 7485.

Student Resources

Academic Assistance Center

The Academic Assistance Center is available for students who request additional assistance with their academic studies. The center offers free tutoring, an open computer lab, and other services.

Lee: (919) 718-7361

Harnett: (910) 814-8865

Chatham: (919) 545-8029

cccc.edu/aac

Admissions

The Admissions Office assists students with admissions procedures, curriculum advisement, and registration.

Chatham: (919) 545-8025

Harnett: (910) 814-8863

Lee: (919) 718-7300

cccc.edu/admissions

Bookstore

The Bookstore offers textbooks, course supplies, seasonal merchandise, and gifts. Students will need to present their schedule to the bookstore for on-campus purchases.

Chatham: Online

Harnett: (910) 814-8810

Lee: (919) 718-7275

cccc.edu/bookstore

Business Office

The Business Office collects tuition, fees, parking fines, and issues parking permits. Students must pay to be officially registered. A student is officially registered if the following criteria have been met: paid in full (\$0.00 balance); pending financial aid (as shown in the student's account); officially enrolled in the deferred payment plan; or sponsorship letter on file and any remaining balance paid in full.

Chatham: (919) 545-6495

Harnett: (910) 893-9101

Lee: (919) 718-7310

cccc.edu/businessoffice

Career Center

The Career Center is available to assist students with career exploration, resume building, mock interviews, and other professional development activities. The Career Center organizes an annual career fair for students seeking full-time and part-time employment, internships, and access to colleges for transfer. Our programs are

widely represented by a variety of area industries.

Chatham: (919) 545-8054

Harnett: (910) 814-8834

Lee: (919) 718-7396

cccc.edu/careercenter

College Success Center

The College Success Center supports students' needs as they persist toward their academic goals and develop into lifelong learners. Students are encouraged to reach out to a member of their success team for the following:

- Assess, identify, and address challenges
- Generate a Student Success Plan that includes academic and personal goals
- Identify ways to spend your time and energy effectively
- Develop essential college success strategies including study skills, effective communication with faculty and administrators, and other valuable practices
- Connect with academic and campus resources
- Successfully adjust to a college environment

- Prepare for life after CCCC including college transfer and career exploration

cccc.edu/csc

Distance Education

The Distance Education department assists students with online, hybrid, web-assisted, and video-conference courses. Blackboard is used for all distance education courses.

- Minimum Requirements for distance education courses:
 - Access to a computer with the following:
 - Windows Media Player, Apple QuickTime, Adobe Reader, Adobe Flash, Java, Microsoft Office, Mozilla Firefox, use of Cougar Mail account for email, and a reliable Internet connection.
- Tutoring and services through the Writing and Reading Center are available to distance education students.

All Campuses: (919) 718-7529

24/7 Blackboard technical assistance: (866) 834-6894

cccc.edu/distanceeducation

Financial Aid Office

The Financial Aid Office offers individual assistance for students who have questions regarding the financial aid process and work study opportunities.

All Campuses: (919) 718-7229

cccc.edu/financialaid

Housing Assistance

On-campus housing is not available at Central Carolina Community College. The college maintains a listing of companies and/or persons in the area who wish to rent to students. Students are provided information such as Realtors, landlords, maps, and individuals looking for roommates.

All Campuses: (919) 718-7300

cccc.edu/student-services/housing

Library

The CCCC Libraries contain a variety of electronic resources in 94 online databases, a print collection of 28,000 books, 85 magazine, journal, and newspaper subscriptions, and 2,200 audiovisual items. Online resources include complete articles from over 24,000 periodicals, over 250,000 eBooks, and over 23,000 streaming videos. Study rooms, computers, research

assistance, and interlibrary loan services are also available. A library is located in each county of our service area.

Chatham: (919) 545-8084

Harnett: (910) 814-8843

Lee: (919) 718-7244

www.cccc.edu/library

Placement Testing Office

The Placement Testing Office administers the Accuplacer and the Test of Essential Academic Skills (specific Health Science programs only). Students must make an appointment for testing.

- Students are strongly advised to study prior to testing. Placement study material can be found on our website.
- Students from specific health programs must see the appropriate Admissions Counselor to obtain permission and receive further guidance on taking the TEAS. TEAS testing is only administered in Sanford and Lillington.

Chatham: (919) 545-8029

Harnett: (910) 814-8863

Lee: (919) 718-7300

cccc.edu/placementtesting

Registrar's Office

The Registrar's Office maintains all enrollment and academic student records. Applications, transcript receipt, welcome correspondence and transfer credit assignment for applicants are handled through this office. The office processes all student registrations, and changes of major for students as well as verifies student grades. Graduation is coordinated and conducted by this office. This office aids alumni through processing transcript requests.

All Campuses: (919) 718-7201

ccc.edu/registrar

Security Office

The Security office is responsible for security and emergency response.

Chatham: (919) 545-8011

Harnett: (910) 814-8813

Lee: (919) 718-7512

ccc.edu/security

Special Populations Office

The Special Populations Office coordinates services and accommodations between students with disabilities and the college faculty.

All Campuses: (919) 718-7416

ccc.edu/studentservices/specialpopulations

Special Programs Office

The Special Programs Office assists eligible students with child care and students who are training in non-traditional occupations.

- Child care assistance is available for low-income students who are attending Central Carolina Community College. The goal of this program is to provide low-income students with young children accessible and affordable child care as well as provide them with the information they need to feel confident and competent about their ability to parent. The program is funded through state and local agencies. Students who are full-time with 12 or more credit hours, are enrolled in a curriculum program, and have low income may qualify.
- Central Carolina Community College offers financial assistance through the Carl Perkins Technical/Vocational Act to women/men who are training in non-traditional occupations. Women/men in training programs for occupations with less than 25% females/males in the workforce may qualify for additional financial assistance.

All Campuses: (919) 718-7276

ccc.edu/financialaid/types

Student Activities Office

The Student Activities Office oversees student activities such as the Student Government Association, intramurals, student athletics, student organizations and clubs, and other on-campus activities.

All Campuses: (919) 718-7337
cccc.edu/campus-life

Student Support Services

Student Support Services is a federally funded program that provides academic support and motivates CCCC students toward the successful completion of their postsecondary education.

All Campuses: (919) 718-7567
cccc.edu/sss

TRIO Programs (TRIO)

The Federal TRIO Programs (TRIO) are Federal outreach and student services programs designed to identify and provide services for individuals from disadvantaged backgrounds. TRIO at Central Carolina Community College includes four programs targeted to serve and assist low-income individuals, first-generation college students, and individuals with disabilities to progress through the academic pipeline from middle school to postbaccalaureate programs.

cccc.edu/trio

Veteran Affairs Office

The Veteran Affairs Office assists veterans and their eligible dependents in processing their applications to receive VA educational benefits.

All Campuses: (919) 718-7233
cccc.edu/military

Veterans Upward Bound

Veterans Upward Bound is designed to motivate and assist veterans in the development of academic and other requisite skills necessary for acceptance and success in a program of postsecondary education. The program provides assessment and enhancement of basic skills through counseling, mentoring, tutoring and academic instruction in the core subject areas.

All Campuses: (919) 718-7463
cccc.edu/vub

Writing & Reading Center

The Writing & Reading Center helps students to develop their writing and reading skills with free services such as one-on-one tutoring, group tutoring sessions, and content-specific workshops. Appointments are preferred, but walk-in assistance is offered if space is available.

Chatham: (919) 545-8049
Harnett: (910) 814-8858
Lee: (919) 718-7210
cccc.edu/writingreadingcenter

Academic Calendar



Fall 2017 Academic Calendar

Critical dates for FALL 2017 Semester	Curriculum	Curriculum Accelerated Sessions		
	16-Week Courses	1st 4-Week Courses	1st 8-Week Courses	1st 7-Week DRE Courses
Registration Begins	April 3, 2017	April 3, 2017	April 3, 2017	April 3, 2017
Registration Ends	August 16, 2017	August 16, 2017	August 16, 2017	August 16, 2017
Classes Begin	August 17, 2017	August 17, 2017	August 17, 2017	August 17, 2017
Last Day to Add	August 22, 2017	August 17, 2017	August 18, 2017	August 18, 2017
Last Day to Drop	August 28, 2017	August 21, 2017	August 22, 2017	August 21, 2017
Census/75% refund	August 28, 2017	August 21, 2017	August 22, 2017	August 21, 2017
Student Holidays/Breaks (Student breaks may be used to make up for inclement weather days.)	September 4, 2017 October 9, 2017 November 10, 2017 November 22-24, 2017	September 4, 2017	September 4, 2017 October 9, 2017	September 4, 2017
Fun Fall Festival Dates	October 17th-HMC October 18th-LMC October 19th-CMC			
Midterm	October 13, 2017	August 29, 2017	September 14, 2017	September 12, 2017
Last Day to Withdraw without WF Grade	November 13, 2017	September 5, 2017	September 28, 2017	September 25, 2017
Last day of Term/Session	December 14, 2017	September 12, 2017	October 13, 2017	October 5, 2017
Grades due to Registrar	December 15, 2017	September 13, 2017	October 16, 2017	October 6, 2017

ccc.edu/calendar/academic.php

12-Week Courses	2nd 4-Week Courses	2nd 8-Week Courses	2nd 7-Week DRE Courses	3rd 4-Week Courses	4th 4-Week Courses
April 3, 2017	April 3, 2017	April 3, 2017	April 3, 2017	April 3, 2017	April 3, 2017
September 14, 2017	September 14, 2017	October 13, 2017	October 13, 2017	October 13, 2017	November 13, 2017
September 15, 2017	September 18, 2017	October 16, 2017	October 16, 2017	October 17, 2017	November 14, 2017
September 19, 2017	September 18, 2017	October 17, 2017	October 17, 2017	October 17, 2017	November 14, 2017
September 22, 2017	September 19, 2017	October 19, 2017	October 18, 2017	October 18, 2017	November 15, 2017
September 22, 2017	September 19, 2017	October 19, 2017	October 18, 2017	October 18, 2017	November 15, 2017
October 9, 2017 November 10, 2017 November 23-25, 2017	October 9, 2017	November 10, 2017 November 23-25, 2017	November 10, 2017 November 23-25, 2017		November 23-25, 2017
October 17th-HMC October 18th-LMC October 19th-CMC		October 17th-HMC October 18th-LMC October 19th-CMC	October 17th-HMC October 18th-LMC October 19th-CMC	October 17th-HMC October 18th-LMC October 19th-CMC	
October 27, 2017	September 27, 2017	November 13, 2017	November 7, 2017	October 26, 2017	November 28, 2017
November 20, 2017	October 3, 2017	November 30, 2017	November 20, 2017	November 1, 2017	December 4, 2017
December 14, 2017	October 11, 2017	December 14, 2017	December 5, 2017	November 8, 2017	December 11, 2017
December 15, 2017	October 12, 2017	December 15, 2017	December 6, 2017	November 9, 2017	December 12, 2017

Spring 2018 Academic Calendar

	Curriculum	Curriculum Accelerated Sessions		
Critical dates for SPRING 2018 Semester	16-Week Courses	1st 4-Week Courses	1st 8-Week Courses	1st 7-Week DRE Courses
Registration Begins	November 6, 2017	November 6, 2017	November 6, 2017	November 6, 2017
Registration Ends	January 5, 2018	January 5, 2018	January 5, 2018	January 5, 2018
Classes Begin	January 8, 2018	January 8, 2018	January 8, 2018	January 8, 2018
Last Day to Add	January 11, 2018	January 8, 2018	January 9, 2018	January 9, 2018
Last Day to Drop	January 18, 2018	January 9, 2018	January 11, 2018	January 10, 2018
Census/75% refund	January 18, 2018	January 9, 2018	January 11, 2018	January 10, 2018
Student Holidays/Breaks (Student breaks may be used to make up for inclement weather days.)	January 15, 2018 March 28-29, 2018 March 30, 2018 April 2, 2018	January 15, 2018	January 15, 2018	January 15, 2018
Fun Spring Fling Festival Dates	March 13th-HMC March 14th-LMC March 15th-CMC			
Midterm	March 5, 2018	January 18, 2018	February 5, 2018	January 31, 2018
Last Day to Withdraw without WF Grade	April 6, 2018	January 24, 2018	February 19, 2018	February 13, 2018
Last day of Term/Session	May 4, 2018	January 31, 2018	March 5, 2018	February 26, 2018
Grades due to Registrar	May 7, 2018	February 1, 2018	March 6, 2018	February 27, 2018

ccc.edu/calendar/academic.php

12-Week Courses	2nd 4-Week Courses	2nd 8-Week Courses	2nd 7-Week DRE Courses	3rd 4-Week Courses	4th 4-Week Courses
November 6, 2017	November 6, 2017	November 6, 2017	November 6, 2017	November 6, 2017	November 6, 2017
February 2, 2018	February 2, 2018	March 2, 2018	March 2, 2018	March 2, 2018	April 6, 2018
February 6, 2018	February 6, 2018	March 5, 2018	March 5, 2018	March 5, 2018	April 9, 2018
February 8, 2018	February 6, 2018	March 5, 2018	March 6, 2018	March 6, 2018	April 9, 2018
February 13, 2018	February 7, 2018	March 6, 2018	March 9, 2018	March 8, 2018	April 10, 2018
February 13, 2018	February 7, 2018	March 6, 2018	March 9, 2018	March 8, 2018	April 10, 2018
March 28-29, 2018 March 30, 2018 April 2, 2018		March 28-29, 2018 March 30, 2018 April 2, 2018	March 28-29, 2018 March 30, 2018 April 2, 2018	March 28-29, 2018 March 30, 2018 April 2, 2018	
March 13th-HMC March 14th-LMC March 15th-CMC		March 13th-HMC March 14th-LMC March 15th-CMC	March 13th-HMC March 14th-LMC March 15th-CMC	March 13th-HMC March 14th-LMC March 15th-CMC	
March 19, 2018	February 15, 2018	April 6, 2018	April 1, 2018	March 15, 2018	April 18, 2018
April 13, 2018	February 21, 2018	April 20, 2018	April 16, 2018	March 21, 2018	April 24, 2018
May 4, 2018	February 28, 2018	May 4, 2018	April 26, 2018	April 3, 2018	May 4, 2018
May 7, 2018	March 1, 2018	May 7, 2018	April 27, 2018	April 4, 2018	May 7, 2018

Summer 2018 Academic Calendar

	Curriculum		
	10-Week Courses	8-Week Courses	7-Week DRE Courses
Registration Begins	April 9, 2018	April 9, 2018	April 9, 2018
Registration Ends	May 15, 2018	May 15, 2018	May 15, 2018
Classes Begin	May 16, 2018	May 16, 2018	May 16, 2018
Last Day to Add	May 17, 2018	May 17, 2018	May 17, 2018
Last Day to Drop	May 22, 2018	May 22, 2018	May 21, 2018
Census/75% refund	May 22, 2018	May 22, 2018	May 21, 2018
Student Holidays/Breaks (Student breaks may be used to make up for inclement weather days.)	May 28, 2018 July 4-5, 2018	May 28, 2018 July 4-5, 2018	May 28, 2018 July 4-5, 2018
Midterm	June 20, 2018	June 13, 2018	June 11, 2018
Last Day to Withdraw without WF Grade	July 11, 2018	June 27, 2018	June 21, 2018
Last day of Term/Session	July 30, 2018	July 16, 2018	July 9, 2018
Grades due to Registrar	July 31, 2018	July 17, 2018	July 10, 2018

cccc.edu/calendar/academic.php

Curriculum Accelerated Sessions

1st DMA Session Courses	2nd DMA Session Courses	3rd DMA Session Courses	Late 8-Week Courses
April 9, 2018	April 9, 2018	April 9, 2018	April 9, 2018
May 15, 2018	June 4, 2018	June 21, 2018	June 7, 2018
May 16, 2018	June 5, 2018	June 25, 2018	June 11, 2018
May 16, 2018	June 5, 2018	June 25, 2018	June 12, 2018
May 16, 2018	June 5, 2018	June 25, 2018	June 14, 2018
May 16, 2018	June 5, 2018	June 25, 2018	June 14, 2018
May 28, 2018		July 4-5, 2018	July 4-5, 2018
May 22, 2018	June 11, 2018	June 28, 2018	July 10, 2018
May 29, 2018	June 14, 2018	July 9, 2018	July 24, 2018
May 31, 2018	June 19, 2018	July 11, 2018	August 7, 2018
June 4, 2018	June 20, 2018	July 12, 2018	August 8, 2018

Student Handbook

Note: The statements in this publication are not to be regarded as an irrevocable contract between the college and the student. The college reserves the right to change any provisions or requirements at any time. The terms “he” and “his” are used in this publication to represent both the masculine and feminine genders.

Welcome to CCCC

Welcome to Central Carolina Community College, a top-rated community college within the North Carolina Community College System.

Central Carolina Community College was established to help you achieve your educational goals, whether finishing high school, learning a valuable vocational skill, or completing the first two years of college – at minimal cost – before transferring to a university or four-year college.

At Central Carolina Community College, you can explore different kinds of job opportunities, identify your personal strengths, and start on the path toward new levels of success.

The foundation of Central Carolina Community College’s strength is a competent and caring faculty, staff, and administration. We genuinely want to see students succeed and are willing to go the extra mile to ensure that success. Another part of our commitment to student success is a comprehensive program of student financial and academic assistance.

We are committed to helping our students become well-rounded individuals, so we offer a diversified program of student activities designed to develop social and leadership skills and to make the learning experience more enjoyable.

College Mission, Vision, & Values

Mission

Central Carolina Community College serves as a catalyst for individual, community, and economic development by empowerment through accessible lifelong learning.

Vision

Central Carolina Community College is a nationally recognized, world-class leader providing learning opportunities that contribute to economic progress and cultural enrichment for the students and communities we serve.

Values

Learning • People • Excellence
Integrity • Communication •
Community • Access • Innovation
Stewardship

CCCC is an Equal Opportunity College

Central Carolina Community College serves the public without regard to race, color, national origin, religion, age, sex and sexual orientation, gender, family status, disability status, veteran status, or any health or genetic information.

Services to Students with Disabilities

Central Carolina Community College has approved the following policy to guide its delivery of services to students with disabilities: No individual at Central Carolina Community College shall, by reason of disability, be excluded from participation in or be denied the benefits of or be subjected to discrimination within any program or activity for which he is otherwise qualified. The college may make program adjustments in instructional delivery and may provide supplemental services to enable students with disabilities

to participate in activities compatible with their condition and interests. For more information, see the “Special Populations Services” section.

Programs

Student success, community service, and educational leadership distinguish Central Carolina Community College. The college takes great pride in its long history of innovative program development to meet the ever-changing educational needs of its students and the communities and businesses it serves.

Curriculum

Central Carolina Community College offers Associate in Arts, Associate in Science, and Associate of Engineering degree programs that transfer to four-year colleges and universities, two-year programs that lead to an Associate in Applied Science degree, and one-year programs that lead to a diploma and/or a certificate. Articulation agreements with four-year colleges and universities enable graduates to move seamlessly into additional education, if that is their goal.

Many decisions precede the implementation of any new curriculum program. Surveys are used to determine student interest and the availability of employment. Advisory committees are organized in order that community interest, advice, and counsel may be solicited. Funds must be available for instructors and necessary equipment and instructional space must be available. Only after the approval of the Board of Trustees and the State Board of Community Colleges may a new program be implemented.

A strong asset of the North Carolina Community College System is the flexibility in programs. When the job market no longer provides employment for graduates in certain areas, programs can be phased out so more critical labor needs may be met. It is not the purpose of the college to adopt a fixed curriculum; rather, its aim is to modify all programs to meet the ever-changing needs in the fields of employment.

The college reserves the right to cancel any course or program in cases of low enrollment or decreased budget. The college reserves the right to change any curriculum, and such changes may

be made without prior notice. This handbook is not to be read as part of a contractual relationship between the college and a student or prospective student.

Non-curriculum

The college also offers non-curriculum courses in basic education, technical, vocational, enrichment, and general interest areas. These non-curriculum courses do not count toward a college degree or diploma, but a certificate of completion is given and continuing education units are awarded. The Adult High School/ GED program awards a diploma or certificate. Continuing Education classes award a diploma or certificate with continuing education units.

Lee Early College

The college's Lee Main Campus is home to Lee Early College, an innovative partnership with Lee County Schools. Students earn both a high school diploma and an associate degree in five years. The student body is diverse, but its members are united by their personal motivation and ability to thrive in a college setting.

Harnett County Early College

The college's Dunn Center is home to HCEC which encourages access to and completion of a college degree by year 13 with opportunities for transferability to senior institutions and options for accelerated coursework in the four areas of business, culinary, early education, and information technology.

Chatham County School of Science & Engineering

CCSSE is an innovative opportunity that includes a focus in Science, Math, Engineering, and advanced course options. Enrolling 9th graders have the opportunity to earn a high school diploma and an Associate Degree and transfer credits within the UNC system of colleges and universities. CCSSE is housed primarily at the Chatham Center for Innovation in Siler City with students visiting the Chatham Main Campus for most college coursework.

Confucius Classroom

Central Carolina Community College offers a Confucius Classroom through an agreement with North Carolina State University's Confucius Institute. An instructor from a Chinese university teaches Chinese language, history, and culture.

Facilities

Central Carolina Community College has full-service campuses in Chatham, Harnett, and Lee counties as well as multiple centers that provide environments conducive to learning.

History and Leadership

For more than 50 years, Central Carolina Community College has thrived on an ongoing vision of leadership, service, and success. Over the years, that vision has been transformed into reality by planning, commitment, hard work, and community support.

From a single extension class offered in 1961 in Lee County, the school has grown to a fully accredited community college of high reputation serving the people, businesses, and industries of Chatham, Harnett, and Lee counties. Its distance education programs reach far beyond those physical boundaries to enrich students' lives around the world.

In 1958, the North Carolina State Board of Education chartered the institution as Lee County Industrial Education Center. The first classes were held in 1961. Two years later, it became a part of the North Carolina Department of Community Colleges.

In 1965, the Center became Central Carolina Technical Institute, with authority to award associate degrees. The name was changed to Central Carolina Technical College in 1979 and then to its current name, Central Carolina Community College, in 1988.

A spirit of leadership spans the college's history. Back in 1965, it was the first community college in the state to offer an Animal Hospital Technician curriculum, now Veterinary Medical Technology. In 2002, it became the first community college in the nation to offer an Associate in Applied Science in Sustainable Agriculture. Leadership is also shown in programs such as Laser and Photonics Technology, which is one of only about a dozen nationwide that trains on high-power lasers. The college is nicknamed "Green Central" for its commitment to environmentally friendly sustainable education.

In 2010, the U.S. Department of Energy recognized Central Carolina Community College as “a strong force for educational opportunities, economic progress and cultural enrichment in the communities it serves.” Also in 2010, Central Carolina Community College was ranked among the top 50 community colleges in the nation by Washington Monthly magazine.

The college is committed to sustainability in its programs and on its campuses. It is a signatory to the American College & University Presidents’ Climate Commitment (ACUPCC). It was the first North Carolina community college to sign on to the Association for the Advancement of Sustainability in Higher Education STARS rating system on sustainability. In 2011, it received a Silver ranking from AASHE for its achievements in this area. Only 61 colleges and universities in the United States and Canada earned this ranking, which was the highest awarded.

Central Carolina Community College’s educational, cultural, and economic impact is far-reaching. Its graduates, both curriculum and continuing education, give back to their communities through myriad

careers from which the economic fabric of every community is woven. Many of its graduates continue their education and enter the workforce as highly educated professionals who strengthen their communities, counties, state, and nation.

The Central Carolina Community College family of administrators, faculty, staff, and students are building on the strong foundations laid in the past to achieve even greater accomplishments in the present and future. Welcome to our family!

Accreditations

Central Carolina Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA, 30033-4097 or call (404) 679-4500 for questions about the accreditation of Central Carolina Community College.

Note: The Commission on Colleges should be contacted only if there is evidence that

appears to support an institution's significant non-compliance with a requirement or standard.

The college was accredited by the North Carolina State Board of Education in 1970, by the Southern Association of Colleges and Schools in 1972 and reaffirmed in 1976, 1987, 1997, and 2008.

CCCC is a member of the American Association of Community Colleges. Its trustees are members of the Association of Community College Trustees.

In addition to being accredited by the Southern Association of Colleges and Schools Commission on Colleges, a number of curriculum programs are approved by various accrediting or licensing agencies:

- The Barbering program is approved by the North Carolina State Barbering Board.
- The Basic Law Enforcement Training program is accredited by the North Carolina Criminal Justice Education and Training Standards Commission.
- The Cosmetology program is approved by the North Carolina State Board of Cosmetic Arts.

- The Dental Assisting program is accredited by the Commission on Dental Accreditation.
- The Dental Hygiene program is accredited by the Commission on Dental Accreditation.
- The Machining Technology program is accredited by the National Institute for Metalworking Skills (NIMS).
- The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs and the American Association of Medical Assistants.
- The Associate Degree Nursing and Practical Nursing programs are approved by the North Carolina Board of Nursing.
- The Radio Broadcasting program is approved by the Federal Communications Commission.
- The Real Estate program is approved by the North Carolina Real Estate Commission.
- The Veterinary Medical Technology program is accredited by the Committee on Veterinary Technician and Educational Activities of the AVMA.

Student Services Division

The purpose of the Student Services Division is to assist students with various aspects of their education, from admissions through graduation and job placement. More specifically, the Student Services Division handles admissions, testing, counseling, registration and records, financial aid, veterans' benefits assistance, job placement, career counseling, assistance to the disabled, graduation ceremonies, transfer assistance, and coordination of student activities.

The hours of operation for Admissions are:

M: 7:30 a.m. – 8:00 p.m.
T: 7:30 a.m. – 8:00 p.m.
W: 7:30 a.m. – 8:00 p.m.
Th: 7:30 a.m. – 8:00 p.m.
F: 7:30 a.m. – 3:30 p.m.

The hours of operation for Financial Aid are:

M: 8:00 a.m. – 5:00 p.m.
T: 8:00 a.m. – 7:00 p.m.
W: 8:00 a.m. – 5:00 p.m.
Th: 8:00 a.m. – 5:00 p.m.
F: 8:00 a.m. – 3:30 p.m.

The hours of operation for Registrar's Office are:

M: 7:30 a.m. – 5:30 p.m.
T: 7:30 a.m. – 5:30 p.m.
W: 7:30 a.m. – 5:30 p.m.
Th: 7:30 a.m. – 5:30 p.m.
F: 7:30 a.m. – 3:30 p.m.

Summer hours of operation are:

M: 7:00 a.m. – 7:00 p.m.
T: 7:00 a.m. – 7:00 p.m.
W: 7:00 a.m. – 7:00 p.m.
Th: 7:00 a.m. – 7:00 p.m.

The college is closed on Fridays between spring and fall semesters.

Visitors/Children on Campus

CCCC welcomes visitors to our various campus locations. Visitors must comply with all CCCC policies, including policies regarding free speech, public assembly, and solicitation.

Visitors may be required to provide personal identification to college officials or campus security. Visitors who do not comply with requests for identification or who interfere with the normal college operations/environment will be asked to leave. Individuals who refuse to leave will

be considered trespassing and will be subject to arrest. CCCC shall not be held responsible for accidents or injuries to visitors who are in violation of these policies.

In order to protect health, safety, and security of our educational environment, children under eighteen years of age are not permitted on campus unless accompanied by a parent/legal guardian or enrolled in a college-sponsored program. Children accompanying employees, students, or visitors of CCCC must be under the constant supervision of a responsible adult while on CCCC property. Children of employees, students, or visitors are not permitted in classes, labs, shops, or other learning environments, unless sanctioned and authorized by college administration. CCCC assumes no responsibility or liability for children, or for any accidents or injuries to children.

Intellectual Property

Central Carolina Community College supports and values an educational climate that promotes the development of innovative, creative approaches to teaching, learning, and scholarship. The

college recognizes that through the pursuit of teaching and learning, employees and students may create work which is potentially copyrightable or patentable. This policy is intended to encourage innovation and to clarify and protect the intellectual property rights of employees, students, and the college.

Intellectual property is defined as any creative work which qualifies for protection under the copyright or patent laws of the United States of America. Intellectual property includes, but is not limited to: all inventions, improvements, software, instructional aides, strategies, methods, techniques, devices, artifacts, videos, programs, distance education sites and content, musical work, and tangible research materials produced by employees and students of Central Carolina Community College.

Intellectual property that results from the efforts of a full or part-time employee, student, or outside consultant carried out while in the employment of, or under contract or agreement of any kind with the college and that is produced or brought about in any fashion with the aid of the college's facilities, staff, resources, or through funds administered by the college shall be considered to be the property

of the college. The college will not collect revenue derived from the creation and production of intellectual property.

Central Carolina Community College may release or share its rights of ownership of intellectual property. However, Central Carolina Community College will retain a royalty-free license to use this intellectual property for educational purposes. Central Carolina Community College will be granted a nonexclusive perpetual license to use any part of any category mentioned above without charge to the college. Such developed property includes materials and objects developed for or as the result of an instructional exercise. Employees or students who engage in such development activities will retain their rights to continue to use the intellectual property even if when they are no longer associated with Central Carolina Community College.

Prior to the development of intellectual property, an employee or student who plans to develop the product may enter into a written agreement with the college. The president or designee, with approval from the Board of Trustees, may enter into a written agreement with an employee or student for an equitable arrangement for joint

ownership or reimbursement to the college for its costs and support. In all such cases, the agreement shall provide that the college will have a perpetual license.

Intellectual property created by an employee or student of the college when the employee or student created the intellectual property outside of the course or scope of his/her employment and without the support or resources of the college is considered independent work. This work is the result of an individual initiative, not a product of the employee's job duties, produced on time outside of the employee's job responsibilities, and without the funds, resources, or facilities of the college.

In the case of students, intellectual property produced through individual initiative without the use of significant resources as a part of a student's coursework in a Central Carolina Community College class for which the student has paid tuition and fees ordinarily belongs to the student. This includes papers, artistic and musical works, and other creative works made by students in the instructional process. In situations when student works are made during the course of employment at Central Carolina Community College, or significant use of college resources were used, the ownership of such work is assigned to the college.

Any work which could result in a challenge to intellectual property rights must be reviewed by the college president or designee, and if necessary, a written agreement must be filed. Disputes about the ownership of intellectual property requires the parties to first endeavor to negotiate in good faith. Disputes that cannot be resolved are to be addressed by the due process policies of the Central Carolina Community College Board of Trustees.

Admissions

General Information

All students are admitted to the college without regard to race, color, national origin, religion, age, sex and sexual orientation, gender, family status, disability status, veteran status, or any health or genetic information. Admission policies are in accordance with 1D SBCCC 400.2. To be admitted to a curriculum program, applicants must have a high school diploma or a high school equivalency. Exceptions to admissions policies may be determined after a conference between the applicant and the vice president of student services or his or her designee.

Home-schooled Applicants

Home-schooled applicants must provide the following documentation for admission:

- Proof of listing with the N.C. Division of Non-Public Education (DNPE).
- A full, final high school transcript (including a list of all courses taken, final course grades, and a final grade point average). The transcript should include the official school name and the administrator's signature (usually one of the parents or guardians is the administrator).
- NC requires 20 credits for high school graduation for students who entered ninth grade between 2000-2009. Required Courses (College Prep Diploma)
English - 4 units (I, II, III, and IV)
Foreign Language - 2 units (Both must be in same language)
Mathematics - 4 units (Algebra I, II, Geometry, and one beyond Algebra II)
Science - 3 units (A physical science, Biology, and Earth Science)
Social Studies - 3 units (Civics and Economics, United States History, World History)
Health and Physical Education - 1 unit
Electives - 4 units

- NC requires 21 credits for high school graduation for students who entered ninth grade between 2009-2011.

Required Courses (Future Ready Core Diploma)

English - 4 units (I, II, III, and IV)

Mathematics - 4 units (Algebra I, II, Geometry, and one beyond Algebra II)

Science - 3 units (A physical science, Biology, and Environmental Science)

Social Studies - 3 units (Civics and Economics, United States History, World History)

Health and Physical Education - 1 unit

Electives - 6 units (2 units must be Foreign Language in same language for UNC admission, 4 units recommended from same concentration of CTE, JROTC, Arts Education)

- NC requires 22 credits for high school graduation for students who entered ninth grade between 2012 and later.

Required Courses (Future Ready Core Diploma)

English - 4 units (I, II, III, and IV)

Mathematics - 4 units (Algebra I, II, Geometry, and one beyond Algebra II)

Science - 3 units (A physical science, Biology, and Environmental Science)

Social Studies - 4 units

(Civics and Economics, United States History, World History, additional social studies unit)
Health and Physical Education - 1 unit

Electives - 6 units (2 units must be Foreign Language in same language for UNC admission, 4 units recommended from same concentration of CTE, JROTC, Arts Education)

- Note: All academic instruction in core subjects MUST come from parents, legal guardians, or a member of the household and not from anyone outside the household. Two household schools are permitted to work together. Colleges generally assume that a member of the household was the supervising instructor for each of the core subjects unless contrary evidence is presented. The home school may be asked to present a statement that a member of the household was the instructor of the core subjects. The NCDNPE can provide information identifying which subjects are core subjects.

- A copy of test scores for the last two years of home school instruction of a nationally standardized test, which measures competencies in verbal and quantitative areas. The home school is permitted to establish its own minimum scores on this test. The home school established minimum score must be indicated on the transcript and scores must meet or exceed such scores. Failure to meet all transcript verification requirements may result in the college's inability to certify the secondary school's validity for the purpose of Title IV funding. Persons home schooled may also elect to take the high school equivalency exam from their local community college in lieu of a high school diploma. If the student passes this test, the high school equivalency is equivalent and can take the place of a high school diploma. The cost of the high school equivalency exam is minimal.

Correspondence Schools for High School Diplomas

Central Carolina Community College will accept any correspondence school registered with the state of North Carolina's Department of Non-Public Education for admission to the college. However, the college may be unable to certify the validity of some schools for the purpose of Title IV funding.

While Central Carolina Community College does not endorse any of the following schools, successful completion of one of these programs will fulfill the high school graduation admissions requirement for the college. This is not an exhaustive list.

- American School
- A Becka Academy
- Continental Academy - degree must have been received after July 2006
- Keystone National High School
- Penn Foster, formerly Thompson Educational Direct - degree must have been completed after November 1, 2002

- Ashworth High School (part of Ashworth University) formerly James Madison High School

If you have questions about another correspondence school, please contact the Registrar's Office. Correspondence schools must have regional accreditation at the time of graduation for the college to accept the diploma. For more information about regional accreditation, please go to distancelearn.about.com/od/accreditationinfo/a/regional.htm or chea.org

Undocumented Immigrant Applicants

Under the State Board of Community Colleges' rule "Admission to Colleges," undocumented immigrants will be admitted if the following requirements are met:

- Must be a graduate of an United States public high school, private high school, or home school that operates in compliance with state or local law
- Must pay the out-of-state tuition rate
- Undocumented immigrants are not permitted to pursue a Health Science program or any program that has an admissions wait list.

- Undocumented immigrants will be permitted to register for classes once the late registration period begins.

Deferred Action for Childhood Arrivals (DACA) Applicants

Applicants who have been granted deferral under the DACA program are responsible for presenting documentation to establish that they have DACA classification. This documentation includes the I-797, Employment Authorization Document (EAD), and social security card. DACA students are held to the general admission standards and procedures and pay the out-of-state tuition rate. Students with DACA classification are not permitted to pursue a Health Science program or any program that has an admissions wait list.

Students Needing State Authorization

Students needing state authorization must follow the general admission standards and procedures. If an institution is offering postsecondary education through distance or correspondence education to students in a state in which it is not physically located or in which it is otherwise subject to state jurisdiction as determined

by the state, the institution must meet any state requirements for it to be legally offering postsecondary distance or correspondence education in that state. An institution must be able to document to the Secretary of Education the state's approval upon request. As part of the State Authorization process, the college is pursuing reciprocity with multiple states. Students who live in states or pursue programs of study other than those for which we are approved will be admitted to CCCC, but will not be allowed to register until authorization has been obtained from the student's physical state of residence. Students are encouraged to consult with their state prior to enrolling in programs that require licensure or certification.

General Admissions

General Admissions Standards and Procedures

All applicants to CCCC will be provisionally admitted to the college. To be officially accepted into a curriculum program, a student must complete all curriculum program admission requirements. Only students who have been officially accepted

into a curriculum program will be eligible to receive federal aid, Veteran's benefits, or third party sponsorship.

Requirements:

1. Complete and return the admission application.
2. Submit an official high school transcript or high school equivalency. Official transcripts are required. A transcript is an "official transcript" when it is received by the college through the mail or secure electronic document provider directly from the high school, college, or other institution. It is the applicant's responsibility to request that transcripts be sent.
3. Students who desire to have the Registrar's Office evaluate any previous coursework for transfer credit evaluation must request transcripts from previously attended institutions of higher education. If transcripts are not requested by the student and received by the college, the student is therefore forfeiting any potential credit and must take all of the prescribed courses in their chosen program of study here at the college.

4. Students must satisfy the placement testing requirement by meeting the state-required waiver, submitting official placement test scores, or taking the placement test.

Note: Applicants who take the placement test, but do not meet the minimum required test scores may be required to take developmental courses. These courses may lengthen the time required to complete the credential. See specific course descriptions and prerequisites/corequisites. The following students may be exempt from taking the placement test at CCCC:

- Students who have graduated high school within the last five years with a qualifying unweighted GPA and a fourth qualifying math course OR have acceptable SAT/ACT scores within the last five years. (Multiple Measures)
 - Students who have acceptable SAT, ACT, Asset, Compass, or Accuplacer test scores within the last five years.
 - Students who have transfer credits for English and mathematics courses required for the curriculum major. (If students switch to a major requiring additional English and/or mathematics courses for which they do not have transfer credits, they may need to take the placement test to determine appropriate proficiency level.)
 - Students who enter CCCC under the terms of an articulation agreement with another college, provided they have completed the English and mathematics courses required for the articulated program.
 - Students who have acceptable Advanced Placement (AP) credits for required English and mathematics courses.
5. Students using VA benefits must obtain all college transcripts from all previously attended institutions of higher education.

6. Students applying for all Health Science programs (Dental, Health and Fitness Science, Health Information Technology, Medical Assisting, Nursing, and Veterinary Medical Technology) must obtain college transcripts from all previously attended institutions of higher education.
7. Students must supply additional information, if requested. The admissions decision for Associate Degree Nursing, Dental Assisting, Dental Hygiene, Health Information Technology, Medical Assisting, Practical Nursing, and Veterinary Medical Technology is made by an admissions committee which selects the most academically qualified candidates for entry guided by college approved standards. Because these programs have limited enrollment, prospective students are advised to apply early. Please see the individual program curriculum descriptions for information. Additional admission procedures and requirements for certain programs are listed in the catalog.

The programs are:

- Accelerated Associate in Arts
- Associate Degree Nursing
- Basic Law Enforcement Training (BLET)
- Cosmetology Instructor Training
- Dental Assisting
- Dental Hygiene
- Esthetics Instructor Training
- Health and Fitness Science
- Health Information Technology
- Medical Assisting
- Motorcycle Mechanics
- Nursing Assistant
- Paralegal Technology Diploma
- Practical Nursing
- Veterinary Medical Technology

Admissions and the Open Door Policy

All 58 campuses of the North Carolina Community College System operate under an “open door” admissions policy. This means that any person, whether a high school graduate or non-graduate, who is eighteen years old or older and who is able to profit from further formal education, will be served by the institution. An “open door” policy, however, does not mean that an applicant will not have to meet additional admissions requirements set for specific, individual curriculum programs. Such requirements can be found in the college catalog (available online), a curriculum guide sheet, or from an admissions counselor. Students that withdraw from such programs must meet these specific program admissions requirements, plus any new or modified ones, again should they wish to attempt to re-enter the program. The college reserves the right to limit enrollment in a curriculum program to a number that can be accommodated by the resources of the college and to satisfy accreditation standards.

The college may refuse admissions to applicants who meet at least one of the following exceptions:

- Admissions may be denied to any applicant during any period of time that he/she is suspended or expelled from any other educational entity.
- Admission may be denied to any applicant to protect the safety of the applicant, student body, faculty/staff, and library patrons when there is an articulable, imminent, and significant threat by documenting (a) the detailed facts supporting the rationale for denying admission, (b) the time period within which the refusal to admit the applicant shall be applicable, and (c) the conditions upon which the applicant would be eligible to be admitted.

The director of admissions, working through the admissions staff, will recommend to the vice president of student services if an applicant should be denied admission based on safety concerns. The vice president of student services, who is designated as the chief admissions officer of the college, will then notify the applicant in writing of the college’s admissions decision. Any appeals of admission denials should be made in writing directly to the Office of the college president.

Communicable Diseases

Neither infected students nor employees will be excluded from enrollment or restricted in their access to college facilities or services unless medically-based judgments establish that exclusion or restriction is necessary to the welfare of the individual or community. Employees, employees of contractors or contracted services, and students who are infected with a communicable disease or who have a reasonable basis for believing they might be infected have the responsibility of reporting the infection to Human Resources (in the case of employees and employees of contractors) or to the vice president of student services (in the case of students). All such information reported shall remain confidential. Only persons with a need to know will be informed. The college will support a program of educating and informing employees and students about communicable diseases, warning signs, and protective measures through publications, seminars, and other appropriate means.

Career and College Promise

Career and College Promise provides seamless dual enrollment educational opportunities tuition-free for eligible North Carolina high school students in order to accelerate completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills. Central Carolina offers Career and College Promise pathways aligned with the K-12 curriculum and career and college ready standards adopted by the State Board of Education.

International Students

CCCC is not currently accepting international applicants who do not reside in the United States. Central Carolina Community College does not issue F-1 non-immigration student visas.

Special Credit Student

An applicant 18 years or older may enroll as a special credit student without specifying an educational objective or program of study. To be admitted, the special credit student needs only to file an application. It is to the student's advantage to declare an educational objective and to complete all of the admission procedures as soon as possible after enrollment. Special credit students are not eligible to receive financial aid or veteran's benefits and must meet all prerequisite requirements for each course enrollment.

Counseling

Counseling services are available to all enrolled and prospective students. Students are invited to use the services as they plan, upgrade, modify, and/or consider changes in their educational goals. The counselors are highly qualified and are available to discuss concerns that may

influence students' educational programs. Counselors will arrange confidential conferences to discuss any concerns, to provide needed guidance, and/or to make individual referrals.

Testing

Student Services administers the North Carolina Diagnostic Assessment and Placement (NC DAP) test to students enrolled in a curriculum program or to special credit students interested in taking English, mathematics, or other courses that require an English or mathematics prerequisite/corequisite. The purpose of the test is to assess a student's ability and readiness for the requirements of the curriculum. Placement test scores are used for academic advisement and course placement, to include developmental courses, if needed. Students are highly encouraged to study prior to testing. Please see "General Admission Standards and Procedures" for testing exemptions.

Students enrolled in select Health Science programs are required to complete additional testing. Please see the program admissions counselor for further information.

The following placement testing policies will apply:

- Students must present photo identification in order to take the NC DAP.
- NC DAP scores will be valid to use for placement for five (5) years.
- Students are permitted to take the NC DAP twice within five (5) years. If a student retests, the highest score on each section will be used for advisement and course placement.
- Students are not permitted to take the NC DAP if they are currently enrolled in a developmental course.
- NC DAP scores are transferable to other colleges with permission of the student.
- Additional testing may be required for students, who based upon placement test scores, are placed into Mastering Mathematics and/or Mastering Reading.
- It is the discretion of the director of admissions and/or the vice president of student Services to grant or deny further retesting attempts or testing exemptions.

Career Center Services

Career services are available through the Career Center in Student Services. The Career Center assists students in selecting a curriculum major, preparing for a career, and transitioning from a student to a professional. The center offers online career assessments, a reference library, Internet research stations, and workshops and individual one-on-one sessions covering areas such as resume writing, cover letters, thank you notes, interviewing techniques, and job searches.

The Career Center maintains partnerships with North Carolina Works Career Centers, Vocational Rehabilitation, Veterans Office, and business and industries throughout the college's service area.

Quality Enhancement Plan – My Academic Pathway (M.A.P.)

CCCC is committed to providing guidance for students who are seeking assistance selecting the appropriate program of study at the college and helping students explore possible career options. The college's quality enhancement plan (QEP) is an initiative to ensure that students have selected an academic and career pathway consistent with their interests and academic goals. More information about the QEP can be found at ccc.edu/qep.

Residence Status for Tuition Payment

The tuition charge for persons who have been legal residents of North Carolina for at least 12 months is less than for nonresidents. Session Law 2013 – 360 directs the University of North Carolina (UNCGA), the North Carolina

Community College System (NCCCS), the North Carolina State Education Assistance Authority (NCSEAA), and the North Carolina Independent Colleges and Universities (NCICU) to create a centralized, uniform process for determining residency for tuition purposes and for administration of state financial aid.

Purpose and Background of North Carolina Residency

The state of North Carolina partially subsidizes the cost of tuition for all students whose domicile, or permanent legal residence, is in North Carolina. Since it first became a state, North Carolina has abided by the philosophy that an educated public is necessary to a democratic government and that the State, therefore, has an obligation to provide for the education of its people. Article IX, Section 9, of the State Constitution states: "The General Assembly shall provide that the benefits of the University of North Carolina and other public institutions of higher education, as far as practicable, be extended to the people of the State free of expense." Therefore, while North Carolina welcomes out-of-state students it considers the privilege of providing a reduced in-state tuition rate to be a taxpayer benefit.

The General Assembly legislatively directed UNC General Administration (GA), the NC Community College System (NCCCS), the NC State Education Assistance Authority (SEAA) and the NC Independent Colleges and Universities (NCICU) to create a centralized, uniform process for determining residency for tuition purposes and for administration of state financial aid. This centralized process is known as the Residency Determination Service (RDS). In order for a student to receive the benefits of in-state tuition, a residency determination from RDS is required as part of admission. To learn more about residency and complete a determination go to: www.NCresidency.org.

Residency Determination Service (RDS)

The purpose and mission of RDS is to provide leadership and administration of residency determinations in accordance with North Carolina residency laws and applicable federal statutes. The RDS goal is to provide students access to transparent information and the opportunity to claim NC residency in a simple, accurate, and straight forward manner. For more information on residency for tuition purposes contact RDS at:

Phone: (844) 896-2411
Fax: (919) 835-2427
www.NCresidency.org

Determining Residency Status

The specific requirements for establishing residency for tuition classification purposes are prescribed by state law. A North Carolina resident for tuition purposes is a person, or a dependent person (dependent according to IRS tax code), whose parent or legal guardian has established and maintained legal residence in North Carolina for at least 12 months. Residence in North Carolina must be legitimate and be a permanent situation rather than just for the purpose of maintaining a residence prior to enrollment at an institution of higher education.

Under North Carolina law, to qualify for in-state tuition, you must show that:

- You have established your legal residence (domicile) in North Carolina.
- You have maintained that domicile for at least twelve (12) consecutive months before the beginning of the term.
- You have a residency presence in the state.
- You intend to make North Carolina your permanent home indefinitely (rather than being in North Carolina solely to attend college).

Other persons not meeting the 12-month legal residence requirement may be classified as North Carolina residents for tuition purposes only if they fall within one of the limited categories authorized by the North Carolina Legislature. All other persons are ineligible for classification as a North Carolina “resident for tuition purposes” and will be charged out-of-state tuition. To learn more about residency and complete a determination go to www.NCresidency.org.

Information relating to claimed North Carolina Residence for tuition purposes will be required from all applicants. The NC Residency Determination Service, RDS, is being implemented in phases across NC. Until the North Carolina Residency Determination Service is activated at the college later in 2017, applicants seeking reclassification who claim to be North Carolina residents will have a determination made by a student services dean or vice president as to whether or not the applicant qualifies for reclassification with in-state tuition rates. Should the ruling be contrary to the applicant’s expectation, the decision may be appealed in writing to the Residence Appeal Committee

of the institution. Individuals on active military duty in North Carolina and their dependents may be granted waivers that are considered in-state for tuition purposes. The federally mandated Choice Act allows recently discharged military personnel who served at least 90 days of active duty service to be awarded in-state rates. Individuals on active military duty in North Carolina and their dependents may be granted waivers that reduce tuition to in-state rates are considered in-state for tuition purposes. The burden of establishing facts, which justify classification of a student as a resident entitled to in-state tuition rates, is the responsibility of the applicant. Decisions by school officials will be based on the requirements of the North Carolina General Statutes and regulations specified in the Residence Manual to assist the public higher education institutions for North Carolina in the matter of student residence classification for tuition purposes.

Applicants with questions not covered by this section should read detailed guidelines provided in the North Carolina State Residence Classification Manual which may be found at ccc.edu/registrar/residency. The Residency Status determination is a part

of the application; however, applicants will be required to complete a more in-depth form if reclassification is requested. Applicants with questions not covered by this section should read detailed guidelines in the North Carolina State Residence Classification Manual which may be found at www.cccc.edu/registrar/residency.

Expenses

Business Office

Receipt of tuition and fees, collection of parking fines, receipt of loans, and payment of refunds are major responsibilities of the Business Office. The Business Office is open between 8:00 a.m. and 5:00 p.m. daily, Monday through Thursday, and between 8:00 a.m. and 3:30 p.m. on Friday, excluding holidays. The Business Office is also open during evening hours during the registration period at the beginning of each term.

Tuition

The tuition rate is set by the North Carolina General Assembly and is subject to change for the 2017 - 2018 academic year. Visit the Business Office website: cccc.edu/tuition for the most up-to-date information.

Persons 65 years of age or over are currently exempt from tuition fees up to six credit hours per semester.

Refund Policy – Tuition

A tuition refund shall not be made except for the following circumstances:

1. A 100% refund shall be made if the student officially withdraws prior to the first day of the academic semester as noted in the college calendar. Also, a student is eligible for a 100% refund if the class in which the student is officially registered fails to “make” due to insufficient enrollment.
2. A 75% refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10% point of the semester.

Should a student, having paid the required tuition for a term, die during that term (prior to or on the last day of examinations), all tuition and fees for that semester may be refunded to the estate of the deceased. This is state policy as stated in the North Carolina Administrative Code, Chapter 23 2D.0202.

Bookstores

The Bookstores on the Lee Main Campus and the Harnett Main Campus are operated by Follett Higher Education Group. Students may come on campus to purchase books and supplies or they may use our website ccc.edu/bookstore to purchase books and course materials and have them shipped directly to their home.

The bookstore has a rental program that includes many of the books that are used for the classes offered at a savings of up to 50%. Buybacks are conducted daily to give the students an opportunity to sell their books.

The bookstore offers textbooks, course materials, school supplies and clothing, and gift items featuring the college logo.

The hours of operation are posted on the bookstore website and also on the college's website at www.cccc.edu. Special hours are observed during registration and from the first day of class through the drop add period of each term.

Follett Higher Education offers a wide variety of options to students with the introduction of a rental program and the ever increasing number of books that are offered through Cafescribe, the E-book option.

Special Apparel and Equipment

Students enrolled in the Automotive Technician, Barbering, Basic Law Enforcement Training, Cosmetology, Dental Assisting, Dental Hygiene, Esthetics, Industrial Plant Maintenance, Machining, Medical Assisting, Motorcycle Mechanics, Associate Degree Nursing, Practical Nursing, Tool and Die Making, and Veterinary Medical Technology curriculums will be required to purchase special items of apparel and/or equipment, such as uniforms, lab jackets, tools, gloves, etc. Most of these items may be purchased in the college Bookstore.

Fees

Student Insurance

Certain risks are inherent in any work involving regular contact with mechanical and electrical equipment. While stringent precautions will be taken to ensure safety, it is felt to be in the best interest of all students to provide some measure of insurance protection. All students in healthcare and personal service programs must have malpractice insurance.

The college will maintain a group policy providing insurance protection, and all students will be covered. The cost of accident insurance to the student is included in the student fee for curriculum students. International students are encouraged to secure more complete coverage.

Malpractice Insurance Fee

A \$5.00 malpractice insurance fee will be charged for the fall and spring semesters for students enrolled in applicable programs (total fee of \$10.00 per academic year). There will be no malpractice insurance charged for the summer

semester. For questions regarding the malpractice insurance policy, please contact the Business Office.

Breakage Fee

Breakage, damage, or loss due to student negligence, carelessness, or other mishandling of school supplies, materials, or equipment is the responsibility of the student. The student will be required to pay for such items and may be subject to disciplinary action.

Student Fee

Students registering for credit classes on campus during the fall and spring semesters are charged a student fee of \$40.00. Summer term student fees are \$5.00 per semester hour.

The student fee provides the revenue necessary for the Student Government Association to provide services and activities for the student body. Typically, the SGA provides the following benefits from the student activity fee: SGA handbook, parking stickers, activity days, dances, socials, guest speakers, intramural and intercollegiate athletics, as well as other events the Student Government Association might deem appropriate.

The student fee includes the cost of accident insurance. Students are covered for accidents that occur while traveling to and from college.

Persons 65 years of age or over are exempt from the student fee.

Computer Use and Technology Fee

The computer use and technology fee is used to support the procurement, operations, and repair of computer and other instructional technology including supplies and materials that support technology.

Curriculum students enrolled in 12 or more credit hours will be charged \$16 per semester. Curriculum students enrolled in fewer than 12 credit hours will be charged \$8 per semester. Occupational extension students will be charged \$5 per fiscal year.

Distance Education Fee

A \$15 distance education fee will be charged for each course taken online. Hybrid, web-assisted, and lab co-requisite courses are exempt from this fee. This fee is used to support the licensing, hosting, and maintenance of online technologies used in distance education including the

learning management system, plagiarism detection service, and streaming video content.

While no separate fees or costs associated with verification of student identity are required, students in select distance education courses who reside outside the three-county service area may elect, at instructor permission and their own expense, to utilize the web-based proctoring service offered by ProctorU. More information about the optional ProctorU service can be obtained by contacting the distance education office on the Lee Main Campus.

Graduation Fee

A graduation fee will be charged to students. Graduation fees are used to cover costs for degrees, diplomas, certificates, e-credentials, honorariums, flowers, etc.

Student Housing

The college does not operate dormitory facilities nor does it assume responsibility for housing and maintenance. The Student Services Department will provide lists of available housing to

students on a non-discriminatory basis. Payment for such facilities is the responsibility of the student and must be made directly to the landlord.

Vehicle Registration

All students and employees on all campuses must register their vehicles at the Business Office and display a college-issued parking decal. Designated parking for handicapped, visitors, faculty, and cosmetology patrons are restricted. All other parking is on a 'first-come' basis. Students who park in faculty and staff spaces or other designated restricted, reserved or no parking areas may be assessed a fine.

Solicitation/ Fundraising

For purposes of this policy, solicitation or fundraising is any activity that represents an effort to achieve a contribution, a donation, or a sale/purchase of goods or services on any property owned, leased, or under the jurisdiction of CCCC.

Individuals representing college groups, clubs, or associations, may solicit funds, in-kind donations, or engage in campus fundraising activities with prior approval of the campus provost where applicable, and the vice president of student services or dean of student support services. Solicitation and/or fundraising by any "for profit" individual or group are strictly prohibited.

College employees and/or students may not use their employee and/or student status to endorse commercial products or services.

The sale of items for charitable organizations by CCCC employees must be approved by the appropriate vice president and must not conflict with normal working duties. Employees must not use the college's email network for sales or solicitation for outside individuals or groups.

Exceptions to this policy must be approved in writing by the vice president of student services or his/her designee.

Drone/Unmanned Aircraft Use on Campus

Individual students, groups, or outside entities are not allowed to operate unmanned aircraft/drones on any campus or site of Central Carolina Community College for reasons of safety, security, and privacy. All law enforcement agencies are; however, exempt from this prohibition. Exceptions to this policy can be made for official institutional use or teaching purposes, and those instances will be approved through the college president or the vice president of student services and the Campus Security Office.

Internet Acceptable Use

Faculty, staff, students, and community patrons are responsible for good behavior on college computer networks. Communications on the network are often public in nature. General

college rules for behavior and communications apply. Network storage areas may be treated as public space. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on the institution's servers will always be private.

Use of Central Carolina Community College (CCCC) wired and wireless network or the Internet in general is at the user's sole risk. CCCC is not liable for any loss, damage, security infringement, or injury which the user may sustain as a result of being allowed access to CCCC's networks.

The CCCC wireless network is not secure (i.e., it is not encrypted using WEP, WPA, etc.). CCCC offers its wireless hotspots as a free, public service for users. Unlimited access will be granted to this wireless network in the designated hotspot areas as technology and network capacities allow. CCCC does not provide personal technical support for users attempting to access its free public wireless network and does not guarantee specific rates of speed or

uninterrupted service. Users are responsible for ensuring they have the appropriate compliant wireless card (802.11b, g, or n) and are running up-to-date antivirus and antispyware software on their device. The user is responsible for any actions taken from their device, whether intentional or unintentional, that causes damages or otherwise affects other devices or users of the network.

The CCCC network, wired or wireless, is not to be used for:

- Unauthorized commercial use
- Malicious actions, such as denial of service attacks
- Distribution of pornographic materials
- Copyright violations
- Offering of DHCP or Domain Name Services (DNS)
- File-sharing or other bandwidth intensive applications that may degrade quality of service
- Sending or displaying obscene messages, pictures, or language
- Harassing, insulting, or attacking others

- Damaging computers, computer systems, or computer networks
- Using others' passwords
- Trespassing in others' folders, work, or files
- Employing the network for commercial purposes

Sanctions:

- Violations may result in a loss of access
- When applicable, law enforcement agencies may be involved.

The level of security of your transactions, files on your hard drive, and general web surfing will depend on the level of security precautions you have taken with your computer. Users must be aware that as they connect their devices to any wired or wireless network they may be exposing their devices to worms, viruses, Trojan horses, denial-of-service attacks, intrusions, packet-sniffing, and other abuses by third-parties. CCCC highly discourages the conducting of confidential transactions (such as online banking, credit card usage) over any wireless network, including our own. CCCC also strongly recommends that you turn off file sharing on your operating system.

If the college receives complaints of improper activity, an immediate cessation of that activity is expected upon notification to the user. Ports may be disabled on an emergency basis to stop violations of acceptable use restrictions. Failure to abide by these policies may result in loss of access to network and computing resources, disciplinary action, and/or other legal action.

Copyright – Computer Software

The college will rigidly comply with all copyright laws (www.copyright.gov), including those which apply to computer software. It is against college policy to utilize copyrighted software in a college-owned or leased computer unless an individual or site license, receipt, or letter of permission from the copyright owner is on file in the Information Technology Department of Central Carolina Community College.

College employees and students shall not reproduce copyrighted software without the written permission of the copyright owner nor shall the computer be linked or otherwise configured to circumvent copyright law.

College employees and students shall not install any program(s) on a college computer without the permission from CCC's director of information technology. (If permission is granted, proof of purchase or other evidence of compliance with copyright law will be required before allowing the program to be installed on a college-owned or leased computer).

Failure to comply with this policy could result in disciplinary action by the college and/or punitive action by the copyright owner.

Copyright – Printed Material and Video

The college will comply with the copyright limitations set forth in federal legislation for protection of original works of authorship (www.copyright.gov).

Financial Aid

Financial aid options are available at Central Carolina Community College for degree-seeking students in qualified programs. CCC awards federal and state

grants, scholarships, and/or work-study employment. Eligible students may receive one or more of these types of financial aid to assist with tuition, fees, books, and other educational related expenses.

The Financial Aid Office utilizes the Free Application for Federal Student Aid (FAFSA) to determine student eligibility for financial aid. All students are encouraged to complete the FAFSA as early as possible each year.

Financial Aid Eligibility Requirements

In order to receive financial aid from federal programs and to continue one's eligibility once aid has been awarded, the following criteria must be met:

- Be a U.S. citizen or eligible non-citizen
- Not be in default of any prior student loan or owe monies to any Federal Student Aid program
- Have a valid Social Security number
- Demonstrate financial need
- Not have a drug conviction for an offense that occurred while receiving federal student aid

- Be registered with Selective Service if you are a male
- Apply for admissions to CCCC and have all admissions requirements met
- Be officially accepted into a curriculum program
- Be currently maintaining Satisfactory Academic Progress (SAP). The SAP Policy can be found at: cccc.edu/financialaid/policies

Dependency/Independence Status for Financial Aid

A student will need to determine whose information to report on the FAFSA. An independent student will report income and asset information for self and spouse (if married). A dependent student will report income and asset information for self and parents. Not living with parents or not being claimed by them on tax forms does not determine dependency status for federal student aid. For more information, you may view studentaid.ed.gov.

Financial Aid Application Process

Students interested in applying for federal and/or state financial aid must:

1. * Create a FSA username and password

2. Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov

3. Review the FAFSA:
The * FSA ID has replaced the FAFSA PIN. Create a FSA ID. The FSA ID confirms your identity when you access your financial aid information and electronically sign Federal Student Aid documents. If you do not already have an FSA ID (different than the old PIN number) you can create one when logging into fafsa.gov. If you have a FAFSA PIN, you will be able to enter it and link it to your FSA ID. You can still create an FSA ID if you have forgotten or do not have a PIN.

OR

Request a paper FAFSA by calling (800) 433-3242; for hearing impaired contact (800) 730-8913.

Follow up:

You will receive a Student Aid Report (SAR) at the address and/ or the email address you listed on the FAFSA. This form is for your records. You will receive notification from the Financial Aid Office when or if:

- additional information is required to complete your application

- your eligibility status has been determined
- an award has been placed on your student record

Federal Aid Enrollment Status for Credit Hour Programs

Federal student aid is awarded based on full-time status and split for Fall and Spring semesters. Enrollment status classification for financial aid students will be prorated as follows:

ENROLLMENT STATUS	# OF CREDIT HOURS	PRORATION PERCENTAGE
Full Time	12+ Credits Hours	100% of award
Three - Quarter Time	9-11 Credit Hours	75% of award
Half Time	6-8 Credit Hours	50% of Award
Less than Half Time	1-5 Credit Hours	25% of Award

Students enrolled for less than 6 credit hours are NOT eligible to receive NC Community College Grant (NCCCG) or NC Education Lottery Grant (NCELS). NC Education Lottery Grant is awarded on a full or half-time amount only. NCELS and NCCCG are not funded in the summer.

Enrollment Status for Clock Hour Programs

BLET – Basic Law Enforcement Training (C55120) and Esthetics Certificate (C55230) are clock hour programs, not credit hour programs. Enrollment status is determined by the number of clock hours completed as the semester progresses. For additional information regarding clock hour programs, contact the Financial Aid Office.

Financial Aid Award Process

Students are notified of financial aid award decisions for the academic year once the financial aid file is complete. All notifications will be emailed and available on WebAdvisor unless the student has “opted in” to receiving paper notifications. To ensure prompt processing of the financial aid application, students must complete the FAFSA early and turn in all required paperwork to the CCC Financial Aid Office by notated priority dates (available on the web site: ccc.edu/financialaid) each semester.

Types of Financial Aid

A. Federal Programs

Federal Pell Grant

- Federally-funded, need-based

- Offers financial assistance to students enrolled full-time or part-time in a curriculum program

Federal Supplemental Educational Opportunity Grant

- Federally-funded, need-based
- Offers financial assistance to students enrolled in a curriculum program with the most financial need

Federal Workstudy

- Federally-funded, need-based
- Provides part-time on and off campus employment opportunities to students enrolled part-time (at least six credit hours) in a curriculum program

B. State Programs

North Carolina Community College Grant

- State-funded, need-based
- Offers financial assistance to students enrolled in at least six credit hours in a curriculum program
- Not available for summer sessions

North Carolina Education Lottery Grant

- State-funded, need-based
- Offers financial assistance to students enrolled in at least six credit hours in a curriculum program
- Not available for summer sessions

North Carolina Targeted Assistance Program

- State-funded, need-based
- Offers financial assistance to students enrolled full-time in a curriculum program that is identified as low enrollment for a high demand occupation

North Carolina Less Than Halftime Grant

- State-funded, need-based
- Offers financial assistance to students enrolled in less than six credit hours per semester in a curriculum program

North Carolina State Child Care Grant

- State-funded, need-based

- Offers financial assistance to students for dependent childcare costs who are enrolled at least part-time (six credit hours) in a curriculum program

C. Other Programs

CFNC Scholarships

- Federal and state-funded, need and non-need based
- Offers financial assistance to students enrolled in various curriculum programs
- Central Carolina Community College Foundation Scholarships
- Institutionally and/or locally funded, need and merit-based
- Offers financial assistance to students enrolled full-time or part-time in a curriculum program

Other Financial Assistance

Veterans benefits may be available to eligible active duty, veterans and their dependents. Please see the Veterans Information section of the CCCC catalog on our website for more information.

Child Care Assistance Program Grants are available for students enrolled full-time. Grants are limited and are based on greatest need. Contact the Special Programs Coordinator for additional information.

Scholarships at CCCC are considered gift aid based on academic performance, talent, or achievement. For a complete list of scholarships, go to ccc.edu/financialaid/scholarships.

Other outside scholarships and funds may be available to assist students. Some of these include employer-paid tuition, the Workforce Investment Act through the Employment Security Commission, Vocational Rehabilitation, Department of Social Services, and the NC Veterans Administration. Please see the appropriate agency to determine qualification for any of these programs.

Financial Aid Satisfactory Academic Progress

In accordance with federal and state regulations, CCCC's Financial Aid Office is required to evaluate a student's satisfactory academic progress at the end of each term (fall, spring, summer), to determine financial aid eligibility for the following term.

Satisfactory academic progress evaluations will include all periods of enrollment whether students received or did not receive financial aid for periods of enrollment and include credit hours earned at other institutions and transferred into the student's program of study at CCCC.

In order to be eligible for federal, state, and institutional aid, students must meet both quantitative (time-based) and qualitative (grade-based) standards.

Grade-based Standard (GPA):

- **Grade Point:** Maintain a minimum cumulative grade point average (GPA) of 2.0.

Time-based Standard (PACE):

- **Completion Rate:** Complete 67% percent of the total cumulative credit hours attempted. For example, if a student has attempted 100 credits, the student must complete 67 credits to meet the completion rate requirement.
- **Maximum Timeframe:** Complete the requirements for an eligible program of study within a timeframe not to exceed 150% of the

published program length. For example, if an academic program length is 60 credit hours, the maximum credit hours that is eligible for financial aid is 90 ($60 * 150\% = 90$). Students may only receive financial aid for two programs at CCCC.

Note: Remedial coursework will be included in the time-based standard and is limited to 30 credit hours.

Treatment of Selected Grades:

- **Withdrawals/Drops:** Credit hours in which a student receives a grade of "W" or "WF" are included in the number of attempted hours, but do not count toward successfully completed hours. Excessive withdrawals may affect your ability to meet satisfactory academic progress standards.
- **Incompletes:** Credit hours in which a student receives a grade of "I" are included in the number of attempted hours, but do not count toward successfully completed hours. Grades of "I" are treated as an "F", which negatively affects GPA.
- **Fails:** Credit hours in which a student receives a grade of "F", "WF", "R" are included in the number of attempted hours, but do not count toward successfully completed hours. In addition, these grades negatively affect GPA. Students with failed grades may have difficulty meeting the satisfactory academic progress standards.
- **Audit and Never Attend:** An audit "AU" or never attended "NA" grade is not considered attempted coursework. It is not included in the students' GPA or completion rate evaluation. A student cannot receive financial aid for courses that he/she audits or never attends.
- **Repeat Courses:** Per federal regulations, a student may repeat a previously passed course (grade of "D" or better) on additional time. Repeat courses are included in total attempted earned hours.
- **Credit by Exam:** Credit hours in which a student receives a "CE" is included in attempted and completed hours for the time-based standards of completion rate and maximum time frame. A student cannot receive financial aid for a "CE" credit.

- **Transfer Credit:** All hours transferred and accepted from other institutions are included in the number of hours attempted and completed. In addition, a student's maximum time to receive financial aid will be reduced by the equivalent transfer of credit hours towards his/her degree.
- **Suspension:** Students on Warning status who fail to meet the minimum requirements (cumulative 2.0 GPA and 67% completion rate) or have not met the minimum requirements for two consecutive terms will no longer be eligible for financial aid.

Eligibility Status:

- **Satisfactory:** Students who meet the minimum requirements (cumulative 2.0 GPA, 67% completion rate, and have not reached 150% maximum time frame for enrolled program of study) of satisfactory academic progress standards are placed on this status.
- **Warning:** Students who do not meet the minimum requirements (cumulative 2.0 GPA and 67% completion rate) after an official evaluation at the end of a semester will be placed on WARNING for the following semester. Students may continue to receive financial aid during the warning period.
- **Maximum Time Frame:** Students who have reached the maximum credit hours allowed for his/her program of study will be placed on this status. Attempted credits from all enrollment periods at the college plus all applicable transfer credits are counted; whether or not the student received financial aid for those terms is of no consequence.
- **Probation:** Students who have successfully appealed financial aid suspension are placed in Probation Status. Students in Probation Status are eligible to receive financial aid for one (1) semester, after which they must be in satisfactory status or meeting the requirements of an academic progress plan that was pre-approved by the College Success Center.

- **Termination:** Students on probation status who do not adhere to the Success plan that he/she was given will be placed on Financial Aid Termination. Students who have been terminated are no longer eligible for financial aid until the minimum satisfactory academic progress standards are met.

Appeals/Regaining Eligibility for Financial Aid

Students who fail to meet satisfactory academic progress standards will be immediately ineligible for financial aid. In order to regain financial aid eligibility, students must meet the minimum requirements of CCCC's Satisfactory Academic Progress Standards by enrolling for classes at his/her own expense.

Students with documented extenuating circumstances that are beyond their control may submit an appeal to the Financial Aid Office. If the appeal is approved, financial aid eligibility will be reinstated on a probationary status.

SAP Evaluations and Notifications of Eligibility Status

Returning students are evaluated on a continuous basis from the first enrollment at CCCC unless a mitigating circumstance is considered. Returning students who were previously enrolled under an academic progress policy other than the current academic progress policy will be required to meet the standards of the current policy at the end of the returning semester.

The Office of Student Financial Aid will send correspondence of eligibility status to students receiving federal and/or state aid when SAP is evaluated at the end of the semester.

Return of Title IV/State Funds Policy

Students who are receiving financial aid and withdraw from all classes prior to completing more than 60 percent of the semester, will have their eligibility for financial aid recalculated and may be required to repay all or a portion of any federal and/or state financial aid funds received for that semester. Students are responsible for paying any debts to Central Carolina Community College. A "hold" will be placed on the student's record until all charges are paid in full.

Standards of Progress, Attendance, and Conduct for Students Receiving VA Educational Benefits

Public Law 93-508 requires that each educational institution approved for veterans to receive educational benefits (G.I. Bill) must establish written policies that clearly state what is expected of the veteran in the areas of academic progress, class attendance, and conduct. These standards are as follows:

A. Academic Progress for VA Educational Benefits recipients

Students receiving VA Educational Benefits must maintain a grade point average (GPA) of 2.0 each semester or term in which they are enrolled. Failure to maintain a GPA of 2.0 will result in probation for the subsequent term of enrollment. If, at the end of that probationary term the GPA is still less than a 2.0, VA Educational Benefits will be terminated. Benefits cannot be reinstated until such time as the student

regains satisfactory academic progress. Information on CCCC's grade system and GPA calculation is located in the college catalog.

B. Attendance

Classroom attendance requirements are the same for veterans and non-veterans. Policies regarding class attendance are listed in the college catalog and the student handbook. Veterans who receive educational benefits and are dropped from class due to inadequate attendance may be terminated from receiving educational benefits. Failure to notify the veteran's coordinator of any change in classes, including class hours, may result in an overpayment in educational benefits and a debt for the student.

C. Conduct

Student conduct requirements are the same for veterans and non-veterans. Policies regarding student conduct are listed in the college catalog and in the student handbook.

Academic Information

Central Carolina Community College offers Associate in Arts, Associate in Engineering, Associate in Science, and Associate in Applied Science degrees, as well as diplomas and certificates.

Transfer to Four-Year Institutions

In accordance with the Comprehensive Articulation Agreement and Transfer Assured Admissions Policy between the North Carolina Community College System and the University of North Carolina (UNC) System, CCCC graduates who complete an Associate in Arts or Associate in Science degree are assured admission into one of the UNC system's 16 public universities. CCCC also has transfer agreements with several colleges and universities outside the UNC System. Check with your academic counselor for more information on transfer credits.

Associate in Applied Science Degree (A.A.S.) Transfer

Although the Associate in Applied Science Degree is designed for workforce training, many colleges and universities will accept transfer credit from CCCC Associate in Applied Science Degree students who wish to pursue a four-year degree. Credit that is granted may range from partial to a full two years of credit. A.A.S. students wanting to transfer are encouraged to meet with the CCCC college transfer counselor and with the appropriate admissions officer at the four-year college to discuss transfer credit.

Orientation

All new students are expected to participate in an orientation process that is intentionally planned and guided by administration, the College Success Center, the Student Services Department, the faculty, and the Student Government

Association. CCCC's "extended orientation" model consists of: (1) an on-campus or online orientation that will help students make an initial connection to the campus, administration, faculty, students and services, and policies; and (2) ACA "first-year experience" courses designed with a common core curriculum that help to introduce students to more intensive academic and college-related concepts to encourage persistence and college/career success.

ACA Course Waiver Guidelines

The following students may be waived from the ACA requirement by an academic dean but may still need to fulfill the one credit hour on their program of study:

- Those who produce evidence of holding a college-level degree from a regionally accredited institution; or Transfer students who receive at least 18 hours credit for prior academic work and/or who demonstrate competency and skills that will facilitate the successful transfer into and persistence in the chosen

degree program at Central Carolina Community College. At the dean's discretion, transfer students with 12 hours of earned credit will also be considered if earned as a full-time student; or

- Those who have completed an ACA course at the 100-level or above from Central Carolina Community College or another North Carolina Community College, or who have received prior credit for an equivalent course.

Students who receive the proper signatures on the Credit by Experience form will then be referred to the College Success Center to complete an online ACA tutorial that covers CCCC success.

Registration

All curriculum students must register prior to or at the beginning of each term. All students are expected to register during the time specified for that purpose on the college calendar. Each semester, returning students are encouraged to register early for the subsequent semester. Students are expected to pay tuition charges in full by the

designated payday. Failure to do so results in the student losing his schedule.

Course Load

Students enrolled for 12 or more semester credit hours during the fall and spring semesters are designated as full-time students.

No additional tuition is charged for credit hours over and above 16. Normally, the course load range is from 16-19 semester credit hours.

Students may take no more than 19 semester credit hours during fall or spring semester without special permission of their advisor and the vice president of student learning or vice president of student services.

Students enrolled for six or more semester credit hours during the summer semester are designated as full-time students. Pell recipients must enroll in at least 12 semester credit hours to receive a full Pell award for a summer semester. Students may take no more than 12 semester credit hours during the summer semester without special permission of their advisor

and the vice president of student services or vice president of student learning. Students are not permitted to register for more than 14 semester credit hours during the summer semester.

Students experiencing academic difficulty will be advised to take a reduced course load. Employed students may also be advised to take a reduced course load contingent upon their academic standing.

Double Major

Students wanting to pursue two degrees at the same time may do so by seeing a counselor and completing a Change of Program form. On the form under the question of "New Program," the name of both degrees to be pursued must be indicated. The current college catalog in effect on the date the form is completed will be used to determine the course requirements for the degree(s).

Distance Education

CCCC's comprehensive schedule of distance education courses provides a top-quality, fully-accredited educational alternative for the self-directed, independent learner who values quality, convenience, and flexibility. Distance education courses contain the same basic content, require the same academic rigor, and offer the same semester credits as traditional courses. The major difference between face-to-face courses and distance courses is the instructional delivery method. Courses are offered using four methods: online, hybrid, web-assisted, and video-conference. Through distance education, travel to campus is minimal or not required at all. Hybrid and web-assisted deliveries reduce on-site sessions but still require regular on-campus meetings. Distance courses are learner-focused, challenging, and demand as much or more time than traditional courses. Students who are considering enrolling in a distance program or a distance course should work closely with their faculty advisor or counselor.

The Associate in Arts (A.A.); Associate in Science (A.S.); and the Associate in Applied Science (A.A.S.) in Accounting, Business Administration, Human Resources Management, and Library and Information Technology may be earned entirely through a combination of distance education delivery methods.

Distance Education Online Courses

Online courses use Blackboard, the Internet, email, and other electronic resources to provide opportunities for meaningful student-to-faculty and student-to-student interaction comparable to the traditional college classroom. Additional tools such as software applications, e-texts, and media-enriched digital content are common components. Students must have access to a reliable computer (home, office, or college campus) with Internet access and appropriate software and the ability to use it proficiently.

Online courses have LN1, LN2, LN3, etc. section numbers. These courses are not self-paced; students follow a structured assignment and exam schedule. Successful students are motivated to learn, have easy access to technology, and are comfortable using computers and the Internet.

At the semester start, students must complete the course-specific orientation including a required orientation quiz by the census date to remain enrolled in the course. Students must complete a course-specific orientation by 11:59 p.m. on the 10% census date to remain enrolled in the course.

Distance Education Hybrid, Web-Assisted, and Video-Conference Courses

Hybrid, web-assisted, and video-conference courses blend traditional class meetings on campus with online experiences. In hybrid, web-assisted, and video-conference courses, Blackboard, the Internet, email, software applications, e-texts, and media-enriched digital content are common components. Hybrid courses are designed and facilitated that more time is spent online than in a synchronous face-to-face setting while web-assisted courses are the opposite; web-assisted courses require more time in a synchronous face-to-face setting than online. Video-conference classes are synchronous across campus sites and may be taught fully face-to-face, hybrid, or web-assisted.

All modalities provide opportunities for student-faculty and student-student interaction. Requirements for these courses include attendance at regularly scheduled on-campus class meetings and access to a reliable computer (home, office, or college campus) with Internet access and appropriate software. Students need the ability to use technology for learning.

At the semester start, students must complete the course-specific orientation including a required orientation quiz by the census date to remain enrolled in the course. Failure to meet this orientation requirement or demonstrate attendance in a face-to-face class meeting by the census date will result in the student being withdrawn from the course.

Auditing Courses

A student who desires to take a course without credit may choose to audit the course by completing the Audit Declaration form, having it signed by either the instructor, department chair, or dean, turning it in at registration, and paying full tuition. An audit student cannot

change the course from audit to credit or from credit to audit after the last day to register or drop/add a course. A grade of "AU" will be assigned to the student upon completion of the course.

Auditing a course is subject to permission of the instructor and is contingent upon space available in the class.

The registrar will ensure that all faculties receive a copy of the completed Audit Declaration form in order to know who is auditing their classes.

Financial aid is not available for course audit.

Course Substitution

Central Carolina Community College may allow courses to be substituted in a curriculum for a student only under extenuating circumstances and only if the substitution is within the North Carolina Community College System's curriculum standards.

1. The course(s) used as a substitute must have credit hours that are at least equal to the number of credit hours of the original course.

2. The substitute course(s) must have relevance to the curriculum and to the course for which the substitution is made, unless the course is being used as a free elective.
3. Required core course as outlined in North Carolina Community College System curriculum standards may not be substituted without review and approval of the chief academic officer.
4. Requests to substitute courses that were completed at institutions other than a North Carolina community college, must be accompanied by a full course description and accreditation status at the time the course was completed from the institution from which the course is being transferred. If necessary, the department chair/program director may request a course syllabus if the course description is not detailed enough. It is the responsibility of the student to provide all requested documentation.
5. Course substitutions must be submitted and processed prior to the census date of the substituted course.

6. The Registrar's Office requires documentation in order to process the substitution in the student information system.
7. The Course Substitution form must be used.

Independent Study

Under extenuating circumstances, a student may enroll in a course through independent study.

A student must adhere to the following steps for an independent study course:

1. The student must complete the Independent Study form.
2. Approval is acquired by obtaining the signatures of the instructor of record, the department chairperson/program director, and the appropriate curriculum dean.
3. The student enrolling in an independent study course must also complete regular registration procedures.
4. The student and instructor of record must meet for a minimum of 10 contact hours for any independent study course.
5. Course requirements must be completed in the same term as registered.

Academic Advisors

Students are assigned to academic advisors upon enrollment. The role of the advisor is to serve as the primary contact with the student for his or her total academic activities while enrolled at CCCC.

The student is expected to confer periodically with his advisor and success team regarding academic standing, early registration, or any other areas of concern.

Alternative Credit

The Student Learning and Student Services Divisions collaboratively ensure appropriate procedures and guidelines exist for granting and recording the amount and level of credit for each course. At least 1/3 of credit for a certificate, diploma, or associate degree required for graduation must be an earned grade at Central Carolina Community College.

Amount of Alternative Credit Allowed

At least 1/3 of credit for a certificate, diploma, or associate degree required for graduation must be an earned grade at Central Carolina Community College. No more than 20% of credit for a certificate, diploma, or associate degree required for graduation may be earned through credit by experience.

A student may earn alternative credit in the following ways:

- **Resident Transfer Credit:**

When a student transfers from one curriculum to another within the college, all courses applicable to the new program for which the student has earned credit will transfer as resident credit depending upon the curriculum guidelines and academic policies in effect at the time of transfer. Some courses may be ineligible for transfer based on time limitations set by specific curriculum programs.

- **Transfer Credit from Another Institution:** CCCC accepts transfer Institution credit from regionally accredited institutions under the following rules:

- Higher education institutions (colleges) transfer credits may be accepted only from regionally accredited institutions. The credit must have been earned while the institution was regionally accredited.
- A course grade of “C” or better is required for all transfer credit.
- Students must request official transcripts to be sent to the Registrar’s Office for evaluation.
- When deemed necessary, a student must provide course descriptions and/or course syllabi if they are needed to determine credit eligibility.
- Some courses may be ineligible for transfer credit based on time limitations as set by specific curriculum programs.
- Credit will be granted on a course-by-course basis for courses closely paralleling those offered at the college and must meet the credit hours of the CCCC course for which transfer credit is granted. Transferred credit will not be calculated in the grade point average.

- **Advanced Placement (AP), CLEP, DANTES:** Students may request credit for subjects tested under advanced placement exams, such as AP, CLEP, and DANTES. Subjects must be applicable to the student's current curriculum program requirements and test scores must meet American Council on Education (ACE) recommendations. Such credit must be supported by official test score reports. The following rules apply:
 - Students must request that official score reports be sent to the CCCC Registrar's Office for evaluation.
 - Credit will be granted only for scores earned within the last 10 years unless approved by the chief academic officer.
 - Credit will be granted on a course-by-course basis for courses closely paralleling those offered at the college and must meet the credit hours of the CCCC course for which transfer credit is granted.
 - An exam score of 3 or better is required to receive credit for an AP course.
 - Recommended ACE cut-off scores will be used for CLEP and DANTES.
 - Advanced Placement credit will not be calculated into the GPA.
- **Credit by Examination:** Students with prior proficiency in a course due to previous educational or work experience may apply for credit by examination. This option is available for selected courses as determined by the department chair/program director. A proficiency demonstration may be a written exam, oral exam, shop exercise, or lab exercise. The following procedures for the student apply:
 - Student shows evidence of preparedness for a proficiency demonstration (e.g., high achievement in secondary school, military service, and/or work experience) that must be submitted to and approved by the department chair/program director.
 - Student registers and pays tuition for the course.
 - Financial aid will not pay tuition for proficiency courses.

- Student takes the proficiency exam administered by the instructor of record during the first week of the term.
- Student must earn a grade of 85% or better on the proficiency exam.
- Instructor of record submits a Student Termination form to signify proficiency; reason for termination will be "Passed by Proficiency."
- The Records Office creates a proficiency section, processes a Student Termination form by dropping original course, adding the proficiency section and assigning a grade of "CE" (Credit by Examination) to the "OP" (Proficiency) section.
- Credit granted through a proficiency exam will not be calculated in the grade point average.
- Proficiency demonstrations may only be attempted for initial enrollment for any course.
- Credit for proficiency demonstration may not be granted for a course being audited by the student.
- The instructor will complete a Student Termination form and assign a grade of "CE" (Credit by Examination).
- Financial aid is not available for Credit by Examination.
- **Articulated CTE High School to Community College Credit:** Students may request articulated credit based on CTE courses completed from a N.C. public high school and who meet the following criteria:
 - To receive articulated credit, students must enroll at the community college within two years of their high school graduation date.
 - Student must have earned a final grade of B or higher in the high school CTE course.
 - Student must have earned a score of 93 or higher on the standardized CTE post assessment.
 - Student will complete Articulated Credit form received from the admissions counselor and submit to registrar.

- Registrar will verify high school graduation date, CTE course taken, course grade, and post-assessment grade.
- Awarded credit will be issued tech prep non-course credit with a grade of CE which will not be included in GPA calculations.
- **Credit by Experience:**
Students may request credit for work experience, skills, or professional licensure or certification that directly correlate with competencies required in a specific course. The following procedures for the student apply:
 - Requests for credit by experience must be properly made and acted upon prior to the 10% point of the class and must be made in writing on the Request for Credit by Experience form.
 - Credit by experience may not be granted for cooperative work experience courses.
 - The department chair/ program director or lead instructor will guide the student in determining the appropriate documentation necessary to evaluate the request. Documentation required will vary depending upon the field of study.
 - For guidance, the following are examples of the appropriate documentation: official work history with job responsibilities and proficiency ratings verified by supervisors and human resource officers within the company; active licensure or certification in an industry-recognized profession or para-profession and granted by a state authorized regulatory agency or similar government agency; a completed thesis verified by an official transcript could serve as verification that a student should receive credit for a technical writing course; electronically recorded presentations (taped presentations could be evaluated to determine credit by experience for

- an oral communications class); and brochures announcing a pottery exhibit and displaying the creations of the student could be used for an art class.
- Experiences which may require a demonstration of one's ability must be approved by the student's curriculum department chair/program director or lead instructor, the subject area department chair/program director, the appropriate curriculum dean, the chief academic officer, and the dean of enrollment/registrar or designee.
 - Experiences must be officially documented per the college's request.
 - Veterans may apply credit for training received under the armed forces college training programs and some specialized and technical training completed under the auspices of the armed forces. Appropriate documentation must be provided.
- The approved credit recommendation should be submitted to the Registrar's Office.
 - The registrar or designee will record a grade of "EL" on the transcript with credit hours; however, no quality points will be assigned.
 - Documentation shall be kept on file for five years in the Registrar's Office.
 - Credit granted for experience will not be calculated in the grade point average.
 - Financial aid is not available for Credit by Experience.
- **Internal Articulated Credit:** Students may be granted articulated curriculum credit for non-credit courses that have an approved internal articulation agreement on file in the Registrar's Office.

Prerequisites/ Corequisites

Central Carolina Community College and each student are responsible for ensuring that prerequisite and corequisite requirements have been satisfied.

Prerequisites and corequisites serve as safeguards to successful course and program completion in that they ensure proper knowledge and background for higher-level courses. In the case of corequisites, the goal is to ensure a proper educational experience when two courses depend upon one another for coherence and knowledge application.

In rare cases, prerequisites or corequisites may be waived using the appropriate form upon review and recommendation by the department chair to the dean or provost and in consultation with the chief academic officer. Permissible reasons for waiver of local prerequisites (course taken prior to another course)/ corequisites (course taken at the same time or prior to another course) are limited to the following:

- Grade of at least “C” in a course judged of similar or higher-level content to that of either the prerequisite/ corequisite or the requested course.
- Demonstrated competency in the content of the prerequisite/corequisite obtained through professional application. In this case, the student must request credit by experience.
- Life experiences that are deemed equivalent to or that supersede the prerequisite or corequisite; a formal review of course level outcomes would occur and be maintained in the student’s records.
- Transfer in of a course that has a prerequisite or corequisite (for example, a student transferring in with the local prerequisite of DRE-098 would not have to take DRE-098).
- Satisfactory completion of proficiency exams administered by CCCC (when such exams are available).
- Enrollment in another course deemed suitable to satisfy the corequisite.

- Student engaged in a job experience during the duration of the course that would provide a similar purpose of the corequisite.
- An associate or higher-level degree when enrolling in beginning college-level courses (e.g. ENG 111; PSY 150), or other reasons as approved by the academic dean and chief academic officer.
- For visiting students, written documentation from their college/university to enroll in a specified course that has a prerequisite.

Time Provisions for Completing a Curriculum Program

The catalog of record is the catalog that is current at the time a student enrolls at CCCC in his/her program of study. If a student changes his/her program of study, then the catalog of record becomes the catalog that is current at the time of that change of program. To graduate under a program of study, a student must meet the requirements of his/her catalog of record or any catalog

in effect within the next five years as long as the student has been continuously enrolled.

If a student breaks enrollment for one academic year (fall and spring consecutively), the catalog of record will become the catalog that is current at the time of re-entry. From that point of reentry, the rule of continuous enrollment will apply. The assigned faculty advisor and/or registrar have/have the authority to choose a catalog within a five-year period of continuous enrollment that best suits the student's needs for his/her particular program of study at the time of graduation.

Exceptions to this policy must be approved by the chief academic officer or designee(s). External agencies, accrediting agencies, and the North Carolina Community College System may make changes which impact program requirements.

Uniform Grading System

The college operates on a uniform grade point system in curriculum areas. All subjects must be completed satisfactorily for academic credit. This grade system is followed for all subjects in curriculum areas except where an alternate grading scale is prescribed by an external regulatory agency.

CCCC operates on a required-subject grade point system in the curriculum areas. All subjects must be completed with satisfactory grades if the student is to be awarded a certificate of completion, diploma, or degree. This grade system is followed for all subjects in curriculum areas. Students enrolled in a course that includes integrated and/or corequisite lecture and lab components will earn a single course grade. A cumulative grade point average is maintained which includes all courses taken. If a course is re-taken, only the highest grade will be averaged in the cumulative grade point average; however, both grades will be recorded on the transcript.

LETTER GRADE	MEANING	QUALITY POINTS (PER CREDIT HR.)
A (90-100)	Excellent	4
B (80-89)	Above Average	3
C (70-79)	Average	2
D (60-69)	Below Average	1
F (59 and under)	Failure	0
I	Incomplete	0
W	Withdrew	0
WF	Withdrawal/ Failing	0
AU	Audit	0
P/R		0
P/F	Pass/Fail	0
CE	Credit by Exam	0
* (Grade)	Indicates grade not applicable	0
EL	Learning by Experience	0
TR	Transfer Credit	0

Grade Point Average (GPA)

How to Compute the Grade Point Average (GPA)

Academic quality must be achieved in order to graduate from any program at CCCC. The standard for students' work is determined by the Quality Point system. Under this system, a letter grade is assigned a certain number of quality points (QPs) per credit hour; i.e., an "A" is given four QPs; a "B", three QPs; a "C", two QPs; a "D", one QP; and "F", no QPs. Quality points are computed by multiplying the number of credit hours per course by the value of the grade earned. The grade point average (GPA) is then computed by dividing the total number of quality points by the total number of credit hours attempted.

Example of Computing Grade Point Average

Thirty-eight (38) QPs divided by seventeen (17) credit hours equals 2.235 GPA.

Note: Grade point averages are not rounded up or down for graduation or honor awards.

COURSE EARNED	CREDIT HRS	GRADE		QPS
ENG 111	3	C (2)	3x2=	6
BIO 163	5	A (4)	5x4=	20
PSY 150	3	B (3)	3x3=	9
SOC 210	3	D (1)	3x1=	3
BUS 110	3	F (0)	3x0=	0

Note: Developmental course grades of courses below 100 level are not calculated into the academic GPA. However, all grades are calculated into the Financial Aid GPA.

General Academic Standards

If a student does not score the minimum to take the mathematics and English composition course of his choice, he must enroll in the appropriate non-credit developmental course(s) to learn the skills necessary to meet the placement scores for the general education course desired.

Students who do not earn a 2.0 GPA for any given term will be held to the Academic Sanctions policy.

Students will not be allowed to repeat any curriculum course more than twice.

Students must have an overall GPA of 2.0 and a GPA of 2.0 in the program of study to qualify for graduation.

President's/Dean's List Eligibility

A student will be announced as a President's List student if he is enrolled full-time in a curriculum program (minimum of 12 credit hours), receives all grades of "A" (4.0 GPA), and has no grades of "I" during the term. The required GPA will be determined by computing grades earned only in credit courses.

A student will be announced as a Dean's List student if he is enrolled full-time in a curriculum program, receives a grade point average of 3.50 with no grades lower than a "C," and has no grades of "I" during the term.

A student graduating with an average of 3.5 or higher in major program courses will be announced as an Honor Graduate.

Highest Academic Award

The Highest Academic Award in four categories: A.A., A.S./A.E., A.A.S. and Diploma will be presented to participating graduates at the annual graduation ceremony who have the highest academic average. These graduates must have completed 75% of their course work and their last term of study at the college. Only graduates with a minimum grade point average of 3.5 will be eligible to receive this award.

Honors Scholars Program

The Honors Scholars Program at CCCC is intended to challenge highly academically qualified A.A and A.S. students by providing them an opportunity to complete projects in a variety of courses. Successful completion of four honors courses and a presentation will allow students to receive "Honors" recognition on their transcript and to potentially transfer to an honors program at a four-year university.

ccc.edu/honorsscholars

Academic Sanctions

Students who do not earn a 2.0 GPA for any given semester will be placed on academic probation and will be notified of their academic status at the end of each term. A student who remains on academic probation for two consecutive semesters as noted on the official transcript will be suspended for one semester unless the student had a break in attendance for one calendar year or longer. Certain programs may establish additional academic progress requirements and impose sanctions for failure to meet those requirements.

Probation students who are seeking a degree, diploma, or certificate, will be required to enroll in and successfully complete a zero-level ACA course. A reduced course load is recommended. If, upon receipt of grades, a student learns that they are on academic probation, they must schedule an appointment with their advisor/counselor immediately. The purpose of this conference is to assist the student in assessing academic problems and exploring ways

of improving the student's academic status. As long as the student remains on academic probation, their advisor will make recommendations concerning the course load for which the student should register, enrollment in needed developmental courses, or referrals to other college resources.

Academic Probation Exception 1:

Probation students who maintain a cumulative GPA of 3.0 or higher will not be required to enroll in a zero-level ACA course. A reduced course load is recommended.

Academic Probation Exception 2:

Probation students who have enrolled in and successfully completed a zero-level ACA course during a previous term will not be required to repeat it. Students who are placed on academic probation for subsequent terms will only be permitted to enroll in a maximum of 12 credit hours (12 credit hours for a 16-week term, nine credit hours for a 12-week term, and six credit hours for an eight-week term) during the next term of enrollment. Students can enroll in additional credit hours upon obtaining a 2.0 term GPA during the probation term. Students in selective admissions health sciences programs who are placed

on academic probation will be subject to the academic standards and progression policies of their respective program.

A student placed on academic suspension will be suspended from all coursework and all college activities for one term with the exception of enrollment in a zero-level ACA course. Academic suspension is posted to the student's official transcript for that term. A student may be considered for reentrance after one term of suspension by completing a readmission form and having it approved by the department chairperson/program director, a counselor, and the vice president of student services. A zero-level ACA course will be required during the term of suspension or the term of reentrance.

Academic Suspension Exception:

If a student applies to change curriculum programs after two terms with a GPA below 2.0, the suspension may be extended for one term. During this suspension extension term, the student will be required to enroll in and successfully complete a zero-level ACA course. This extension of suspension must be approved by the department chairperson/program director of the new

curriculum and by the vice president of student services or designee. Failure to obtain at least a 2.0 GPA during the subsequent term will result in academic suspension for one term.

Exception: Career and College Promise (CCP) students will be held to the academic probation/suspension policies, except for enrollment in a zero-level ACA course. CCP students are not permitted to take a zero-level course and must meet with an advisor. The Cooperative Innovative High Schools (e.g. early college) will be held to the entire standard.

Academic Probation Exceptions

- Probation students who maintain a cumulative GPA of 3.0 or higher will not be required to enroll in a zero-level ACA course. A reduced course load is recommended.

- Probation students who have enrolled in and successfully completed a zero-level ACA course during a previous term will not be required to repeat it. Students who are placed on academic probation for subsequent terms will only be permitted to enroll in a maximum of 12 credit hours (12 credit hours for a 16-week term, 9 credit hours for a 12-week term, and 6 credit hours for an 8-week term) during the next term of enrollment. Students can enroll in additional credit hours upon obtaining a 2.0 term GPA during the probation term.
- If a student applies to change curriculum programs after two terms with a GPA below 2.0, the suspension may be extended for one term. During this suspension extension term, the student will be required to enroll in and successfully complete a zero-level ACA course. This extension of suspension must be approved by the department chairperson of the new curriculum and by the vice president of student services. Failure to obtain at least a 2.0 GPA during the subsequent term will result in academic suspension for one term.

A student placed on academic suspension will be suspended from all coursework for one term with the exception of enrollment in a zero-level ACA course. Academic suspension is posted to the student's official transcript for that term. A student may be considered for reentrance after one term of suspension by completing a readmission form and having it approved by the department chairperson, a counselor, and the vice president of student services. A zero-level ACA course will be required during the term of suspension or the term of reentrance.

Curriculum Course Repetition

A student may repeat a course to eliminate a failing grade, to attempt to earn a higher grade, or earn credit for which transfer credit has not been granted. All course grades will be recorded on the transcript; however, the highest grade will be used for computing total credit hours attempted and passed, total grade points, and grade point averages. No course may be counted more than once for graduation. No

course, except developmental courses, may be repeated more than twice. An exception may be granted for courses that receive a "W" grade. They may be repeated more than twice with approval of the dean.

Certain regulations may prohibit veterans and other financial aid recipients from receiving financial aid for repeating courses previously passed. It is the student's responsibility to determine status in regard to financial aid.

Financial aid is available to repeat a "passed" class (grade of "D" or better) one additional time for a better grade. Students can receive financial aid for a repeat failed class; however, students must meet the minimum requirements of Satisfactory Academic Progress Standards at the end of each semester.

Academic Forgiveness

Students may request academic forgiveness for grades of D or lower guided by the following conditions:

- Students who (a) were not enrolled in college curriculum courses for 36 consecutive months (three years) or longer, and (b) have been re-admitted to the college, seeking acceptance in a selective admissions program and completed at least 12 credit hours of coursework at the 100-level or above with a minimum quality point average of 2.0.
- Students meeting the criteria above should visit the Student Services Office or a success team member to review the Academic Forgiveness guidelines/steps with an admissions counselor or success team member and will be assisted with making an appointment with an academic dean to discuss and seek signature for academic forgiveness. Distance students may contact the Admissions Office via telephone and may also contact the Distance Education success team member for assistance with the process.

If the student is granted academic forgiveness, the following conditions apply:

- Previous grades of D, F, and WF will not be used when calculating the cumulative GPA. Recalculated grades must not have been counted under a previously-granted certificate, diploma, or degree from Central Carolina Community College.
- The student's full academic record from Central Carolina Community College will still be recorded on all subsequent transcripts.
- Academic forgiveness is only available once for each student.
- Academic forgiveness is used for calculation of the cumulative academic GPA for acceptance consideration into selective admission programs only and will not be changed on the student's transcript. Due to federal regulations, the Financial Aid Office takes all attempted courses into account from a student's transcript when determining financial aid eligibility.
- The vice president of student services and chief academic officer must approve any exceptions to this policy on a case-by-case basis.

- Certain regulations may prohibit veterans and other financial aid recipients from receiving financial aid for courses previously passed. It is the student's responsibility to determine their status in regard to financial aid.

Removal of Course Incomplete

Instructors may assign, with discretion and in accordance with North Carolina Community College System guidelines, a grade of "I" (Incomplete) to any student who needs additional time to complete course requirements.

For each grade of "I" ("Incomplete"), the instructor must fill out a "Requirements to Remove Incomplete" form indicating what the student must do to earn a final grade, attach a copy to the grade report submitted to the registrar, and send a copy to the appropriate dean. The student must take the initiative to remove the "Incomplete" by the midterm date of the next semester (fall, spring, or summer) as specified in the college calendar.

Unusual and extenuating circumstances may be cause for allowing extended time to remove an "Incomplete." These circumstances must be determined by the instructor and student with notification of the extended time to the registrar. A student cannot graduate with an "I" on his record if the course is required for graduation.

If the student fails to complete requirements necessary to remove the "Incomplete" when prescribed and/or the instructor fails to turn in a final grade on an "Instructor's Grade Change" report by the midterm date of the next (fall, spring, or summer) semester as specified in the college calendar, a grade of "F" will be assigned by the registrar and computed in the student's cumulative grade point average.

Withdrawals

A student who initiates a withdrawal from a curriculum course should complete an official Withdrawal form with appropriate personnel. An instructor may initiate a student withdrawal in accordance with the college's attendance policy.

If after withdrawing, a student has a break in enrollment for one academic year (fall and spring or spring and fall consecutively), then the student will enroll under the provisions of the current catalog at the time of re-entry. Withdrawals follow all state, federal, and third-party requirements.

A student who wishes to withdraw from a curriculum course should complete an official Withdrawal form with an admissions counselor. The last date of attendance (including withdrawal resulting from disciplinary suspension or expulsion) from a course can affect the final grade for that course. Distance education students who cannot physically come to campus can initiate withdrawal from a course by phoning or emailing an admissions counselor. The completed form is submitted to and processed by the Records Office. When a student withdraws from the college, they may apply for readmission at the beginning of the subsequent term for which they are eligible.

A student may withdraw within the first 75% of the course session or semester and receive a "W" as long as they do not return to class. After the 75% point as

specified in the college calendar, withdrawal from a course results in a final grade of "WF." A grade of "WF" is treated as an "F" and affects the grade point average.

Withdrawal after the 75% point of the course will be designated with a "WF" except in the case of hardship/medical withdrawal from the college. A hardship/medical withdrawal may be requested from the vice president of student services and documented and filed with the registrar before the end of the term.

When a student has not attended class for two consecutive weeks, has not contacted the instructor, and has not completed an official withdrawal form, the faculty may complete and submit to the registrar a "student termination" or the online withdrawal form. The grade assigned to the student on the Termination form or Withdrawal form will be determined by the last day of attendance; i.e., a "W" if the last day of attendance was on or before the 75% date or a "WF" if the last date of attendance was after the 75% point of the course session.

Transcripts

A student may request via electronic request that an official copy of his or her transcript be sent to another institution, an agency, or employer. A student may request a copy of his or her transcript in person, but will be responsible for submitting any such transcript to a third party. Central Carolina Community College does not accept third-party transcript requests. Curriculum transcripts are the responsibility of the Registrar's Office and non-credit transcripts are the responsibility of the Economic and Community Development Division.

An official curriculum transcript is a copy of a student's entire curriculum-level academic record for Central Carolina Community College. In recognition of the confidentiality of student records, an official transcript will be released only at the request of the student except under due process of the law. Central Carolina Community College retains the right to not issue an official transcript under the following circumstances: 1) the student owes an outstanding balance to the college, 2) the

student owes outstanding materials to the college, and 3) the student has not obtained a verified residential status for tuition purposes.

To request a transcript in person, please visit the Registrar's Office at 1105 Kelly Drive, Sanford, NC between the hours of 8:00 a.m. and 5:00 p.m. Monday–Thursday or 8:00 a.m. to 3:30 p.m. on Fridays. Summer hours may vary. In-person requests will be charged a \$5.00 fee for each transcript requested. Please bring a picture ID when picking up your transcript.

For electronic requests, the student's Central Carolina student ID number is required for this service, not the social security number. If you place an order without using your student ID number, the order will be canceled. Please contact the Registrar's Office at (919) 718-7201 to obtain your student ID number. Online requests will be charged a \$3.75 fee for each transcript and must be paid with a debit/credit card. All online transcript fees are collected by a third-party agency that provides the transcript management and certification system. Through this service, students can order:

- A paper transcript sent via USPS first-class mail

- Electronic transcript that is delivered to any valid email address as a secure PDF

Note: For students that attended prior to 1997, electronic transcripts may not be available. Please contact the Registrar's Office at (919) 718-7201 to inquire before placing an order. Students wishing to order end-of-term transcripts, please wait two days after the semester has ended to submit your request. Students waiting for degrees to be posted, please submit your request after graduation.

The Registrar's Office will process orders within one to two business days.

Central Carolina Community College certifies that an electronic transcript (e-transcript) issued by Parchment/AVOW Systems is an official college transcript. The acceptability of an e-transcript will be determined by the receiving institution/recipient in accordance with their policies and procedures.

Graduation Requirements

Graduation exercises are held annually for an academic year at the close of the spring term. A student who graduates or anticipates graduation during the academic year may participate in the ceremonies held on graduation day. Students who complete graduation requirements and apply for graduation in the fall or summer term when a ceremony is not held for degrees to be conferred, will have credentials released after the Board of Trustees meets during that subsequent quarter and confers students' credentials. The student must apply for their degree, diploma, or certificate by the midterm of the term in which coursework is scheduled for completion. A graduation fee will be charged to students. Graduation fees are used to cover costs for degrees, diplomas, certificates, e-credentials, honorariums, flowers, etc. In compliance with the Student-Right-To-Know and Campus Security Act of 1991, the college's graduation rate and annual crime statistics are available on request from Student Services.

Attendance

Central Carolina Community College values a philosophy that supports the attainment of education, skills, and competencies integrated with a strong awareness of a workplace ethic of responsibility and commitment to excellence. Regular attendance is required and demonstrates a commitment to educational achievement and good workplace ethics.

Procedures guiding student attendance in curriculum classes are as follows:

1. All work missed during absences must be made up to the satisfaction of the instructor, and failure to make up work may adversely affect the student's final grade.
2. Students may be withdrawn by the instructor for missing more than 20% of the class meetings before the last day to drop a course will receive a grade of "W."

3. The college establishes attendance requirements and instructors maintain accurate records of membership/attendance in accordance with state, federal, and third-party regulatory guidelines.
4. Central Carolina Community College authorizes two absences from classes each academic year for religious observances required by the faith of a student. For the purposes of this policy, an academic year begins on the first day of fall classes in August and ends on the last day of summer classes in July each year. Absences due to religious observance are in addition to allowed absences set forth by 80% attendance requirement. Students requesting absence from class for religious observance must obtain prior approval to the date of the absence. Students who miss class for religious observance will be granted the opportunity to make up work missed due to the absence.
5. Making up absences is at the discretion of the instructor or may be guided by internal procedures determined by individual departments or programs when necessary to comply with guidelines prescribed by accrediting or licensing agencies. Allied Health, Barbering, Basic Law Enforcement Training (BLET), Cosmetology, and Esthetics are examples of such programs and courses where external agency requirements may influence attendance guidelines.
6. At the discretion of the instructor, a student may be referred to the Student Services Department or to the College Success Center for counseling relative to absenteeism. The visit must be documented prior to re-entry to the class.
7. In all cases of withdrawals initiated by the instructor, instructors are required to maintain accurate attendance records.

8. Absences due to late registration shall be counted as regular absences. If a student has been in attendance prior to the 10% census date, but has been absent, the instructor should not initiate student withdrawals except for students who have never attended class. When the instructor decides to withdraw a student, the instructor will notify the student through the student's official college email in a timely manner.
9. If a student wishes to appeal an instructor's decision to withdraw him for absences, the student should follow the grade appeals procedure guided by the form posted on the Registrar's web page.
10. Students who anticipate an absence should contact their instructor before the class meets. Should this prior notice to the instructor be impossible, the student should expect to explain his/her absence upon return to class.
11. Excessive tardiness may be dealt with in a manner similar to that for absences. Three tardies constitute one absence. Students who are late by 10 minutes or more may be marked absent for that hour of class. Note: A grade of "W" may adversely affect third-party payments (e.g., financial aid, VA benefits).
12. Disciplinary withdrawals may be appealed through the procedures outlined under student rights (disciplinary procedures).

Distance Education Attendance

Attendance or participation in distance education courses is defined as completing and submitting academic work. At the semester start, students must complete the course-specific orientation, including a required orientation quiz by the deadline to remain enrolled in the course. Failure to meet this orientation requirement will result in being withdrawn from the course at the student's expense. Simply clicking into a Blackboard site or related application does not constitute attendance. Students should reference distance education materials and their course-specific syllabi for more detailed requirements for active and appropriate participation in distance education courses.

When students do not meet attendance standards in distance education courses as set forth in distance education materials and course-specific syllabi, students will be dropped from the course with the outcomes as described for traditional students.

A student may be suspended from a course for disciplinary reasons at any point during a course. If a student wishes to appeal an instructor's decision to withdraw him for absences, the student should follow the grade appeals procedure guided by the form posted on the Registrar's web page. Disciplinary withdrawals may be appealed through the procedures outlined under student rights (disciplinary procedures).

Withdrawing Students from Class Roll

A student will be withdrawn when the student gives notice of withdrawal or has been absent from class for more than two consecutive weeks without making personal contact with the instructor indicating intention to

continue in the course. Absence must be for a valid reason and the student must make personal contact with the instructor to give or receive information or assignments relative to the course. All work missed during the period of absence must be made up to the satisfaction of the instructor.

A student withdrawn for more than two consecutive weeks of absences without contact or for any other reason may be readmitted through the Student Services Department. Permission to reenroll will be given only with approval of the instructor. All work missed must be made up. A student may be dropped from a course for disciplinary reasons.

Student Rights, Responsibilities, and Judicial Procedures

I. Preamble

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom,

on the campus, and in the community. Students should exercise their freedom with responsibility. As members of the academic community, students are subject to the obligations, which accrue to them by virtue of this membership. When a student's violation of the law adversely affects the college's pursuit of its recognized educational objectives, the college may enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the college whether or not their conduct violates the law. If a student's behavior simultaneously violates both college regulations and the law, the college may take disciplinary action independent of that taken by legal authorities.

II. Student Rights

- A. Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided for by the college. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.
- B. Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to reasonable and nondiscriminatory rules and regulations regarding time, place, and manner. (Students may refer to the Free Speech and Public Assembly policy for details).
- C. Students have the right to inquire about and to propose improvements in policies, regulations, and procedures affecting the welfare of students through established student government procedures, campus committees, and college officers.
- D. The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of and access to student records, and this Act will be adhered to by the college. Students and former students have the right to review their official records and to request a hearing if they challenge the contents of these records. Only directory information will be released without the written consent of the student. Directory information includes name, county of residence,

academic major, enrollment periods, hours earned, degrees awarded, and awards received. However, a student may request in writing to the vice president of student services that directory information be withheld. The college will not sell mailing address lists of any current students, previous students, or graduates.

- E. No disciplinary sanctions other than temporary removal from class or an activity may be imposed upon any student without due process (see Section IV, A.). Due process procedures are established to guarantee a student accused of a Student Code of Conduct violation the right of a hearing, a presentation of charges, evidence for charges, the right to present evidence, the right to have witnesses on one's behalf and to hear witnesses on behalf of the accuser(s), the right to counsel, and the right of appeal.
- F. Grade Appeal: Students have the right to appeal any grade within 15 business days after the posted date of the grade. Students must follow the student appeal process outlined under Section VI. Student Grievance Procedure and Section VIII. Appeals Procedure—Grade Appeal.

- G. All lost and found items may be turned in to any campus reception area to then be forwarded to the Campus Security Office. Students who have lost an item should inquire with the director of campus security and safety about making a claim on turned-in items. Items are kept by the Campus Security Office for 60 days and any unclaimed items are then donated to a local charitable organization.
- H. Students have the right to make a referral to the campus Behavioral Assessment Team (BAT) concerning any student that is exhibiting potentially concerning behavior. The Behavioral Assessment Team is committed to improving campus safety through a proactive, collaborative, coordinated, objective, and thoughtful approach to situations that pose (or may reasonably pose) a threat to the safety and well-being of the campus community, while addressing the diverse psychosocial needs and concerns of students. Referrals are made to the BAT when students, faculty, or staff members observe disturbing, confusing, or potentially threatening behavior from a student(s) and are unsure

of what issues might be developing or are presently involved. The committee has full authority to request documentation regarding the student and will make an assessment to the best of their ability of the student's current status regarding continued enrollment at the college. Their assessment and recommendation, when completed, will then be given to the vice president of student services for possible administrative action. This approach addresses:

- Identification
- Prevention
- Assessment
- Intervention
- Management

What type of behaviors warrants a referral?

Any self-injurious behaviors, suicidal ideation, erratic behavior that disrupts or threatens to disrupt the daily operations of the college and its activities, or behaviors that might compromise campus or personal safety should be referred. When in doubt, make a referral. The BAT hopes to

be proactive in addressing a possible threat to the campus and providing assistance to a student in need if possible. Disruptive or threatening behaviors that have occurred and violate the Student Code of Conduct should continue to be dealt with in the established procedural manner by notifying security, the campus security authority, and the vice president of student services.

III. Student Code of Conduct

The college reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of college officials, a student's conduct is a clear and substantial disruption or clearly threatens to create a substantial disruption to the college community, appropriate disciplinary action will be taken to restore and protect the sanctity of the community.

Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and behavior. The purpose of this code is not to restrict student rights, but to protect the rights of individuals in their academic pursuits.

The following regulations set forth rules of conduct which prohibit certain types of student behavior. Violation of one or more of the following regulations may result in one of the sanctions described in Section V.

This code should not be considered an exclusive list of acceptable and unacceptable behavior.

- A. Academic Dishonesty: Central Carolina Community College expects every student to be committed to honesty and academic integrity. To ensure that all students understand CCCC's expectations, specific examples of cheating and plagiarism, two common forms of dishonesty, are outlined below. The lists are representative, but not all inclusive of various types of academic dishonesty.

Cheating includes copying tests, assignments, projects, presentations, and similar work; submitting work that was previously submitted in another course or at another institution without instructor approval; changing grades without the instructor's knowledge; using unapproved sources (print, electronic, or web materials, etc.) during

tests; receiving and giving assistance with tests or other assignments without instructor approval; and any action which misrepresents or defrauds.

Plagiarism includes representing others' work (papers, tests, assignments, projects, etc.) in any form, print, electronic, web, etc., as your own; not giving credit to work created or composed by another author (refer to The Publication Manual of the American Psychological Association, the MLA Handbook for Writers of Research Papers, or other approved style guides); or submitting a purchased paper, project, or presentation as your own original work.

Other academic honesty violations include allowing others to copy your work, providing your work to others for submission as their own, lying to improve your grade or others' grades, changing a graded work and submitting it for regrading, stealing or destroying others' work, collaborating on work without instructor approval, and impersonating another by taking their examination.

If a student commits an act of academic dishonesty, the consequences may include one or more of the following at the discretion of CCCC administrators: receive a zero grade on that assignment, receive an "F" in that course, and/or be suspended or expelled from the college.

- B. Theft of, misuse of, or damage to college property, or theft of or damage to property of a member of the college community or a campus visitor on college premises or at college functions; unauthorized entry upon the property of the college or into a college facility or a portion thereof which has been restricted in use and thereby placed off limits; unauthorized presence in a college facility after closing hours are violations of behavior.
- C. Possession of or use of alcoholic beverages or being in a state of intoxication on the college campus or at college-sponsored or supervised functions off campus or in college-owned vehicles is prohibited. Possession, use, or distribution of any illegal drugs, except as expressly permitted by law is prohibited. Any influence, which may be attributed to the use of drugs or of alcoholic

beverages, shall not in any way limit the responsibility of the individual for the consequences of their actions. Furthermore, no one with the smell of alcohol on him/her, or whose observable behavior leads a college official to believe he/she is under the influence of alcohol or other drugs, will be allowed at the college or any college activity. Note: Parents are notified when students under age 21 violate drug and/or alcohol laws.

- D. Lewd or indecent conduct, including public physical or verbal action or distribution of obscene or libelous material is prohibited.
- E. Mental or physical abuse of any person on college premises or at college-sponsored or college-supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such persons by committing severe, pervasive acts from both a subjective (i.e., a recipient's view) and an objective perspective (i.e., a reasonable person's view) and thus affects a student's ability to participate in or benefit from one of the college's programs or activities is prohibited.

Note: A student who poses a serious risk of imminent harm (i.e., threat of a violent act against students/or staff), will be expelled immediately. Personal combat will not be tolerated.

- F. Any act, comment, or behavior which is of a sexually suggestive or harassing nature and is/are severe, pervasive acts(s) from both a subjective (i.e., the recipient's view) and an objective perspective (i.e., a reasonable person's view) and thus affects a student's ability to participate in or benefit from one of the college's programs or activities is prohibited.
- G. Intentional obstruction or disruption of teaching, research, administration, or disciplinary proceedings, or other college activities, including public service functions and other duly authorized activities on college premises is prohibited.
- H. Occupation or seizure in any manner of college property, a college facility, or any portion thereof for a use inconsistent with prescribed, customary, or authorized use is prohibited. In addition to usual disciplinary measures, violation of this rule will result in revocation of all scholarships and grants.
- I. Participating in or conducting an assembly, demonstration, or gathering in a manner which threatens or causes injury to person or property; which interferes with free access to, ingress, or egress of college facilities; which is harmful, obstructive, or disruptive to the educational process or institutional functions of the college; remaining at the scene of such an assembly after being asked to leave by a representative of the college staff are prohibited.
- J. Possession or use of a firearm, incendiary device, explosive, or any weapon, except in connection with a college-approved activity is prohibited. This also includes unauthorized use of any instrument capable of inflicting serious bodily injury to any person.
- K. Setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment is prohibited.
- L. Illegal gambling is prohibited.
- M. Smoking (and/or using other forms of tobacco products), eating, or drinking beverages in classrooms, shops, and labs or other unauthorized areas is prohibited.

- N. Vehicles must be parked in designated areas and the parking permit must be visible. Vehicles will be operated safely, moderately, and courteously. The speed limit on all campuses is ten (10) miles per hour. Vehicles must be registered with the Business Office (Lee Main Campus) or the front office (Chatham and Harnett Main campuses) at the first occasion they are used on campus grounds. Violators of traffic and parking regulations are subject to a fine for each violation. Student records may be withheld until fines are paid.
- O. Forgery, alteration, or misuse of college documents, records, or instruments of identification with intent to deceive is prohibited.
- P. Failure to comply with instruction of college officials acting in performance of their duties is prohibited.
- Q. Violation of the terms of disciplinary probation or any college regulation during the period of probation is prohibited.
- R. Fiscal irresponsibility such as failure to pay college-leveled fines, failure to repay college-funded loans, or the passing of worthless checks to college officials is prohibited.
- S. Violation of local, state, or federal criminal law on college premises or while attending college activities is prohibited.
- T. Students are expected to dress appropriately for the occasion. This includes covering the torso and wearing shoes or sandals.
- U. Students are not to bring children to the campus while attending classes or other activities or using the library. Children should not be left unattended in cars while parents attend class or conduct campus business.
- V. Curriculum students are permitted to carry pagers and cellular phones on their persons provided that they comply with all the following:
- No texting or emailing during class.
 - Cellular phones must be set to silent or vibrate mode or be turned off completely during class time.
 - Students will not exit class to respond to messages or calls. If it is an emergency situation, students must notify their instructor prior to exiting class.

- If a student's pager or cellular phone becomes a classroom disruption, they will be asked to remove the pager or cellular phone from class.

College personnel shall retain the right to remove pagers or persons that become disruptive to the learning process. All students choosing to carry pagers or cellular phones must abide by the procedures as outlined above or face disciplinary measures from the college.

W. Students must follow the Library Computer Use policy. This policy states that library computers are provided to conduct research and to communicate with others in support of the college's educational mission. Students, faculty, staff, public patrons, and campus visitors are expected to use computer resources in an ethical, legal, and responsible manner. By logging onto library computers, users acknowledge that they are aware of and agree to the CCCC Internet Acceptable Use policy. Any use of library computers that violates college policy, violates federal, state, or local laws, alters computer and/or

network settings, promotes commercial activity, intends harm or distress to others, or is obscene or malicious in nature is prohibited. Computer access is a privilege, not a right. Violations may result in loss of access and/or disciplinary action.

- X. Students must follow the college's Pets policy. This policy states that pets of any type may not be brought on campus or into any college building. This policy is in no way intended to restrict access to the campus for animals specifically trained to aid individuals with disabilities, police dogs, or those pets that are part of the college's Veterinary Medical Technology program. Pets cannot be left unattended in vehicles while parked on CCCC property.
- Y. The college strictly prohibits and condemns any form of sexual misconduct on any of its campuses or sites, as well as at any college sponsored activities off-campus. Such misconduct includes sexual harassment, gender-based harassment, sexual violence, sexual assault, stalking, domestic violence, dating violence, and intimate partner

violence. Students, faculty, and staff are advised to report any such incidences immediately to any member of the Campus Security Office, the vice president of student services, or their campus security authority.

- Z. Engaging in any form of sexual activity on any campus or site of the college (whether closed or during operating hours) is strictly prohibited.

Student Due Process Procedure

1. Incident/Infraction occurs
2. College official may suspend immediately
3. Notify vice president of student services
4. Vice president of student services investigates and informs student in writing of decision
5. Student may appeal in writing to Judicial Committee
6. Vice president of student services informs student of hearing
7. Judicial Committee hearing
8. Decision sent to student
9. Student may appeal to president
10. President informs student in writing of decision

IV. Disciplinary Procedures

A. Immediate Suspension: If an act of misconduct threatens the health or wellbeing of any member of the academic community or seriously disrupts the function and good order of the college, an instructor or administrative officer may direct students involved to cease and desist such conduct and advise them that failing to cease and desist will result in immediate suspension. If the students fail to cease and desist, the instructor or administrative officer may then suspend them from the class, the activity, or the college until a resolution of the matter can be made. The instructor or administrative officer invoking such suspension shall notify the vice president of student services in writing of the individuals involved and the nature of the infraction as soon as possible following the incident. The vice president of student services shall resolve the matter in a timely fashion utilizing the steps outlined in Section IV. C. Disciplinary Procedures.

B. Responsibility for Implementation: The vice president of student services is responsible for implementing student discipline procedures.

C. Disciplinary Procedures:

In order to provide an orderly procedure for handling student disciplinary cases in accordance with due process and justice, the following procedures will be followed:

1. **Charges:** Any administrative official, faculty member, staff member, or student may file charges with the vice president of student services against any student or student organization for violations of college regulations. The individual(s) making the charge must notify the vice president of student services in writing stating: name of the student(s) involved, the alleged violation of the specific code of conduct, the time, place, and date of the incident, names of person(s) directly involved or witnesses to the infraction(s), any action taken that related to the matter, and desired solution(s).
2. **Investigation and Decision:** After the charge is filed, the vice president of student services shall complete a preliminary investigation of the charge and shall schedule a meeting with the student. After discussing the alleged infraction with the student, the vice president of student services may act as follows:
 - a. drop the charges.
 - b. impose a sanction consistent with those shown in Section V. Sanctions.
 - c. refer the student to a college office or community agency for services.
3. **Notification:** The decision of the vice president of student services shall be presented to the student in writing following the meeting with the student. In instances where the student cannot be reached to schedule an appointment with the vice president of student services or where the student refuses to cooperate, the vice president of student services shall send a certified letter to the student's last known address providing the student with a list of the charges, the vice president of student services' decision, and instructions governing the appeal process (Section VII. Appeals Procedure – Sanctions or Disciplinary Actions).

V. Sanctions

A. Reprimand: This written communication gives official notice to the student that any subsequent offense against the Student Code of Conduct will carry heavier penalties because of this prior infraction.

B. General Probation: An individual may be placed on general probation when involved in a minor disciplinary offense. General probation has two important implications. First, the individual is given a chance to show his/her capability and willingness to observe the Student Code of Conduct without further penalty; second, if he/she errs again, further action will be taken. This probation will be in effect for no more than two terms.

C. Restrictive Probation: Restrictive probation results in loss of good standing and becomes a matter of record. Restrictive conditions may limit activity in the college community and/or access to specified college facilities. Generally, the individual will not be eligible for initiation into any local or national organization, and may not receive any college award or other honorary recognition. The individual may not occupy a position of leadership or

responsibility within the college or with a student organization, publication, or activity. This probation will be in effect for no less than two terms. Any violation of restrictive probation may result in immediate suspension.

D. Restitution: This requires paying for damaging, misusing, destroying, or losing property belonging to the college, college personnel, or students.

E. Interim Suspension: This results in exclusion from class and/or other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged violation.

F. Loss of Academic Credit or Grade: This is imposed as a result of academic dishonesty.

G. Withholding Transcript, Diploma, or Right to Register: These are imposed when financial obligations are not met.

H. Suspension: This results in exclusion from the college and all activities of the college for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation or for repeated misconduct. Students who receive this sanction must

get specific, written permission from the vice president of student services before returning to campus.

I. Expulsion: This is dismissing a student from the college and all activities of the college for an indefinite period. The student loses his/her student status. The student may be readmitted to the college only with the approval of the president.

Note: A student who poses a serious risk of imminent harm (i.e., threat of a violent act against students/or staff), will be expelled immediately.

J. Group Probation: This is given to a college club or other organized group for a specified period of time. If group violations are repeated during the term of the sentence, the charter may be revoked or activities restricted.

K. Group Restriction: This is removing college recognition during the term in which the offense occurred or for a longer period (usually not more than one other term). While under restriction, the group may not seek or add members, hold or sponsor events in the college community, or engage in other activities as specified.

L. Group Charter Revocation: This is removal of college recognition for a group, club, society, or other organization for a minimum of two years. Re-charter after that time must be approved by the president.

VI. Student Grievance Procedure

A. Purpose: The purpose of the student grievance procedure is to provide a system to channel student complaints against a college employee. Such complaints include academic grades, alleged discrimination, and alleged harassment.

B. Procedures:

- A. First, the student must go to the instructor or staff member with whom the problem originated and attempt to resolve the problem at this level. If the grievance is related to an academic grade, the student must follow the steps outlined in the Grade Appeal form as indicated in VIII. Appeals Procedure – Grade Appeal. In extreme cases such as alleged sexual harassment, the student may go directly to the vice president of student services or any other college official with whom the student feels comfortable.

- B. If the grievance related to discrimination or harassment is not resolved in step one, the student may appeal to the department chair or dean responsible for the student's curriculum. The department chair or the dean will attempt to resolve the conflict.
- C. If the grievance related to discrimination or harassment is not resolved in step two, the student may appeal to the responsible vice president who will attempt to resolve the conflict.

VII. Appeals Procedure – Sanctions or Disciplinary Actions

A student who disagrees with the decision of the vice president of student services may request a hearing before the Judicial Committee. This request must be submitted in writing to the vice president of student services after the receipt of the vice president of student services' decision. The vice president of student services shall refer the matter to the Judicial Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student or college employee against whom the charge has been filed, and the relevant facts revealed by the vice president of student services' investigation.

A. Committee Composition:

Membership of the Judicial Committee shall be composed of the following:

- Three faculty or staff members appointed by the chief academic officer of the college.
- Three student members who are unfamiliar with the student or the complaint, appointed by the student activities coordinator. New students may be selected for each hearing. A college faculty or staff member appointed by the president to serve as committee chairperson will vote only in case of a tie. A new chairperson may be appointed for each hearing.
- The student activities coordinator is an ex officio, non-voting member serving as an impartial observer to ensure that the student's rights are protected.

Note: At least two faculty/staff members and two students, plus the chairperson must be present in order for the committee to conduct business.

B. Procedures for Hearings Before the Judicial Committee:

A. Procedural responsibilities of the vice president of student services include the following:

- The Judicial Committee must meet after receipt of a request for a hearing, unless the student (the defendant) requests additional time. Prior to the date set for the hearing, the vice president of student services shall send a certified letter to the student's last known address providing the student with the following information:
 - A restatement of the charge or charges.
 - The time and place of the hearing.
 - A statement of the student's basic procedural rights.

B. Basic procedural rights of students include the following:

- The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the committee. If the student opts to bring counsel, the student must inform the vice president of student services of this intention when the request for the hearing is filed. If the student brings counsel to the hearing without so informing the vice president of student services, the committee chairperson will give the student the option of proceeding without counsel or postponing the hearing.
- The right to request that the committee chairperson disqualify any member of the committee for prejudice or bias. If a member is disqualified, the committee must still have five members (see note below VII. A.) 4.) to conduct business. Additionally, if a faculty or staff member is the defendant, the faculty or staff member also has the right to request that a committee member be disqualified for prejudice or bias.

- The right to present evidence (including witnesses).
 - The right to face the person(s) bringing the charge(s).
 - The right to hear witnesses on behalf of the person bringing the charges.
 - The right to testify or to refuse to testify without such refusal being detrimental to the student.
 - The right to appeal the decision of the committee to the president who will review the official record of the hearing. The appeal must be in writing and it must be made after completion of the hearing.
- The faculty or staff member bringing the charge against the student or being accused by the student.
 - Counsels (see VII. B. 2. a. The Right to Counsel).
 - Witnesses who shall:
 - Give testimony singularly and in the absence of other witnesses.
 - Leave the committee meeting room immediately after completion of the testimony.

C. The conduct of the committee hearings is as follows:

- Hearings before the committee shall be confidential and shall be closed to all persons except the following:
 - The student (absence of the student will result in adjournment of the hearing and no further action will be taken).
- The hearings will be tape recorded. Tapes will become the property of the committee and the president will determine access to them. All tapes will be filed in the vault in the college Business Office and kept for three years. The vice president of student services will keep copies of all correspondence and rulings surrounding the hearing for three years.

- The committee shall have the authority to adopt supplementary rules of procedure consistent with this code.
- The committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.
- Upon completion of a hearing, the committee shall meet in executive session to determine concurrence or nonconcurrence with the original finding and to recommend sanctions, if applicable.
- Decisions of the committee shall be made by majority vote.
- After the decision of the committee, the vice president of student services shall send a certified letter to the student's last known address providing the student with the committee's decision.

C. Appeal to the President

A student who refuses to accept the findings of the committee may appeal in writing to the president after receipt of the committee's decision. The president shall have the authority to:

- Review the findings of the proceedings of the committee.
- Hear from the student, the vice president of student services, and the members of the committee before ruling on an appeal.
- Approve, modify, or overturn the decision of the committee.
- Inform the student in writing of the final decision within 10 working days of the receipt of the appeal.

VIII. Appeals Procedure – Grade Appeal

- A. The purpose of the grade appeal procedure is to provide a system to address student complaints regarding grades awarded for specific assignments and/or courses.

B. Procedures:

- The student initiates the appeal of an individual grade or course grade by completing the biographical and descriptive information prompted on the first page of the grade appeal form. The student then submits the completed form to the instructor of the class in which the grade was assigned.
- The instructor reviews the description of the problem and any related supporting evidence documented on the form by the student and then renders a decision to either uphold or amend the grade. The instructor records information related to the decision on the form and reports this information to the student. Based on the instructor's decision, the student indicates on the form whether to accept the instructor's decision or to continue the appeal process.
- If the student wishes to continue the appeal process, then the student has the right to appeal the instructor's decision to the appropriate supervising department chair who will, in turn, respond with a decision to uphold the original grade or to overturn the instructor's decision. If, after completing this step, the student feels that the issue is still unresolved, then the student has the right to appeal the department chair's decision to the appropriate supervising academic dean who will respond with a decision to uphold the original grade or to overturn the department chair's decision. If the issue is still unresolved, the student may continue the appeal process based on the time frames and sequence specified on the grade appeal form.

Distance Education Student Rights and Grievances

Student rights equally apply and extend to distance education students as previously described. Likewise, the requirements, guidelines, and procedures for grievances equally apply and extend to distance education students. Distance education students can refer to the college catalog or the previous section for more complete information. Students can also contact the distance education staff for direction.

Free Speech and Public Assembly

Central Carolina Community College encourages its community to exercise the right to freedom of speech granted by the First Amendment to the Constitution of the United States of America and has established a policy that informs members of the college

community and the public of the manner in which they may engage in constitutionally protected speech and expression at Central Carolina Community College. It is intended to protect one's right to freedom of speech without interfering with the primary educational purpose of the college. Students are authorized to exercise this right freely as long as the exercise of this right does not violate applicable rules of the college, substantially disrupt normal operations of the college, or substantially interfere with the rights of others.

Individuals or groups wishing to utilize college property to exercise their free speech should submit a written and signed request to the director of student activities at least three working days prior to the desired date. The following information must be included in this written request:

- Name of the person or organization submitting the request
- Address, email, and phone number
- Date and times requested
- List of planned activities (i.e., speech, signs, distribution of literature)

- Anticipated number of participants and attendance
- Signature of requestor

For further information on the CCCC Free Speech and Public Assembly policy and procedure, please refer to cccc.edu/about/policies-procedures or contact the director of student activities.

Title IX: Sexual Violence, Sexual or Gender-based Harassment, and Other Sexual Misconduct

Central Carolina Community College (CCCC) is committed to providing an environment that is supportive of its primary educational mission and free from sex/gender-based misconduct, in Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106:

“No person in the United States, shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Members of the college community, guests, and visitors have the right to be free from all forms of sex/gender harassment, discrimination, and misconduct. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. CCCC will not tolerate acts of Title IX or sex/gender-based harassment in any of its forms, including, but not limited to, sexual or gender-based harassment, rape, sexual assault, other forcible and non-forcible sex offenses, domestic or dating violence, or stalking, and supports this policy for all students, faculty, and staff. All actions taken to investigate and resolve complaints through this process will be conducted in a matter that preserves confidentiality to the greatest extent possible under the circumstances, without compromising the thoroughness of the investigation.

Inquiries concerning Title IX compliance should be referred to the Title IX coordinator, who is charged with the oversight of all Title IX claims and investigations. The president has the authority to designate the Title IX coordinator and/or deputy Title IX coordinator(s), and to change them as needed. Their specific identities and contact information are posted prominently on the CCCC website.

Education for students, faculty, and staff will be provided through appropriate training programs, which may include:

- New-employee orientation programs
- Professional development training
- Student and employee handbooks
- Brochures, posters, pamphlets
- Campus media
- Webinars

Sexual Misconduct Offenses

Sexual harassment is a form of sex discrimination and refers to unwelcome, sexual, sex-based and/or gender-based verbal, written, online and/or physical conduct. Sexual harassment

includes quid pro quo harassment. Gender-based harassment may involve acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature and includes any other conduct that has the purpose or effect of unreasonably interfering with one's freedom by creating an intimidating, hostile, humiliating, or sexually offensive academic environment. Anyone experiencing sexual or gender-based harassment in any college program is encouraged to report it immediately to the Title IX coordinator.

While in some cases individuals may make sexual comments or jokes or personal advances without intending harm, such actions can be unwanted, threatening, and perceived as harassment. Stopping sexual or gender-based harassment in its many forms requires an increased awareness by everyone at the college of the impact that such actions may have on others. The following is a partial list of unwelcome, unwanted behavior, which may be considered sexual or gender-based harassment:

- Unwelcome sexual advances or propositions – whether they involve physical touching or not;

- Written or verbal sexual epithets, jokes, or references to sexual conduct, gossip regarding one's sex life;
- Written or verbal abuse of a sexual nature, use of sexually degrading, or vulgar words to describe an individual;
- Leering, whistling, brushing against another's body, sexual gestures;
- The display of sexually suggestive objects, pictures, posters, cartoons, websites, and any form of electronic communication;
- Comments about an individual's body or appearance, or regarding one's sex life, experience, sexual prowess, or sexual deficiencies;
- Asking questions about sexual conduct or probing into one's sex life or relationships; and
- Harassment consistently targeted at only one sex, even if the content of the verbal abuse is not of a sexual nature.

Definitions and descriptions of Sexual Violence, Sexual Misconduct, and other applicable definitions:

Intimate Partner Violence (IPV): the overarching term used to address any form of domestic or dating violence.

Sexual Assault: An offense that meets the definition of rape, fondling, incite, or statutory rape as used in the FBI's UCR program.

Sex Offenses: any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence: A felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person's safety or the safety of others; or

- Suffer substantial emotional distress.
- For the purposes of this definition:
 - Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
 - Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
 - Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Sexual Violence: any non-consensual sexual contact including penetration.

Victim/Survivor: the person who has experienced IPV, stalking, and/or sexual violence.

Alleged Perpetrator: an individual who the victim/survivor identifies as having perpetrated IPV, stalking, or sexual violence.

Reporting Party: a victim/survivor who has notified CCCC that sexual misconduct/violence has occurred.

Responding Party: the individual who the reporting party identifies as having perpetrated sexual misconduct/violence.

Consent: Explicit approval to engage in sexual activity demonstrated by clear actions or words. This decision must be made freely and actively by all participants. Non-verbal communication, silence, passivity, or lack of active resistance does not imply consent.

Hostile environment: An environment created where sexual harassment is sufficiently severe or persistent or pervasive, and objectively offensive.

Non-consensual sexual contact: Any intentional sexual touching, with any object, by a person upon another person that is without consent and/or by force.

Non-consensual sexual intercourse: Any sexual intercourse, however slight, with any object, by a person upon another person that is without consent and/or by force.

Quid Pro Quo Harassment: Unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a person having power or authority over another.

Sexual Exploitation: When one person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to: invasion of sexual privacy, prostituting another person, non-consensual digital, video or audio recording of nudity or sexual activity; engaging in voyeurism; knowingly exposing someone to or transmitting an STI, STD, or HIV to another person.

Awareness programs: Community-wide or audience specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

Bystander intervention: Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes:

- Recognizing situations of potential harm
- Understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking actions to intervene

Ongoing prevention and awareness campaigns: Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.

Primary prevention programs:

Programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe direction.

Risk reduction: Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

Prompt, fair, and impartial proceeding: A proceeding that is completed within reasonably prompt timeframes designated by an institution's policy, including a process that allows for the extension of timeframes for good cause and with written notice to the reporting party and the responding party of the delay and the reason for the delay;

Conducted in a manner that:

- Is consistent with the institution's policies and transparent to the accuser and accused;
- Includes timely notice of meetings at which the reporting party or responding party, or both, may be present; and
- Provides timely and equal access to the reporting party, the responding party, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and
- Conducted by officials who do not have a conflict of interest or bias for or against the reporting party or the responding party.

Proceedings: All activities related to a non-criminal resolution of an institutional disciplinary complaint, including but not limited to, fact finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

Result: Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution.

Reporting and Confidentiality

All college employees have a duty to report Title IX violations immediately to the Title IX coordinator, unless their position requires them to maintain confidentiality except in extreme cases of immediate threat or danger, or abuse of a minor. Examples of those who may be required to maintain confidentiality include licensed professional counselors, clergy working within the scope of their licensure or ordination, or licensed medical professionals. The reporting party will be notified when information cannot be kept confidential.

If the reporting party requests confidentiality and decides not to file charges in a Title IX violations case, an anonymous report of the incident must be made in order to comply with the Clery Act (campus crime reporting).

Investigation and Resolution of Claims

All claims shall receive a prompt, fair, and impartial investigation and resolution. Investigations shall be conducted by officials who receive training on issues related to the aforementioned crimes and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. The reporting party and the responding party are entitled to a fair and equitable process, and both shall be simultaneously informed, in writing, of:

- Specific finding for each violation and each responding party involved in the proceeding;
- Sanctions resulting from the outcome of the proceeding;
- CCC's procedures for appeal of the results

Sanctions

Sanctions may be imposed upon any member of the college community found to have violated the Title IX: Sexual Violence, Sexual or Gender-based Harassment, and Other Sexual Misconduct policy. Sanctions for sexual misconduct can range from probation to expulsion/termination, or other appropriate sanction based on the severity of the incident. This policy applies to both students and employees.

Protection against Retaliation

Retaliation is defined as any materially adverse action that might well have dissuaded a reasonable person from making or supporting a complaint of Title IX violations. A complaint's actual or perceived lack of merit does not excuse retaliatory conduct.

Retaliation against any individual for reporting Title IX violations or against one who participates in an investigation will not be tolerated. In responding to reports of retaliation, the college will conduct a prompt, thorough and impartial investigation and will take appropriate remedial measures.

False Accusation

CCCC recognizes that the question of whether a particular course of conduct constitutes Title IX violations requires a factual determination. The college also recognizes that false accusations can have serious effects on innocent persons. If, after investigation, it is clear that the reporting party who has accused another of Title IX violations maliciously or recklessly made a false accusation, the reporting party will be subject to appropriate disciplinary action, up to and including expulsion.

Questions

For questions regarding Title IX policy as it relates to students, please contact:

Title IX Coordinator, Heather Willett,
Dean of Student Support Services

Lee Main Campus, Hockaday Hall, Rm 40
1105 Kelly Dr. | Sanford, NC 27330

Phone: (919) 718-7530
Email: titleix@cccc.edu

For questions regarding Title IX policy as it relates to employees, please contact:

Deputy Title IX Coordinator (Faculty and Staff), Trinity Faucett, Director of Human Resources

Lee Main Campus, Science Bldg.,
Human Resources
1105 Kelly Dr. | Sanford, NC 27330

Phone: (919) 718-7291
Email: tfaucett@cccc.edu

Campus Sex Crimes Prevention Act Information

The Campus Sex Crimes Prevention Act is a federal law that requires institutions of higher education to inform the campus community where law enforcement agency information on registered sex offenders is available. Additionally, the law requires persons registered as sex offenders, and who are employed by the institution, who carry on a vocation at the institution, or who attend classes at the institution, to notify the institutions of higher learning of their presence on campus.

Information regarding individuals on the registered sex offenders' list can be obtained from the sheriff's office in Chatham, Harnett, and Lee counties. Additionally, the North Carolina Department of Corrections website (doc.state.nc.us) provides access to search offender information by the offense committed, the county in which the offense was committed, the date of admission into a correctional facility, and the offender's status and release date.

Family Educational Rights and Privacy (FERPA)

CCCC protects the privacy of students in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 (the "Act"), as amended, enacted as Section 444 of the General Education Provisions Act. This policy is applicable for all students, regardless of the mode of instructional delivery for the courses in which the students are enrolled.

Under this Act, students have the right to:

- Inspect and review their education records;
- Seek amendment of their education records that they believe to be inaccurate, misleading, or otherwise in violation of their privacy rights;
- Consent to disclosures of personally identifiable information contained in their record, except to the extent that the Act (and in particular Section 99.31) authorizes disclosure without consent; or

- File with the U.S. Department of Education a complaint under Sections 99.63 and 99.64 concerning alleged failures by the college to comply with the requirements of the Act.

CCCC allows disclosure of education records to administrative officials, faculty, and staff, who are determined to have a legitimate educational interest. Administrative officials and faculty/staff are considered to have a legitimate educational interest if they might reasonably need to access information to advise or assist a student with any college-related matter.

CCCC may disclose directory information without consent. Directory information means information contained in the education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. CCCC has designated directory information to be the following:

- Name
- County of residence
- Academic major
- Enrollment periods
- Hours earned

- Degrees awarded
- Awards received

A student has the right to refuse to let CCCC designate any or all types of information about him/her as directory information.

Drug and Alcohol Prevention

Safe and Drug Free Schools and Communities Act of 1994

Central Carolina Community College complies with the Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) as implemented by regulations and contained in 34 CFR Part 86, Subpart B, (amended as Title IV Safe and Drug Free Schools and Communities Act of 1994).

A. Program and Policy

Promoting a drug and alcohol free environment is everyone's responsibility. CCCC supports this nationwide movement and is committed to maintaining such an environment for all employees and students. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance by

employees or students at any official college location or at any location while engaged in activities on behalf of the college is prohibited. "Controlled substance" generally refers to drugs which have a high potential for abuse. Such drugs include, but are limited to, heroin, cocaine, marijuana, PCP, and "crack." This includes, but is not limited to, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of Section 2020 of the Controlled Substance Act (21 U.S.C. Section 812) and is further defined by regulation at 21 C.F.R. 1300.11 through 1300.15 or article 5 Chapter 90 of the North Carolina General Statutes. They also include "legal drugs" which are not prescribed by a physician. Likewise, possessing, consuming, or serving alcoholic beverages at any college location is prohibited.

N.C. General Statutes 90-95 states that it is unlawful for any person:

- To manufacture, sell, deliver, or possess with intent to manufacture, sell, or deliver a controlled substance;
- To create, sell, deliver, or possess with intent to sell or deliver, a counterfeit controlled substance;

- To possess a controlled substance.

CCCC policies also prohibit:

- Possessing, consuming, or serving alcohol beverages or controlled substances; or use, manufacture, and/or sell of controlled substances at any college location. Applies to all employees and students.
- Possessing, using, transmitting, or being under the influence of any narcotic drug, intoxicant of any kind. Applies to all employees and students.

B. Disciplinary Action

If an employee is convicted of violating and criminal drug statute while in the workplace, he or she will be subject to disciplinary action up to and including termination. Likewise, the violation of the college Alcohol policy is also subject to disciplinary action. This action may include, but is not limited to, probation, suspension, termination, or the required successful completion of a drug or alcohol treatment program sponsored by an approved private or governmental institution as a precondition for continued employment.

A penalty will be imposed on students through the office of the vice president of student services as a result of unacceptable conduct which includes violation of the college's drug and alcohol policies.

Disciplinary actions may include: a written reprimand; being dropped from a class; receiving a failing grade on a test of course; probation; suspension from the college; dismissal from the college; or possible prosecution. More information can be found in the Student Code of Conduct sections of the student handbook or the college catalog.

C. Drug Counseling and Rehabilitation Services

CCCC recognizes the effects of drug and alcohol use. For more information about health risks along with legal repercussions please see *Drugs: The Risks and the Laws* and *Alcohol: The Risks and the Laws*.

If you need to seek assistance for any reason related to the use/abuse of drugs or alcohol, a member of the CCCC counseling staff will act as a referral source to the following services of Lee, Chatham, and Harnett counties:

Alcoholic Anonymous
(919) 776-5522

Pinehurst Treatment Center
(910) 215-3330

Holly Hill Hospital
(800) 447-1800

Carolina Behavioral Care
(910) 295-6007

Sandhills Center/Lee
(919) 774-6521

High Point Behavioral Health
(800) 525-9375

Sandhills Center/Harnett
(910) 893-2118

Alamance Regional Medical Center (800) 522-9418

Full texts of all applicable laws and college policies are available in the office of the vice president of student services.

ALCOHOL: THE RISKS AND THE LAWS

TYPES OF ALCOHOL	HEALTH RISK	TO POSSESS, ATTEMPT TO PURCHASE OR PURCHASE; TO SEE OR GIVE	AIDER AND ABETTOR
<p>Malt Beverage is beer, 1/2 of 1% to 6% alcohol</p> <p>Unfortified Wine is wine not more than 17% alcohol</p> <p>Fortified Wine is wine of not more than 25% alcohol</p> <p>Spirituos Liquor is distilled spirits or ethyl alcohol, including spirits of wine, whiskey, rum, brandy, gin etc.</p> <p>Mixed Beverage is a drink composed in whole or part of spirituous liquor and served at restaurants, hotels and private clubs licensed by the state.</p>	<p>Psychologically and physically addictive: respiratory depression; depression of the immune system; increased risk of heart disease, cancer, accidents, hypertension, brain damage; damage to unborn fetus; impotence at high dosage levels</p>	<p>Malt Beverages, Unfortified Wine, Fortified Wine, Spirituos Liquor or Mixed Beverage to Anyone Under Twenty-One (21) Years Old:</p> <p>Maximum Penalty: Imprisonment for a term not exceeding two (2) years or a fine, or both, in the discretion of the court (Misdemeanor); however, to possess, attempt to purchase or purchase by 19 - or 20 - year old is an infraction punishable by a fine not to exceed twenty-five dollars (\$25)</p>	<p>1. Any person who is under (21) years of age to purchase and who aids or abets another to attempt to purchase, purchase or to possess, sell or give shall be guilty of a misdemeanor punishable by imprisonment for not more than six (6) months and/or a fine up to five hundred dollars (\$500)</p> <p>2. Any person over (21) years of age to purchase and who aids or abets another to attempt to purchase, purchase or to possess, sell or give shall be guilty of a misdemeanor punishable by imprisonment for not more than two (2) years and/or fine up to two thousand dollars (\$2,000)</p>

GET HELP: CONTACT INFORMATION

Locally	Statewide and Others	Nationally
<ul style="list-style-type: none"> • Health and Mental Health Departments • Drug Action Committee of Lee County • Alcohol and Drug Treatment Centers • Department of Social Services • Alcoholics Anonymous • ALANON • Hospitals • United Way (Family Services, Drug Action, etc.) • Residential Care and Treatment Centers • Crisis & Suicide Intervention • Police and Sheriff Departments 	<ul style="list-style-type: none"> • N.C. Department of Human Resources/Division of Health Services (800) 688-4232 • State Employees Assistance Program (888) 298-3907 	<ul style="list-style-type: none"> • National Clearinghouse/Alcohol & Drug Information (800) 729-6686 • National AIDS Information Clearinghouse (800) 729-6686 • National Council on Alcoholism and Drug Dependence (800) 622-2255 • SAMHSA National Help Line (800) 662-HELP (4357) • Cocaine Hotline (800) COCAINE • National Institute on Drug Abuse Hotline (800) 662-HELP • National Institute of Drug Abuse Help Line (800) 662- 4971 • American Council on Alcoholism (800) 527-5344 • Al-Anon (800) 356-9996 • www.healthorg

DRUGS: THE RISKS AND THE LAWS

TYPES OF DRUGS	HEALTH RISK	Maximum Penalty	TO POSSESS WITH INTENT TO SELL, MANUFACTURE, OR DELIVER
Schedule I: Heroin, LSD, Peyote, Mescaline, Psilocybin (Shrooms), Other Hallucinogens, Methaqualone (Quaaludes), Phencyclidine (PCP), and MDA	Psychologically and physically addictive; depression, withdrawal symptoms, convulsions, death, unpredictable behavior with hallucinogens; possible damage to unborn fetus	Maximum Penalty: Five (5) years in prison and /or fine (Felony)	Maximum Penalty: Ten (10) years in prison and/or fine (Felony)
Schedule II: Morphine, Demerol, Codeine, Percodan, Percocet, Fentanyl, Dilaudid, Seconal, Numbutal, Cocaine, Amphetamines, and other opium and opium extracts and narcotics.	Psychologically and physically addictive; withdrawal symptoms, convulsions, respiratory failure, frequent accidents; possible damage to unborn fetus; death, cocaine and amphetamines increase blood pressure which can lead to irregular heartbeat and death; amphetamines can cause agitation; increase in body temperature, hallucinations, convulsions, possible death	Maximum Penalty: Two (2) years in prison and/or \$2,000 fine (Misdemeanor) Unless: 1. Exceeds 4 tablets, capsules, other dosage units or equivalent quantity of hydromorphone 2. Exceeds 100 tablets, capsules other dosage units or equivalent quantity 3. One gram or more of cocaine. Maximum Penalty: Five(5) years in prison and/or fine (Felony)	Maximum Penalty: Ten (10) years in prison and/or fine (Felony)
Schedule III: Certain barbiturates such as amobarbital and codeine containing medicine such as Fiorinal #3, Doriden, Tylenol #3, Empirin #3 and cocaine-based cough suppressants such as Tussonex and Hycomine; and all anabolic steroids.	Psychologically and physically addictive; potential liver damage, nausea and vomiting, dizziness, disorientation, shallow breathing, cold and clammy skin, coma, possible death; withdrawal symptoms include anxiety, tremors, insomnia, convulsions; possible damage to unborn fetus	Maximum Penalty: To possess less than (100) tablets, capsules, other dosage units or equivalent quantity: Two (2) years in prison and/or fine (Misdemeanor) To possess more than (100) tablets, capsules, other dosage units or equivalent quantity: Five (5) years in prison and/or fine (Felony)	Maximum Penalty: Five (5) years in prison and/or fine (Felony)
Schedule IV: Barbiturates, narcotics and stimulants including Valium, Talwin, Librium, Eganil, Darvon, Darvocet, Placidyl, Tranzene, Serax, Ionamin (yellow jackets)	Psychologically and physically addictive; drowsiness, withdrawal symptoms, tremors, abdominal and muscle cramps, insomnia, anxiety, convulsions, possible death; possible damage to unborn fetus	Maximum Penalty: Same as Schedule III.	Maximum Penalty: Five (5) years in prison and/or fine (Felony)
Schedule V: Compounds that contain very limited amounts of codeine, dihydrocodeine, ethylmorphine, opium, and atropine, such as Terpene Hydrate with codeine, Robitussin AC	Psychologically and physically addictive; nausea, gastrointestinal symptoms, drowsiness, withdrawal symptoms including runny nose, watery eyes, panic, chills, cramps, irritability; nausea; possible damage to unborn fetus	Maximum Penalty: Six (6) months in prison and/or fine (Misdemeanor)	Maximum Penalty: Five (5) years in prison and/or fine (Felony)
Schedule VI: Marijuana, THC, Hashish, Hash Oil, Tetrahydrocannabinol	Psychologically addictive; increased risk of lung cancer, bronchitis, and emphysema; contributes to heart disease, fatigue, paranoia, possible psychosis; withdrawal symptoms including insomnia, hyperactivity and decreased appetite; depression of the immune system; decreased sperm count in men and irregular ovulation in women	Maximum Penalty: To possess less than 1 ounce of marijuana or 1/20 ounce hashish: Thirty (30) days in prison and/or \$100 fine (Misdemeanor) To possess more than 1/20 ounce hashish: Two (2) years in prison and/or fine (Misdemeanor) To possess more than 1 ounce of marijuana or 3/20 ounce of hashish or consists of any quantity of synthetic tetrahydrocannabinols or tetrahydrocannabinols isolated from the resin of marijuana: Five (5) years in prison and/or fine (Felony)	Maximum Penalty: Five (5) years in prison and/or fine (Felony)

Problem Gambling

CCCC has an established problem gambling prevention and awareness program. Students are encouraged to seek assistance for themselves, friends, or family members who may have a gambling addiction. The following resources are helpful in the identification and treatment of a gambling problem:

North Carolina Problem
Gambling Helpline:
(877) 718-5543
morethanagamenc.com

Gambler's Anonymous:
(888) 846-4427
gamblersanonymous.org

Gam-Anon: (800) 552-0170
gam-anon.org

National Center for
Responsible Gambling
ncrg.org

McGill International Centre for
Youth Gambling
youthgambling.com

Veterans Information

Central Carolina Community College's Veterans Affairs Office is available to assist the veterans and their eligible dependents in processing their VA applications to receive educational benefits (G.I. Bill), as well as to help them solve VA problems. CCCC has a veterans' coordinator whose office is located in the Student Services Department.

Students eligible for VA educational benefits should follow the procedures outlined below:

- Notify the veterans' coordinator of intent to apply for VA benefits.
- Select a program and apply for admission to the college. All admission requirements must be completed before VA benefits can be certified.

- Before registration, contact the veterans' coordinator to insure that all enrollment and VA document data are correct and complete. Students must inform the veterans' coordinator of their class schedule each semester. Failure to inform the veterans' coordinator of changes in students' schedules may result in a lapse of educational benefits.

Standards of Progress, Attendance, and Conduct

Public Law 93-508 requires that each educational institution approved for veterans to receive educational benefits (G.I. Bill) must establish written policies that clearly state what is expected of the veteran in the areas of academic progress, class attendance, and conduct. These standards are the same for all students, veterans, and non-veterans.

A. Unsatisfactory Progress

A final 2.0 cumulative grade point average is required for graduation in all programs, and a student is expected to maintain this average to be considered in good academic standing. (see Academic Probation policy). Eligible veterans and dependents are expected to meet the satisfactory progress policy to receive VA benefits (See Eligible Veterans or Dependents). Eligible veterans or dependents who have been decertified may be recertified when they meet satisfactory progress (See Eligible Veterans or Dependents). Eligible veterans or dependents can appeal their termination of benefits by completing the appeal form in the Financial Aid Office. This policy is used as the basis for determining a student's status for enrollment certification purposes to the Veterans Administration.

B. Attendance Requirements

Classroom attendance requirements are the same for veterans and non-veterans and are covered elsewhere in this handbook. Veterans who receive educational benefits and are dropped from class due to inadequate attendance may be terminated from receiving educational benefits. Failure to notify the veterans' coordinator of any change in total semester hours may result in an overpayment in educational benefits and a debt for students.

Student Activities

The college shall attempt to enrich the academic and social growth of the students and promote a vibrant, positive student life experience by offering a wide range of student activities under the supervision of the Student Services Division.

Student Centers

Student Centers are located on all three campuses to provide an area for students to relax while not attending class. Students are encouraged to use the centers as places to meet, chat, eat, and relax.

The centers are open the following hours:

M: 7:30 a.m. – 9:00 p.m.

T: 7:30 a.m. – 9:00 p.m.

W: 7:30 a.m. – 9:00 p.m.

Th: 7:30 a.m. – 9:00 p.m.

F: 7:30 a.m. – 3:30 p.m.

Alumni

Alumni are those persons who have successfully completed a certificate, diploma, or degree program at Central Carolina Community College.

For more information or to make an annual gift of any amount to the college, call (919) 718-7230.

Ambassador Scholarship Program

The Ambassador Scholarships are awarded to a group of students who have been nominated by faculty and staff to represent the college at special events on campus and in the community. Students are nominated on the basis of grade point average (GPA), leadership potential, and communication skills. All selected Ambassadors receive free tuition and fees, plus all necessary uniforms for that year. Further information may be obtained from the Ambassador advisor in the Student Services Department.

Carolina Student Transfer Excellence Program (C-STEP)

The Carolina Student Transfer Excellence Program, or C-STEP, is an innovative program offered via a partnership between CCCC and UNC-Chapel Hill that identifies talented low-to moderate-income students while they are still in high school or early in their community-college careers, and assures their eventual admission to the College of Arts and Sciences at UNC-Chapel Hill if they earn an appropriate associate degree and successfully complete the program. C-Step offers special events and advising tailored to both CCCC and UNC-Chapel Hill, while students are pursuing their associate degrees.

For more information, contact:

Carl Bryan
cbrya799@cccc.edu

Sarah Hoffarth
shoff746@cccc.edu

Mark Hall
mhall@cccc.edu

Student Government Association (SGA)

The Student Government Association (SGA) is the student body's self-government and the official voice of the student body. The SGA is committed to promoting student personal, social, and academic growth through student activities. The SGA provides the environment for students to create and implement activities as they desire under the direction of Student Services staff.

The SGA's organizational structure consists of an Executive Committee made up of the following officers: president, a vice president from each county, a secretary, a treasurer, and a student senate composed of elected representatives from each curriculum. The president of the SGA represents the student body as a non-voting member on the Board of Trustees. The Chatham and Harnett Main campuses vice presidents and senate representatives from those counties assist the SGA Advisor for their county with student activities held on their county campus locations.

SGA Elections are held twice a year. An election for SGA president and vice president is held in the spring term of the prior school year. The offices of secretary and treasurer are elected by the first week in October. The following rules have been adopted by the SGA to ensure fairness to all candidates:

- Voting times for each election will be announced at least one week before the election.
- No campaigning shall be permitted within 25 feet of the voting polls.
- No campaign poster will be permitted within 25 feet of the voting polls.
- Voting will be by ballot. Simple majority will elect officers.
- All currently enrolled curriculum students may vote.
- In the absence of an Elections Committee, the SGA president and SGA advisor will be responsible for the election process.
- Any campaign violations should be immediately reported to the SGA advisor for that county.

All student activities are conducted only if student interest and participation are sufficient. The major portion of the cost of all student activities is financed through student activity fees. The following activities are funded and/or sponsored by the Student Government Association:

1. SGA Student Handbook: The Student Handbook is published each year by the SGA with the assistance of the Student Services Department. The Handbook includes important information for students about rules, regulations, activities, and policies governing student affairs.

2. Fall Festival/Spring Fling: Fall Festival/Spring Fling are scheduled on each campus during the Fall and Spring terms of each school year. The event features activities for students and may include a meal, outdoor activities, games, and sports.

3. Athletics:

- Basketball: CCCC sponsors intercollegiate men's and women's teams when there is sufficient student interest. Intramural basketball may also be sponsored if sufficient interest is indicated and facilities are available for use.
- Volleyball: CCCC sponsors a

women's volleyball team in intercollegiate play when there is sufficient student interest.

- Golf: CCCC sponsors a men's golf team in intercollegiate play when there is sufficient student interest.
- Other Athletics: Other athletic teams may be formed for men and/or women's sports as dictated by student interest.

4. Special Events

The SGA may sponsor other activities such as speakers, socials, films, or other events that will be of interest to students.

5. Clubs

All clubs operate under the SGA. Student Activities personnel will assist club advisors and students with the club application process and yearly paperwork required to continue existing clubs. Student fee funds may be available to active student clubs.

6. Other Activities

Various activities can be considered by the SGA based on suggestions from current students and sufficient student interest. Please see Student Activities personnel to discuss ideas or suggestions for additional student activities.

Phi Theta Kappa Honor Society

The Phi Theta Kappa Honor Society at Central Carolina Community College serves to promote scholarship, development of leadership and service, and the cultivation of fellowship among its members. To qualify as candidates for membership, students must meet the following requirements:

1. Must have completed 12 semester hours of associate degree coursework.
2. Must have achieved a Grade Point Average of 3.7 on a 4.0 scale and subsequently, maintain a cumulative Grade Point Average of 3.5 on a 4.0 scale.
3. Must adhere to the Student Code of Conduct and be a student in good standing.

Members of Phi Theta Kappa are honored at college commencement exercises by a special designation on their diplomas and special regalia worn with their graduation robes.

Library Services

The CCCC Libraries consist of the Lee Main Campus Library (Sanford), the Harnett Main Campus Library (Lillington), and the Chatham Community Library (Pittsboro). The Chatham Main Campus Library merged with the Chatham Public Library in September 2010 to form a joint-use public/academic library located in Pittsboro. CCCC is pleased to work with Chatham County in this capacity to provide library services to our students and to the Chatham community. All libraries provide resources and assistance to students, faculty, and community patrons.

www.cccc.edu/library

Lee Main Campus

(Sanford)

Phone: (919) 718-7244

Fax: (919) 718-7378

Hours: 7:30 a.m. to 8:00 p.m.

Monday through Thursday;

7:30 a.m. to 3:30 p.m. Friday

Harnett Main Campus

(Lillington)

Phone: (910) 814-8843

Fax: (910) 814-8894

Hours: 7:30 a.m. to 7:00 p.m.

Monday through Thursday;

7:30 a.m. to 3:30 p.m. Friday

Chatham Main Campus

Chatham Community Library
(Pittsboro)

Phone: (919) 545-8084

Hours: 9:00 a.m. to 8:00 p.m.

Monday through Thursday;

9:00 a.m. to 6:00 p.m. Friday;

9:00 a.m. to 5:00 p.m. Saturday

Note: Summer hours and semester break hours at the libraries vary and are posted at each campus library.

Library Cards and Student IDs

Library cards are required for everyone to borrow materials. For students at the Lee and Harnett Main campuses, the student ID card is also the library card. Student IDs are made at the Lee and Harnett Libraries. At the Chatham Main Campus, IDs are made in the main building. Students should provide a copy of their registration schedule and/or receipt as proof of enrollment at the time their ID is made. All students will need to register and activate their student ID for use as a library card at the library circulation desk. Students at the Chatham Main Campus should see the receptionist in the main building for a library card. Chatham students will also need to register this library card at the Chatham Community Library circulation desk. Please let the Chatham library staff know that you are a CCCC student.

Circulation Policies

Books, audio books, and music CDs may be checked out for 3 weeks. Back issues of magazines and newspapers may be checked out for 1 week. DVDs may be checked out for 3 days (limit 3 titles). The CCCC libraries do not charge late fines for overdue materials with the exception of reserve materials, which are \$1.00 per day if late. The replacement cost of the item is charged for items that have been lost. Charges may also be assessed for damaged materials. Grades, transcripts, and diplomas are held until the library record has been cleared. Circulation policies, loan periods, and late fines may vary at the Chatham Community Library.

Library Assistance

Library staff is available to assist students, faculty, and community patrons with reference questions, research, or other library needs. Assistance is available in person, by phone, by email, and through a 24/7 online chat reference service called NCKnows. Students receive library instruction through curriculum classes or through online tutorials and research guides available on the library web page. Students may request individual instruction when needed.

Computers, Printing, and Fax

Computers with Internet access and Microsoft Office applications are available. A scanner and wireless Internet access are also available at all libraries. Printing and photocopying services are available using a print card system at the Lee and Harnett Main Campus libraries. Costs are 5¢ per page for black and white copies/printing, or 25¢ per page for color printing. Printing and copying services at the Chatham Community Library are payable through a coin-operated system or cash at 10¢ per page (black and white only). Fax services are available at the Lee and Harnett Main Campus libraries at \$1.00 per page to send or receive.

Study Spaces

The libraries also provide multiple options for study spaces including study rooms, study carrels, and quiet study tables. Library zones at the Lee Main Campus Library indicate the intended use for each option.

Quiet Zone: Study tables provide space for one or two students to work quietly with some conversation.

Silent Zone: Study carrels provide space for one student to work with no noise.

Collaborative Zone: All of our study rooms at the Lee and Harnett Main Campus libraries are equipped with large screen computers, high resolution webcams, and white boards to provide collaborative space for dynamic group work. Three study rooms at the Chatham Community Library have white boards for collaborative group work. Study rooms may be reserved in advance from any computer or mobile device via the library web page.

Library Resources

A variety of print and electronic library resources are available to support the curriculum programs of the college. The CCCC libraries have a combined collection of 28,000 books, 85 periodical subscriptions, and 2,200 audiovisual items. The Lee Main Campus (Sanford) Library also has an extensive law collection, a music CD collection, an audio book collection, and a movie collection.

Electronic resources are comprised of several CCCC online databases and the NC LIVE database collection. These combined resources provide access to 94 databases containing complete articles from over 24,000 periodicals, over

250,000 eBooks, and over 23,000 streaming videos. Students can access all of these resources from off campus using their Blackboard login credentials.

The online catalog, a central database containing the holdings of CCCC and 49 other North Carolina community college libraries in the CCLINC consortium, provides easy and free access to additional resources in these libraries. Cooperative agreements giving students borrowing privileges exist between the CCCC libraries and the public libraries in Lee and Harnett counties, as well as Campbell University. The library also participates in interlibrary loan services with other types of libraries in North Carolina and throughout the United States. Interlibrary loan services allow the library to borrow materials from other libraries for our patrons to check out through the CCCC Libraries.

College Success Center

The College Success Center supports students' needs as they persist toward their academic goals and develop into lifelong learners. Students may visit with a success team member for individual academic coaching sessions, advising sessions, and/or group advising sessions.

All students are encouraged to visit their success team members if they have academic issues or experience barriers to their college attendance. The College Success Center also offers college success courses (ACA 115, ACA 122) that students typically take during their first semester in college. These courses are designed to help students learn to navigate the college process and accomplish their goals. During the class, students will create individualized college success plans helping them to map their path towards a success career.

Developmental Studies Program

Minimum proficiency requirements have been established in English, math, and reading. If a student's placement test scores are below the minimum requirements, he will take developmental courses designed to help remove deficiencies. The Developmental Studies Program is located in the Guided Studies Building on the Lee Main Campus, in the Miriello Building on the Harnett Main Campus, and in the Health and Small Business Building on the Chatham Main Campus.

Writing and Reading Center

The Writing and Reading Center helps students to develop their writing and reading skills with free services such as one-on-one coaching, group coaching sessions, and content-specific workshops. Through these services, students will receive constructive feedback on their writing assignments.

various resources to improve writing and reading skills, and a better understanding of why writing and reading really matter.

The Writing and Reading Center coaches will help students to refine and revise their work. Coaches will offer guidance, instruction, and resources to help you become a better reader and writer with the ultimate goal of achieving college success.

In addition to physical services in the Writing and Reading Center, asynchronous tutoring is also available via the Online Writing Center. Students taking online or evening classes can submit work for review and get constructive feedback in no more than 48 business hours. To access the Writing and Reading Center website, use the A – Z index on the homepage.

The Center is located in the Miriello Building on the Harnett Main Campus, on the second floor in Building 2 on the Chatham Main Campus, and on the Lee Main Campus in the Science Building.

Chatham: (919) 545-8049

Harnett: (910) 814-8858

Lee: (919) 718-7210

AVISO

Students can use AVISO to collaborate with their faculty advisors and success team members to develop a comprehensive academic success plan for current and future semesters. AVISO also provides students with access to transcripts, plans of study, and other important advising information.

Logging in to AVISO

AVISO is an online academic planning tool where CCCC students can:

- Communicate with success team members and faculty advisors
- Create academic success plans
- Plan for upcoming class registration periods to have advising holds lifted

STEP 1: Aviso can be accessed at ccc.avisapp.com or through the login option in the upper right corner of www.cccc.edu.

STEP 2: In the Username field, type in your full cougarmail email address: the first initial of your first name, the first four letters of your last name, and the last three digits of your CCCC student ID (not your Social Security Number) followed by “@cougarmail.cccc.edu.” For example, Jane Smith ID# 1234567 would be username: jsmit567@cougarmail.cccc.edu

STEP 3: In the Password field, type in your cougarmail password. Technical assistance can be contacted for troubleshooting at (919) 718-7339 or (800) 682-8353, ext. 7485.

Academic Assistance Center

The Academic Assistance Center is available for students who request additional assistance with their academic studies. The center offers free tutoring, test proctoring, an open computer lab, and other services.

Campus phone numbers:

Chatham: (919) 545-8029

Harnett: (910) 814-8809

Lee: (919) 718-7361

ccc.edu/aac

The Academic Assistance Center (AAC) supports the mission of Central Carolina Community College. By providing computer, testing, and tutorial services in a learner-centered environment, the AAC empowers students to maximize their academic potential.

Special Populations Services

Central Carolina Community College is in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act signed into law on July 26, 1990. In 1994, Central Carolina Community College established the Special Populations Office to facilitate the provisions of reasonable accommodations for all students with disabilities. This office coordinates services between the faculty and the special populations students. Our instructors and staff have experience working with students who have disabilities to help them obtain the education they need to enter the workforce or transfer to a four-year institution.

Central Carolina Community College has a commitment to its students to help them succeed. Therefore, Central Carolina Community College has adapted the following policy to guide its delivery of services to students with disabilities:

No otherwise qualified individual shall, by reason of disability, be excluded from the participation in, be denied the benefits of, or subjected to discrimination under any program or activity at Central Carolina Community College. The college will make program modifications in instructional delivery and provide supplemental services to enable students with disabilities to participate in activities compatible with their condition and interests.”

To Receive Accommodations

1. Student completes standard admission application.
2. Student must identify himself or herself to the Special Populations Office and request accommodations appropriate for his or her disability. (Please request packet from Special Populations Office.)

3. Student may be referred to the Special Populations Office by high school officials, community agencies, parents, Central Carolina Community College faculty or staff, or may self-refer. It is the responsibility of the student to request accommodations.
4. Student must provide documentation of the disability for which accommodations are requested. See ccc.edu/ada for documentation standards.
5. Once documentation is received, the student and special populations coordinator will meet to determine necessary accommodations and complete a service contract.
6. Student completes a Student Schedule Request at the beginning of each semester enrolled, giving the special populations coordinator permission to notify instructors of accommodations.
7. Special populations coordinator sends Accommodations Request form to the student's instructors each term outlining accommodations to which the student is entitled.

Academic Standards

Students with disabilities are expected to meet the same level of academic standards as all other students. The purpose of an accommodation is to minimize the impact of the disability.

Campus Security

All security officers are First Aid and CPR Certified. If you are calling 911 for a medical emergency, also contact Campus Security so they can respond.

All student vehicles must have a CCCC parking decal displayed. See the Vehicle Registration section and the parking map in this handbook for details on where to park.

Emergency Call Boxes are located around the Lee Main Campus, Harnett Main Campus, and Harnett Health Sciences Center. The Harnett Health Science Center's Call Boxes go directly to Harnett County 911 center.

Lee County

Lee Main Campus: Campus Security is located across the street from the main campus in the brick building, side entrance: (919) 718-7512

Dental Center: Campus Security is located in the Main Building: (919) 777-7705

Harnett County

Harnett Main Campus: Campus Security is located in the Miriello Bldg: (910) 814-8813

Harnett Health Sciences Center: Campus Security is located on first floor at reception desk: (910) 814-8998

West Harnett Center: Campus Security is located in the main office: (919) 814-8899

Dunn Center: Campus Security is located in the classroom bldg. office suites: (910) 814-8926

Chatham County

Chatham Main Campus: Campus Security is located in Bldg. 41, Room 111: (919) 545-8066

Siler City Center: Campus Security is located in the main office area: (919) 545-8680

Security Tips

- Be aware of your surroundings
- Always carry your CCCC issued student ID on your person
- Do not leave valuables, book bags, or electronics unattended
- Keep your car doors locked
- Do not leave valuables visible in your vehicle
- Have your car keys in hand before you reach the car door
- Report suspicious person(s), threats, or harassing phone calls immediately to faculty/ staff, Campus Security at your location.
- Contact the director of campus security and safety at (919) 718-7211 with any suggestions or security concerns.

Smoking - 100% Tobacco Free Campus Policy

Central Carolina Community College is committed to providing its employees and students with a safe and healthful environment. CCCC also recognizes the use of tobacco products on campus grounds is detrimental to the health and safety of students, staff, faculty and visitors. CCCC also recognizes that it has the legal authority to prohibit tobacco use pursuant to G.S. 143-599.

CCCC has set the following 100% tobacco free campus policy as of January 1, 2009.

The use of tobacco and tobacco products is prohibited by students, staff, faculty or visitors:

- in all campus buildings, facilities, and outside areas of the campus.
- on campus grounds, or in vehicles that are the property of the college.
- at lectures, conferences, meetings, social and cultural events held on campus.

- for the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, pipes, bidis, hookahs, smokeless or spit tobacco or snuff.
- eCigarettes or any other active, nontraditional nicotine delivery systems are also prohibited. This prohibition does not apply to passive nicotine delivery systems intended for smoking cessation, such as nicotine patches.

Enforcement

Student Enforcement of all college policies and procedures is the responsibility of all faculty and staff members.

First Offense

Any student observed smoking or using tobacco products will be asked in a non-confrontational manner to obey the college policy and to stop using the products. Faculty or staff members will identify themselves to the student and ask to see the student's identification card to verify their student status and to identify the name of the student. Students without a student identification card should produce some form of official

picture identification (e.g. driver's license) and shall be instructed to take the necessary steps to acquire an official student identification card. The faculty or staff member will explain the college's tobacco-free policy and the possible consequences for violating the policy, and will file a report with the director of campus security giving the student's name and the date and time of this policy violation. The report shall be made as an email, or memorandum. The director of campus security will keep a record of violations identifying the student, date, time, and name of the faculty or staff member reporting the violation.

Second Offense

Faculty and staff members will follow the procedures identified in "First Offense". When the director of campus security determines that this is the second reported offense for a student, the director will give the student's name to the vice president of student services. The vice president of student services will send the student a first-class letter and/or email, if available, warning the student that this is the second violation of the tobacco-free policy and that the student will face suspension or expulsion with any further violations.

Third Offense

Faculty and staff members will follow the procedures identified in "First Offense. When the director of campus security determines that this is the third reported offense for a student, the director will give the student's name to the vice president of student services. The vice president of student services will suspend the student for the remainder of the current term. The student may re-enroll, subject to any specific program limitations, following the suspension period.

Inclement Weather Policy

When it is determined that weather conditions are severe enough to warrant closing the college, the information will be made available as soon as possible. Students, staff, and faculty should visit the college website for the most up-to-date inclement weather postings. The chief academic officer or designee maintains a contact list for local news stations and is responsible for facilitating the process to notify the media.

All inclement weather days not made up by an administrative change in the college's calendar will be made up by the instructor utilizing one of the following options: a) alternate assignment relevant to course objectives, b) schedule extra class sessions, c) holding conferences with individual students, or d) extend scheduled class time (requires dean approval). The appropriate form should be submitted to the department chair/program director.

Types of Announcements

CCCC will be closed. Optional staff workday. (No classes will be held, but administrators, faculty, and clerical staff are expected to report for work).

CCCC will be closed. (This applies to extreme conditions and no one is expected to report for work).

College will open at announced time (Classes that meet at that time or after will meet).

In the absence of announcements A, B, or C listed above, classes will be held as usual.

CLUB LISTING: 2017

American Dental Hygiene
Association/ American Dental
Assistants Association
Anime Club
Associate's Degree Nursing
Black Student Union
Cru
Dance Team
Design Club
Gaming Club
Give Club
Great Wall Society

Journal Club
Laser Club
Motorcycle Club
Paralegal Club
Phi Beta Lambda
Red Cross Club
Rotaract
Student-Athlete Advisory
Committee
Student Government
Association

SAVE THE DATE!

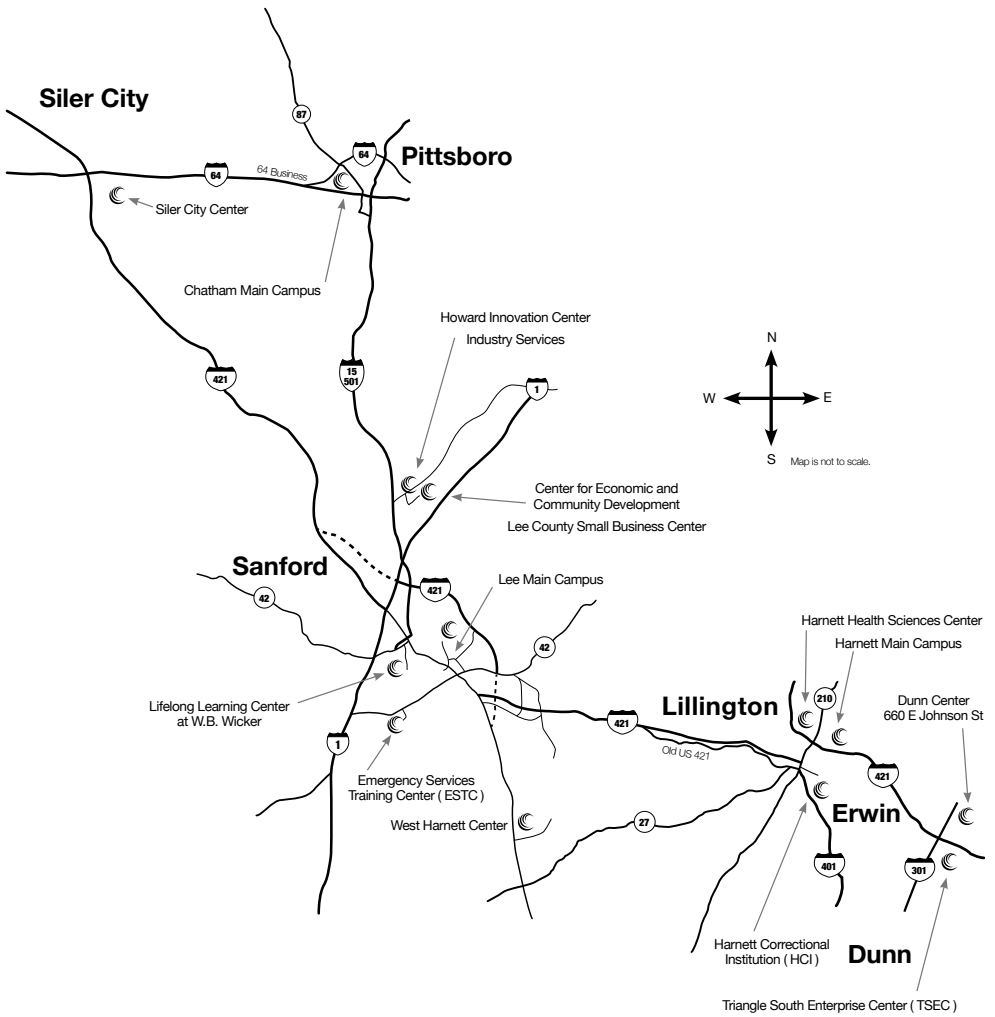
2018 CCCC CAREER FAIR

Thursday, March 15, 2018

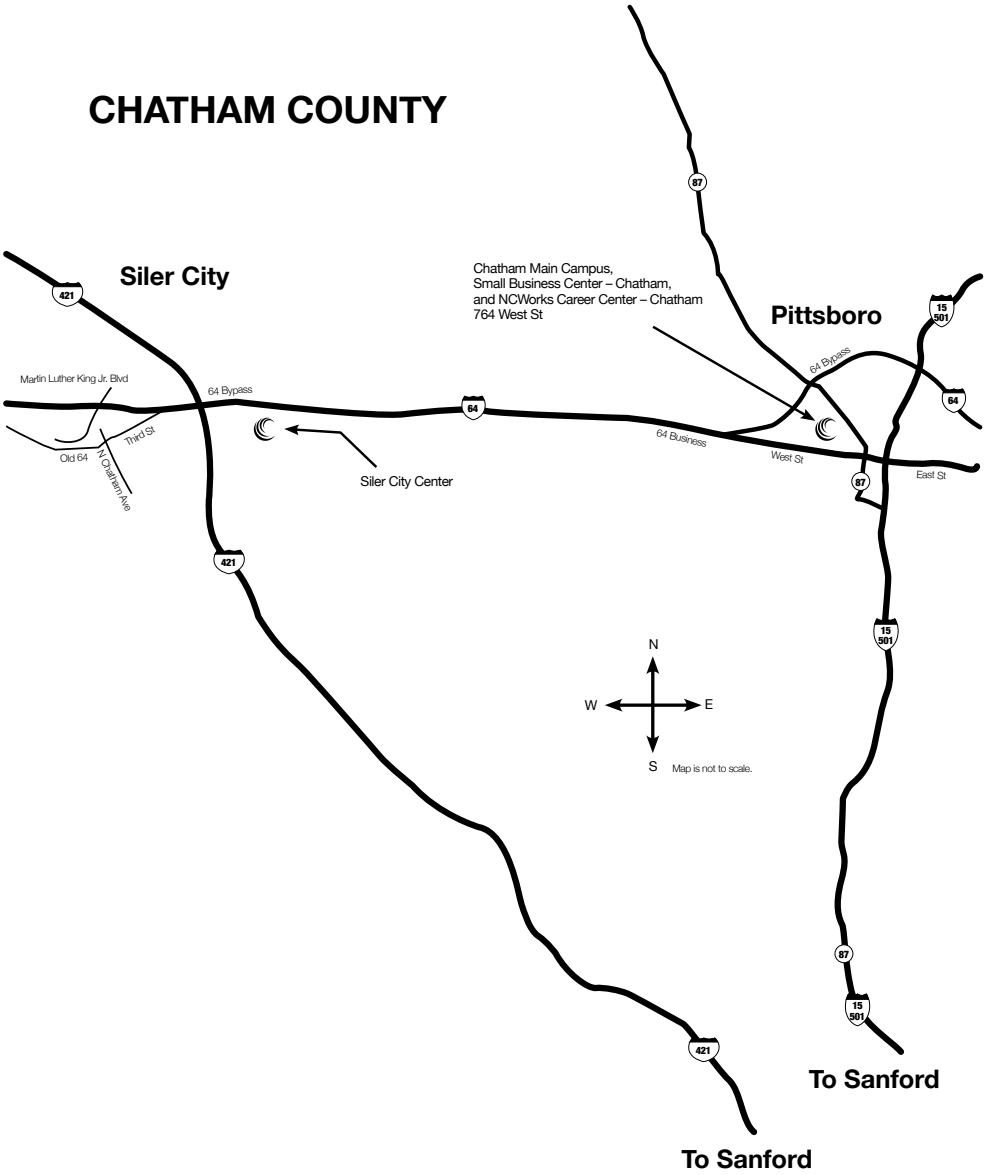
10:00 a.m. – 1:00 p.m.



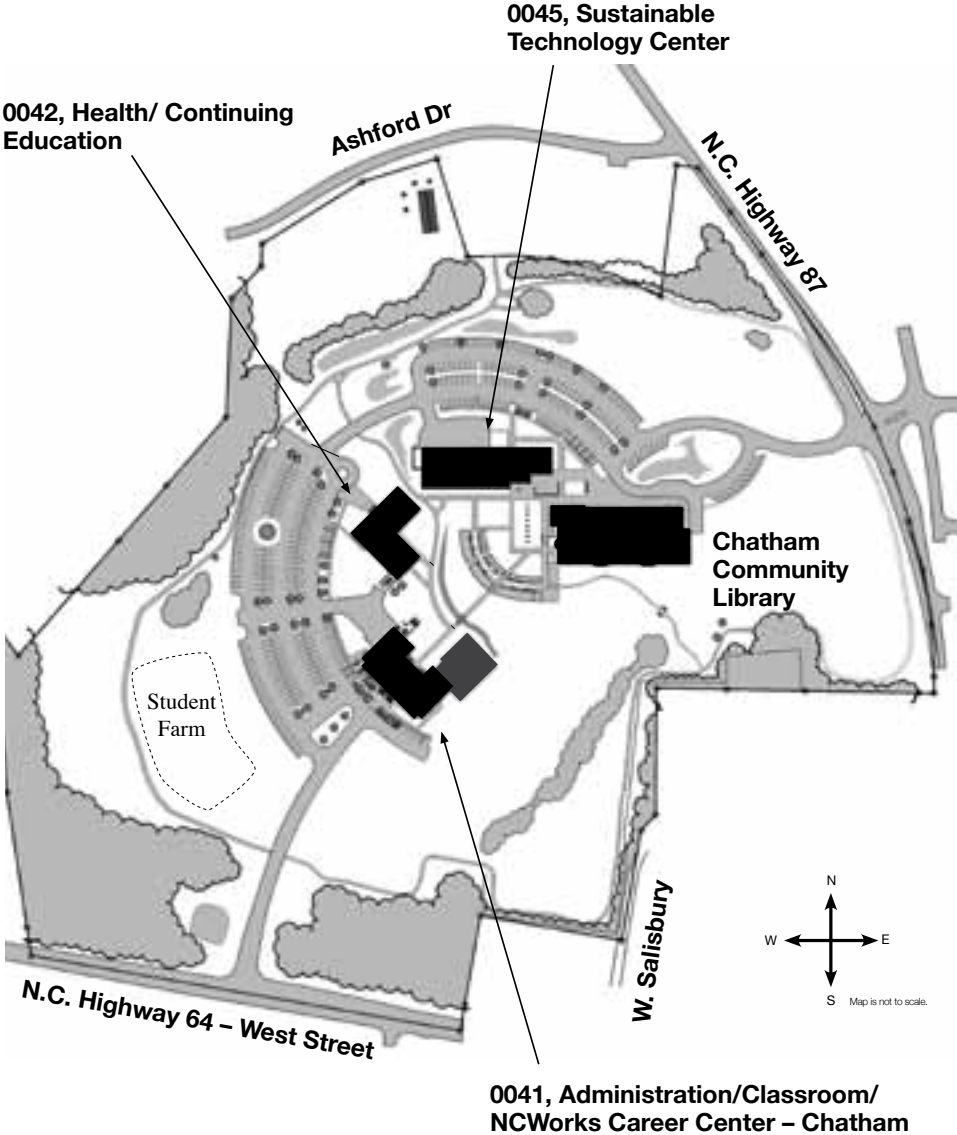
www.cccc.edu/careercenter

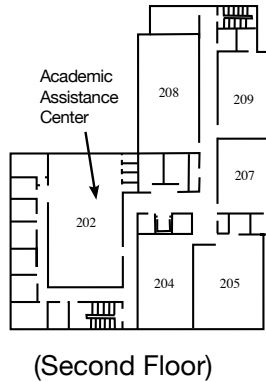
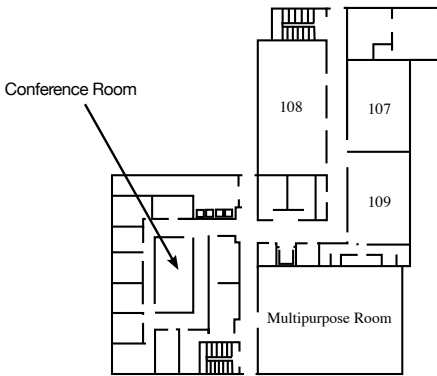


CHATHAM COUNTY



CHATHAM MAIN CAMPUS

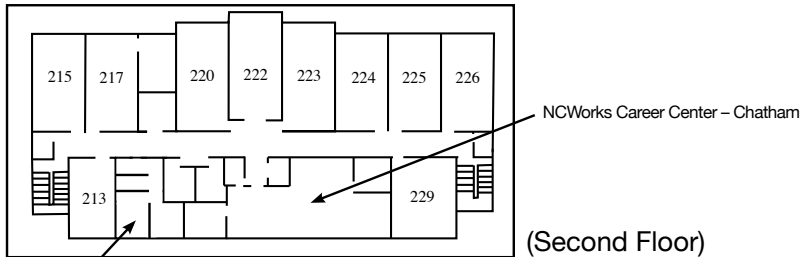
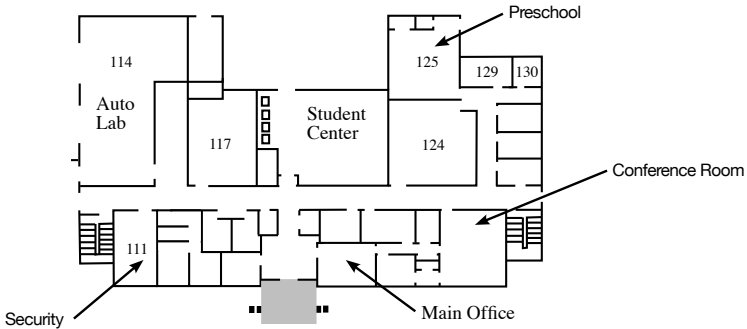




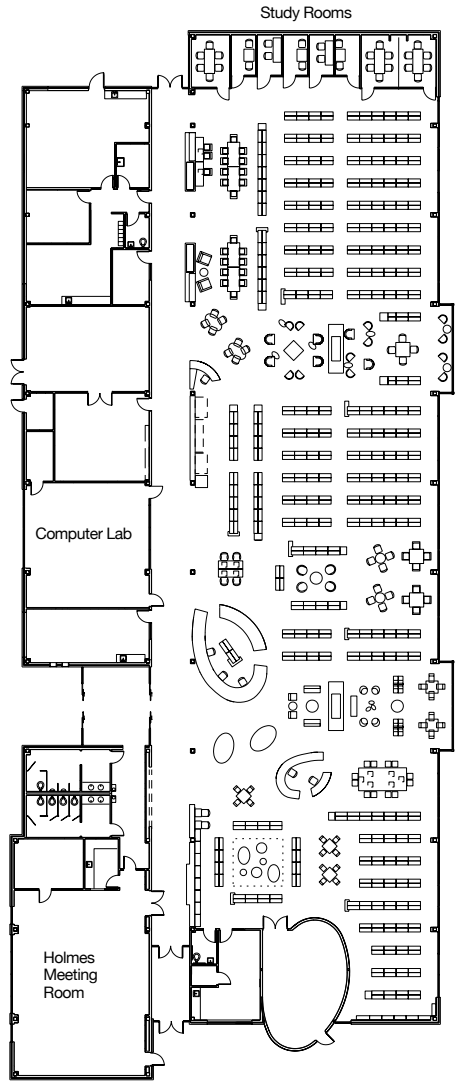
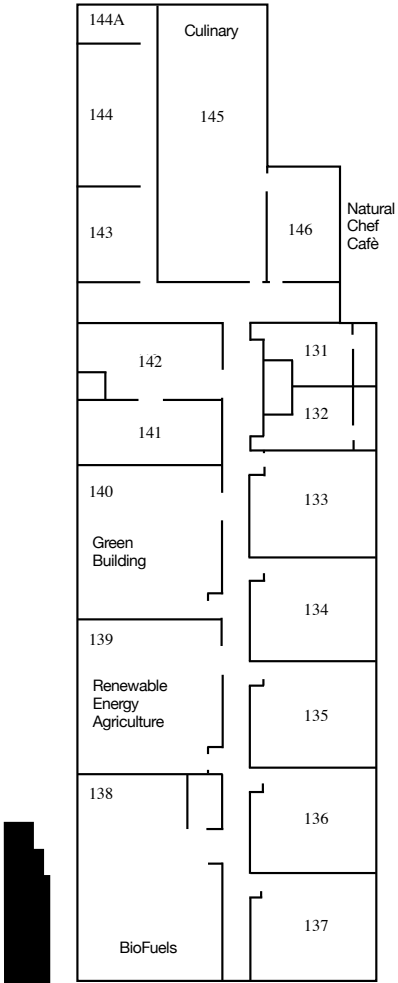
0042 Pittsboro Classroom/Lab Building



0041 Pittsboro Administration/Classroom/ NCWorks Career Center – Chatham



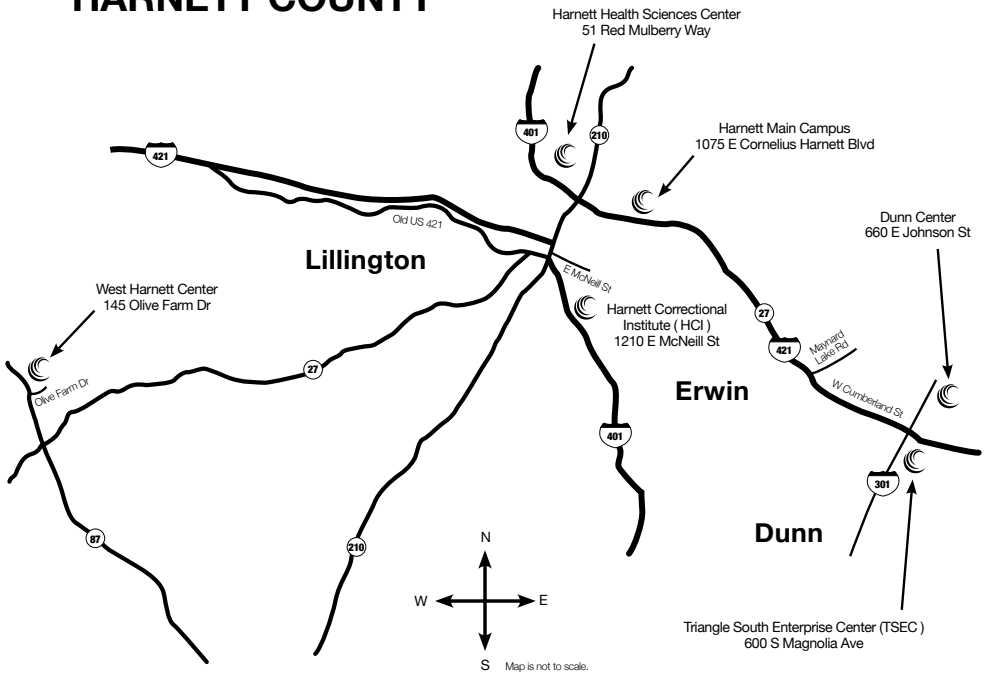
Small Business Assistance Center



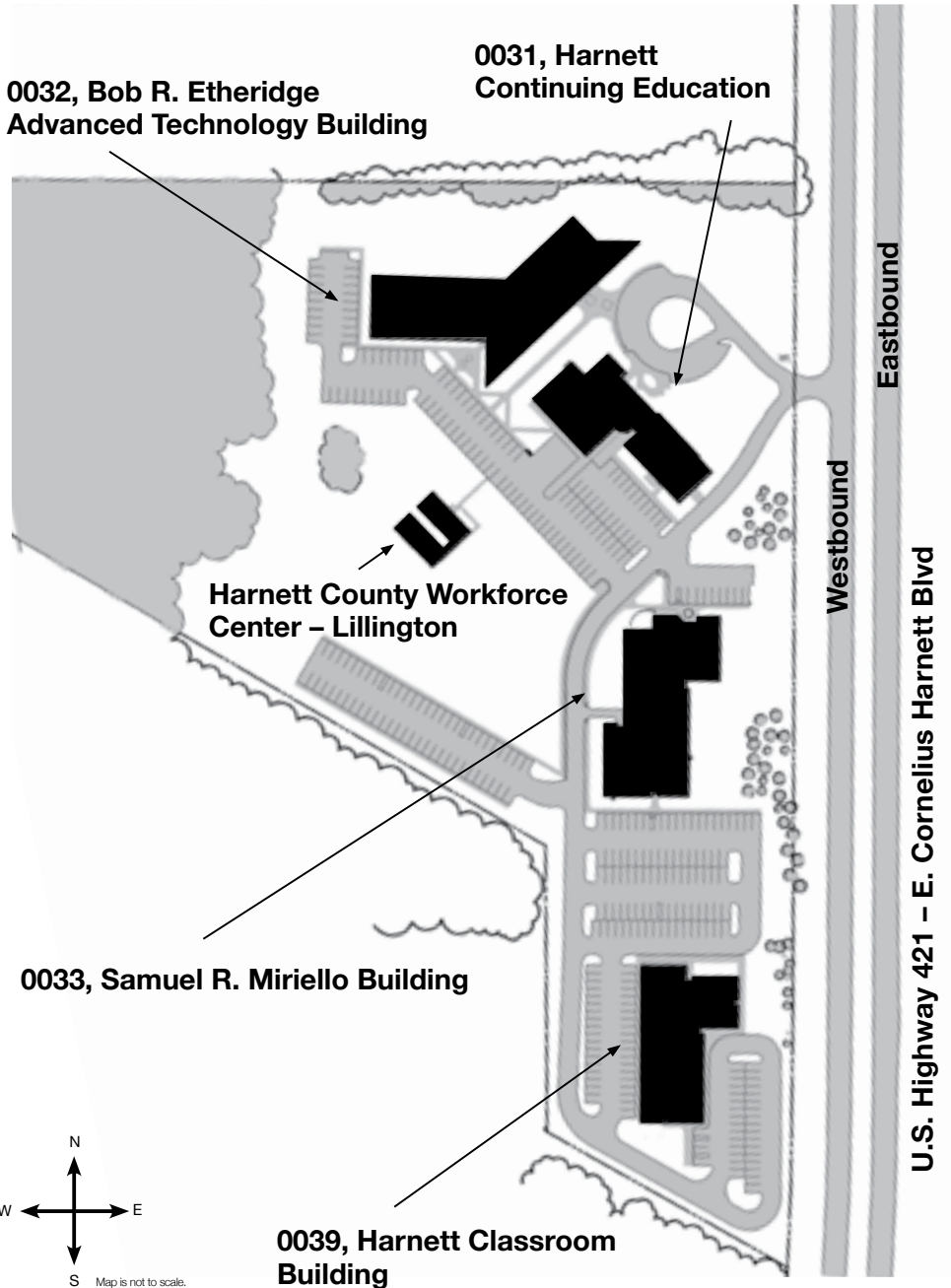
Chatham Community Library

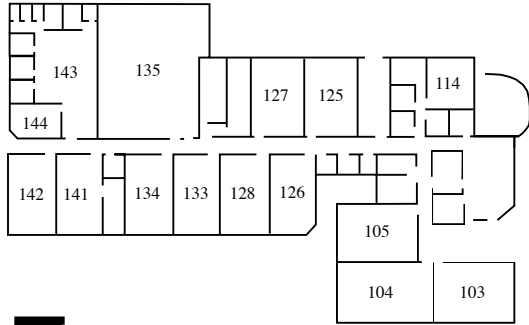
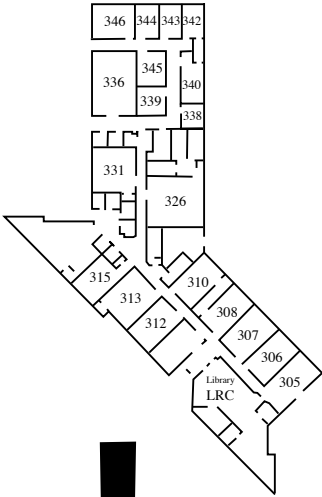
0045, Center for Sustainable Technologies

HARNETT COUNTY



HARNETT MAIN CAMPUS

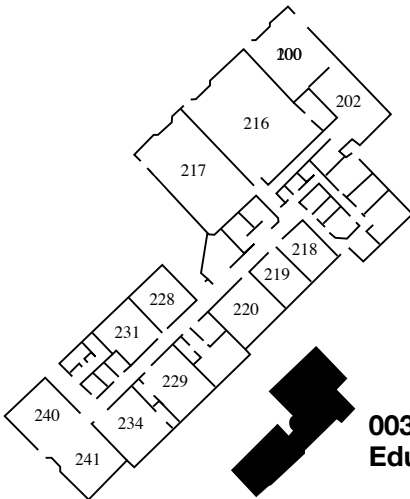




0033, Samuel R. Miriello Building



**0032, Bob R. Etheridge
Advanced Technology Building**

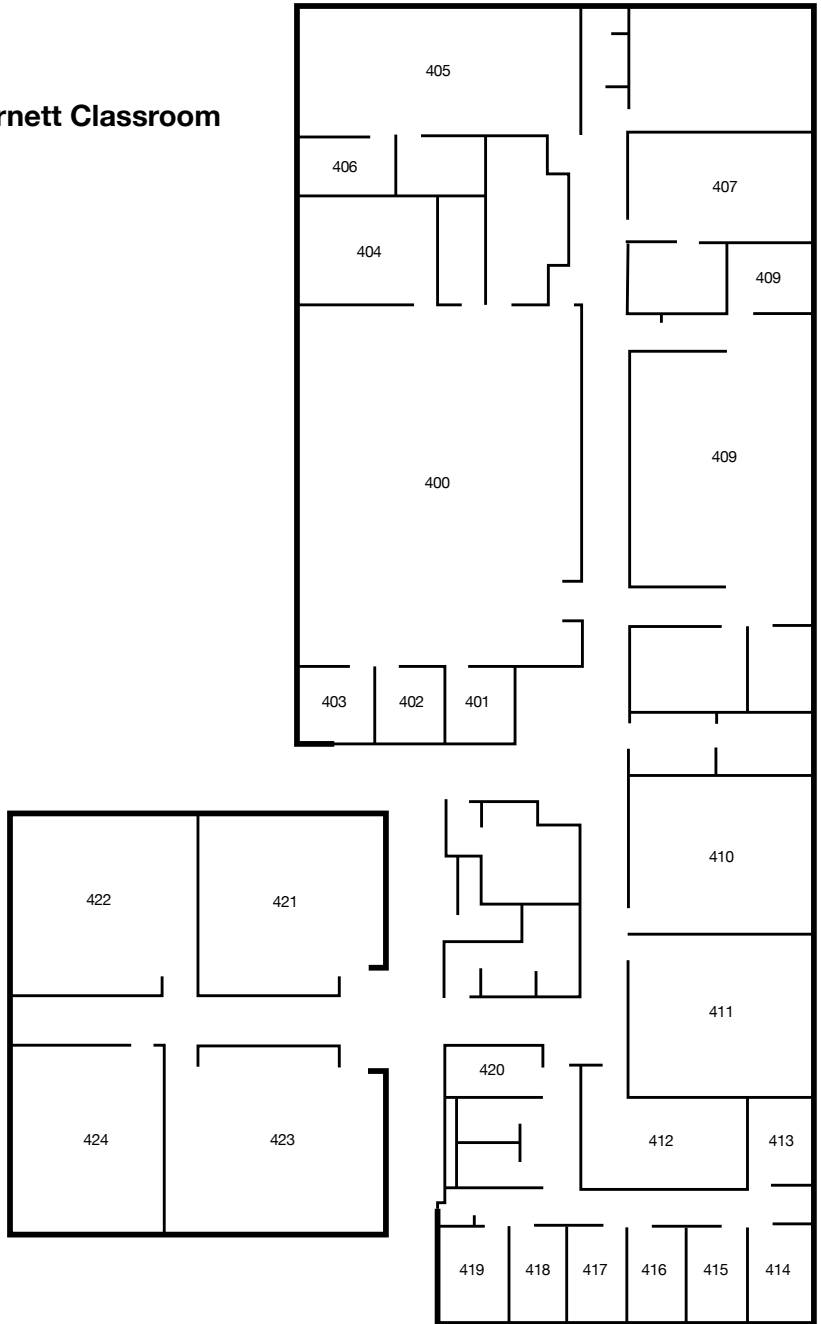


**0031, Harnett Continuing
Education**

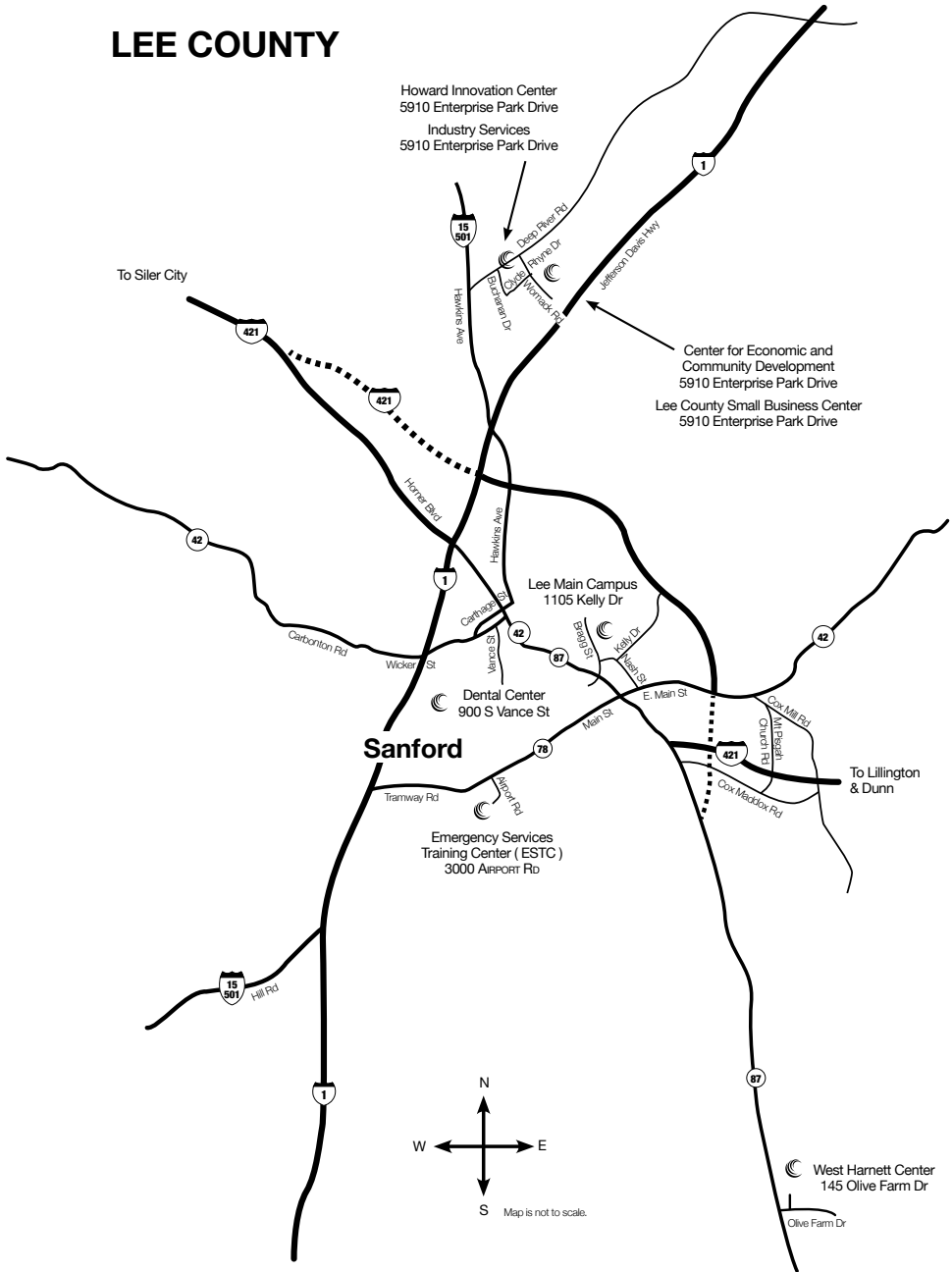




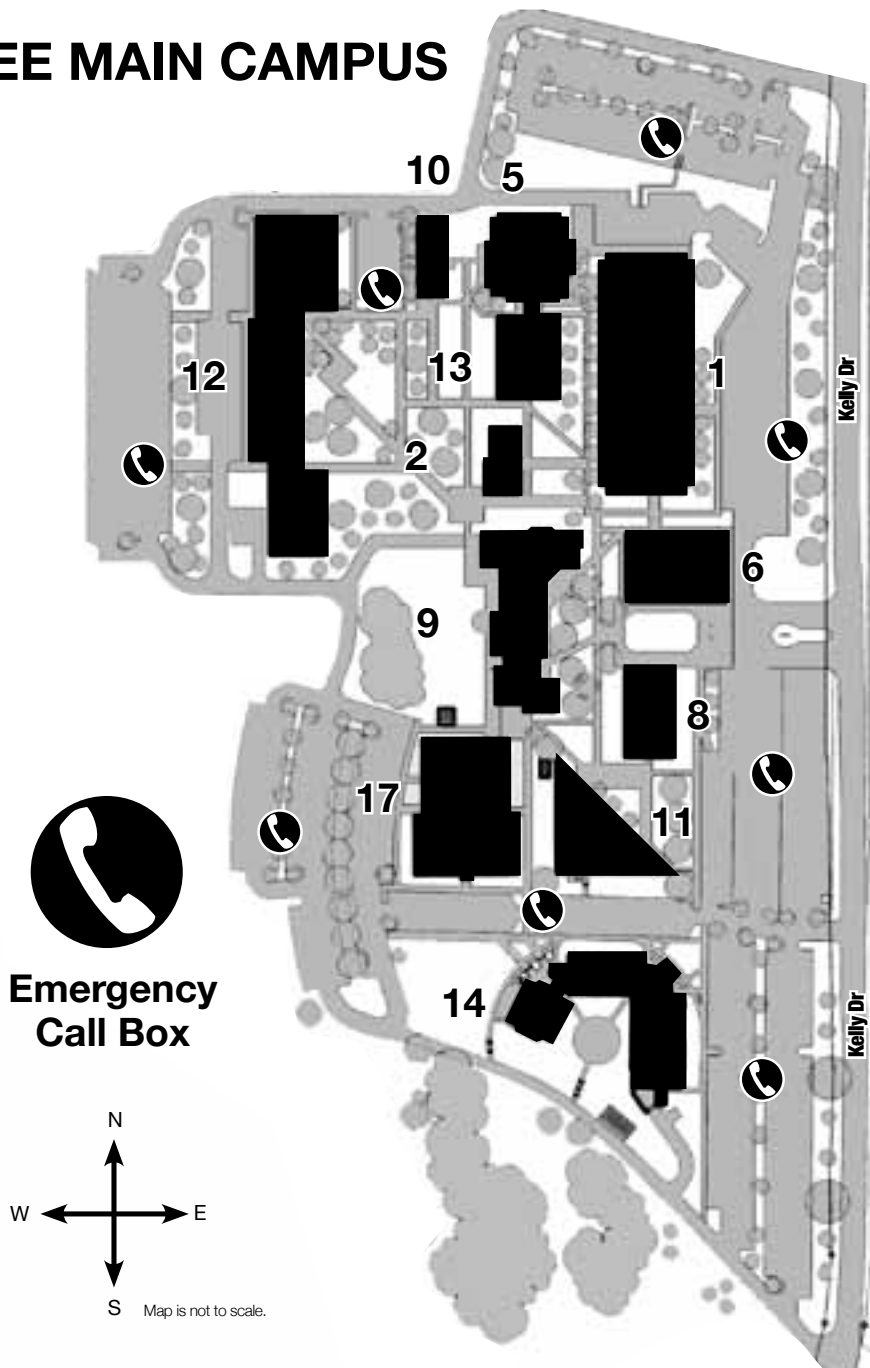
0039, Harnett Classroom Building



LEE COUNTY



LEE MAIN CAMPUS





**0009, J.F. Hockaday Hall,
Bookstore, Business Office,
Cafeteria, Registrar,
Student Center**



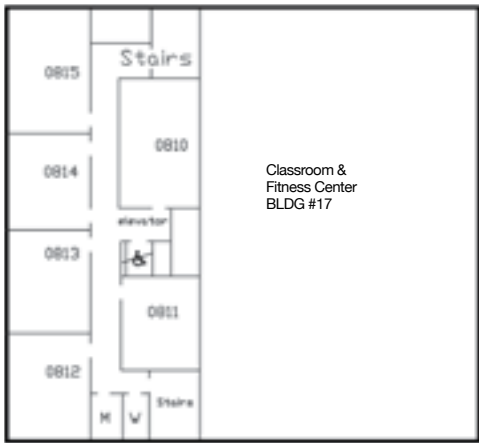
0008, Bell Welcome Center

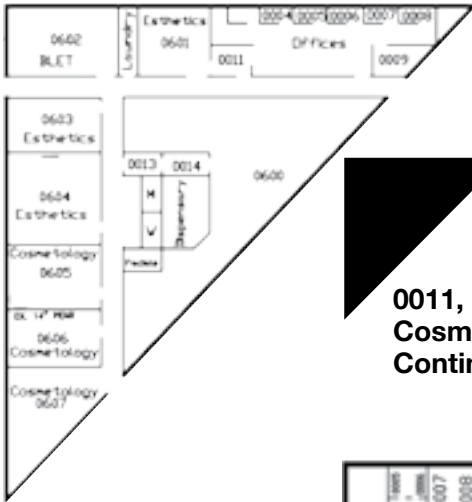
Floor 1



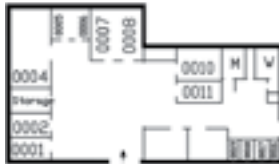
**0017 Classroom & Fitness Center (CFC),
Gym, Humanities**

Floor 2

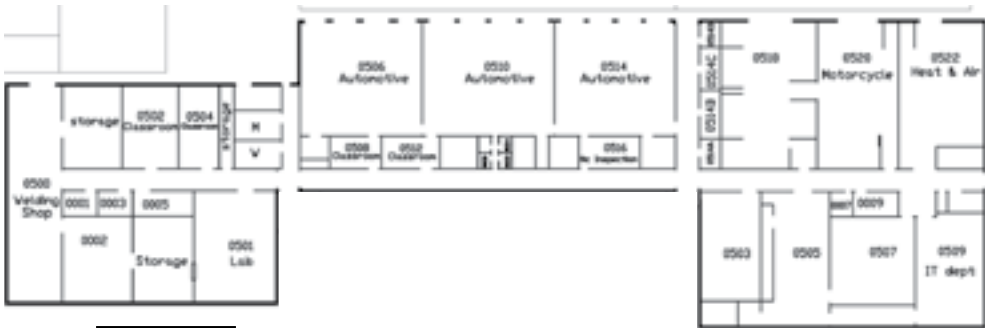




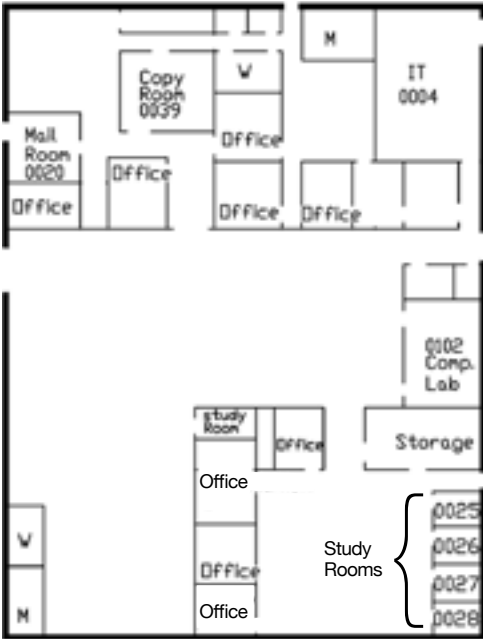
**0011, Stacy Budd Hall,
Cosmetology, Esthetics,
Continuing Education**



0002, Guided Studies



**0012, Marvin R. Joyner Hall,
Automotive, Early College, Industrial Systems,
Motorcycles**



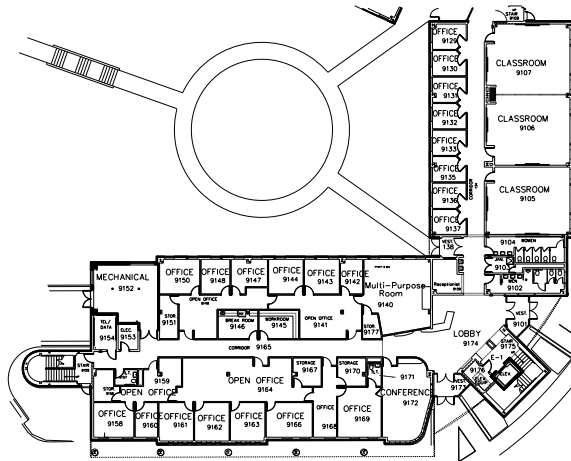
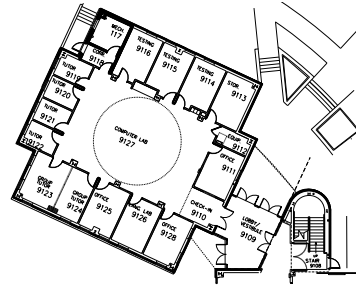
0010, Vet Lab & Dog Run

0006, Library, Library, Mailroom, Copy Center

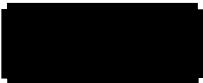
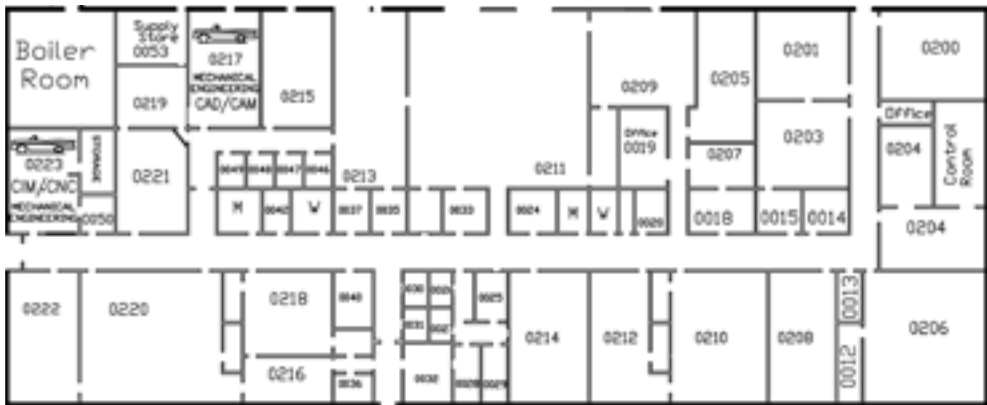


0005, Veterinary Medical Technology

0013, Gilbert W. Lett Hall, Nursing, Medical Assisting



**0014, Science Building (CSL),
Academic Assistance, Academic
Deans, President's Office,
Receptionist**



**0001, Douglas H. Wilkinson Sr. Hall,
Business, Engineering, Computer Technologies,
Broadcasting, Machining**

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