

The College



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 created 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 the student 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 personal, community, and economic development by empowering people through education and training.

Vision

Central Carolina Community College is the leading force for educational opportunities, economic progress, and cultural enrichment in the communities it serves.

Values

Community – We are committed to active and integral partnerships within the communities we serve. We are dedicated to maintaining positive relationships among our own community of faculty, staff, and students.

Diversity – We are committed to inclusiveness. We value and respect the unique attributes and contributions that enrich our college and its community.

Excellence – We are committed to continuous improvement, working to our full potential, and demonstrating quality at all levels. We demonstrate our excellence by meeting or exceeding our goals and establishing high expectations for achievement by everyone.

Innovation – We are committed to innovation and creativity. We demonstrate our commitment through our leadership in learning, technology, sustainability, and community partnerships.

Integrity – We are committed to fairness, respect, honesty, and accountability. We strive to earn our community's respect through our dedication to high

academic and ethical standards.

Student-Centered – We value our students. We provide a student-focused learning environment and a support system that promote the academic and career success of every student.

Sustainability – We are committed to achieving sustainability by implementing best practices in policies and operations and in the identification of priorities. We promote understanding and development of communities that are ecologically, socially, and economically sustainable.

CCCC is an Equal Opportunity College

Central Carolina Community College serves the public without regard to race, sex, color, creed, age, disability, religion, or national origin.

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.

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.

College Overview and History

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.

Central Carolina Community College, a public two-year college, is a member of the NC Community College System. Members of the faculty are highly trained, qualified instructors with many years of experience in their chosen craft or profession. They teach at the college because they enjoy the close working relationship with students in small classes and the excitement of seeing students learn, achieve, and go on to further success.

Each member of the administrative and teaching staff meets the standards of the North Carolina State Board of Community Colleges, the Southern Association of Colleges and Schools, and other agencies that accredit individual programs. Although established primarily for North Carolina residents, the college accepts students from other states.

Programs

Central Carolina Community College offers Associate in Arts and Associate in Science 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.

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.

The college's Lee County Campus is home to Lee Early College, an innovative partnership with Lee County Public 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.

Facilities

Lee County

Central Carolina Community College's Lee County Campus is located on a 104-acre site at 1100-1105 Kelly Drive in Sanford. It has 251,000 square feet of classroom, shop, and laboratory space, as well as a large library.

The Dennis A. Wicker Civic Center, 1801 Nash St., Sanford, is a part of, and is located on, the Lee County Campus. The facility includes: (1) a large exhibition hall with a stage that can be divided into four meeting areas, (2) a 200-fixed-seat capacity auditorium with an elevated floor and a stage, and (3) four conference/classrooms, which are available for use by the community.

The college's other Lee County facilities are the North Carolina School of Telecommunications, located in the Lee County Industrial Park, 5910 Clyde Rhyne Road, Sanford; the 116-acre Emergency Services Training Center, 3000 Airport Road, Sanford; and the Lifelong Learning Center at W.B. Wicker, 900 S. Vance St., Sanford.

Harnett County

Central Carolina Community College's Harnett County Campus is located on 26 acres at 1075 Cornelius Harnett Blvd. (U.S. Highway 421 East), between Lillington and Buies Creek. This campus has 76,000 square feet of building space for classrooms, labs, and offices, plus a full-service library and an Academic Assistance Center.

The West Harnett Center is located at 145 Olive Drive in the Western Harnett Industrial Park. It houses Barbering, English as a Second Language, GED, Weatherization, and Sustainable Agriculture classes. It also provides workforce training for businesses in the park.

Triangle South Enterprise Center, 600 Magnolia Ave., Dunn, is a joint venture of the college, Dunn Area

Committee of 100, and Harnett County. It provides space for classes and serves as a small business incubator and the college's Harnett County Small Business Center.

The college also operates the Dunn School of Cosmetology, 1733 W. Cumberland St, and the Lillington Adult Education Center, 695 Shawtown Rd.

Chatham County

Central Carolina Community College's Chatham County Campus is located on 42 acres at 764 West St. in Pittsboro. The campus has 59,000 square feet of floor space for classrooms, shops, offices, and laboratories.

The campus is the primary location for the college's sustainability programs: Sustainable Agriculture, Alternative Energy Technology: Biofuels, Sustainability Technologies: Green Building and Renewable Energy, Ecotourism, and Natural Chef Culinary Arts. These programs are housed in the Sustainable Technologies Center, a building built to LEED standards which showcases the latest in green building technologies.

The campus has a CCCC Preschool which serves as a lab school for the college's Early Childhood Education program. Other curriculum programs at the campus include Associate in Arts and Associate in Science (university transfer), practical nursing, and medical assisting.

The college's Chatham County Small Business Center is located at this campus. A 24,000-square-foot joint CCCC-Chatham Community Library serves both college students and faculty and the community. The campus also houses a JobLink Career Center, providing career counseling and job placement assistance to students and the community.

The college's Professional Arts and Crafts: Sculpture program is housed in a 4,100-square-foot facility at 138 North Chatham Ave. in Siler City at the NC Arts Incubator. Students and college faculty hold regular exhibits in its gallery.

The college's Siler City Center is located in the Central Carolina Business Campus at 400A Progress Blvd. This new LEED Gold certified building houses 24,500 square feet of classroom, office, medical and vocational lab space.

Founding

The college's history started with community leaders who set a goal to create an institution that would meet the educational needs of the area's people, businesses, and industries. Their vision has been fulfilled as the institution has grown from an industrial center to a fully accredited community college serving three counties.

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. The Center became a part of the North Carolina Department of Community Colleges in 1963. In 1965, the North Carolina State Board of Education and the Advisory Budget Commission authorized elevation to "technical institute" status with authority to award Associate of Applied Science degrees.

In 1979, the General Assembly passed a bill to permit

technical institutes to change their names to “technical college.” The Board of Trustees, with the approval of the Lee County Board of Commissioners, voted unanimously to change the name from Central Carolina Technical Institute to Central Carolina Technical College, effective July 1, 1979.

The 1987 session of the General Assembly authorized all local institutions to change their names to “community college.” The Board of Trustees voted unanimously to change the name to Central Carolina Community College. The county commissioners approved the decision and the official date for the name change was January 1, 1988.

In response to state legislation, the North Carolina Community College System switched from a quarter to a semester schedule, completed a comprehensive transfer agreement with the University of North Carolina, and developed a common library of courses. The new semester system was implemented during the summer of 1997.

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. Come join us!

Accreditations

Central Carolina Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30333-4097 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, a number of programs are approved by various accrediting or licensing agencies:

- The Automotive Systems Technology program is certified by the National Automotive Technicians Education Foundation (NATEF).
- 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 Nursing Education program is accredited by the North Carolina Board of Nursing.
- The Polysomnography program is accredited by the Commission on Accreditation of Allied Health Education Programs.
- 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 Department

The purpose of the Student Services Department is to assist students with various aspects of their education, from admissions through graduation and job placement. More specifically, the Student Services Department 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 are Monday through Thursday, 7:30 a.m. to 9:00 p.m., and Friday, 7:30 a.m. to 3:30 p.m.

Visitors

Visitors are always welcome at Central Carolina Community College. The three county campuses are open Monday through Thursday from 7:45 a.m. to 9:00 p.m., and on Friday from 7:45 a.m. to 3:30 p.m., excluding holidays. College personnel will provide guided tours for groups or individuals and are always happy to answer questions about the college and its programs. All visitors must report to the vice president of Student Affairs on the Lee County Campus or to the provost of the Harnett or Chatham campus. Visitors are not permitted to attend classes or contact students on campus without permission of the vice president of Student Affairs, the evening supervisor, or the campus provost.

Intellectual Property Rights/Ownership

Distance education course sites and content, programs, materials, instructional aides, strategies, methods, techniques, devices, artifacts, software, or any item or content that may be classified as “intellectual property” developed as an employee or student of Central Carolina Community College becomes the property of the college. CCCC will be granted a non-exclusive 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 and profit from the intellectual property even when they are no longer associated with CCCC.

Employees, full-time or part-time, further agree, in consideration upon entering the employment relationship, to grant the college a non-exclusive perpetual license to use distance education course sites and content, programs, materials, instructional aides, strategies, methods, techniques, devices, artifacts, software, or any item or content that may be classified as “intellectual property” developed prior to employment by CCCC.

ADMISSIONS

General Information

All students are admitted to Central Carolina Community College without regard to race, sex, color, creed, age, disability, religion, or national origin. Under administrative code 23 NCAC 02C.301(a) students may be admitted as an special credit student to the college if they are over 18 or a high school graduate.

To be admitted to a curriculum program at Central Carolina Community College, applicants must have a high school diploma or an appropriate equivalent (GED).

All admission procedures should be completed at least three working days prior to actual enrollment in a program. Exceptions to these admissions policies, including the U.S. Department of Education Ability to Benefit provision for non-high school graduates, may be determined after a conference between the applicant and the vice president of Student Support Services.

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 copy of the Certificate of Inspection issued by North Carolina.
- 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 principal's signature (usually one of the parents or guardians is the principal).

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 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. The State-established North Carolina competency test scores might also be accepted.

Persons home schooled may also elect to take the General Educational Development (GED) exam from their local community college in lieu of a high school diploma. If the student passes this test, the GED is equivalent and can take the place of a high school diploma. The cost of the GED exam is minimal.

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.

1. Complete and return the admission application.
2. Submit a high school transcript, GED scores, and complete college transcript(s). Official transcripts are required. A transcript is an “official transcript” when it is received by the college through the mail directly from the high school, college, or other institution. It is the applicant's responsibility to request that transcripts be sent.
3. Take the placement test. Minimum placement test scores are required to take entry-level curriculum English and mathematics courses.

NOTE: Applicants not meeting the minimum required test scores on the placement test may be required to take developmental courses at CCCC, and this may lengthen the time required to complete the degree program. See specific course descriptions and prerequisites. There are four credential options for mathematics, English composition, and other general education courses. (The choice made by the student will depend on the student's goal. The following students will be exempt from taking the CCCC placement test:

- Students who have already completed a degree.
- Students who have acceptable SAT scores.
- Students who have acceptable ACT scores.
- 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 must 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.

4. Supply additional information if requested. For the following programs, an admissions committee consisting of faculty and student development staff makes the admission decision. Because some of these programs have limited enrollment, prospective students are advised to apply early. Please see the individual program curriculum descriptions for information.

- Associate Degree Nursing
- Basic Law Enforcement Training (BLET)
- Cosmetology Instructor Training
- Criminal Justice
- Dental Assisting
- Dental Hygiene
- Licensed Practical Nurse Refresher
- Medical Assisting
- Motorcycle Mechanics
- Paralegal Technology Diploma
- Practical Nursing
- Veterinary Medical Technology

Communicable Diseases

Neither infected students nor employees will be excluded from enrollment or restricted in their access to college facilities/services unless medically-based judgments establish that exclusion or restriction is necessary to the welfare of the individual or community.

Students who know that they are infected are to share this information on a confidential basis with the vice president of Student Affairs. Employees who are infected should contact the president. The college will then attempt to respond appropriately to health and educational needs.

Students or employees who have reasonable basis for believing that they are infected are expected to seek expert advice about their health circumstances and are obligated ethically and legally to conduct themselves responsibly for the protection of the community.

Communicable diseases may include, but are not limited to, chicken pox, hepatitis, measles, tuberculosis, meningitis, mononucleosis, whooping cough, AIDS, and other sexually transmitted diseases.

Dual/Concurrent Enrollment for High School Students

Under certain conditions, North Carolina public, private, and home-schooled high school students who are 16 years of age may enroll tuition-free in courses at Central Carolina Community College while enrolled in high school. Dual/Concurrent enrollment students will follow the college schedule. Students can obtain "Petition for Dual/Concurrent Enrollment" forms from the guidance counselor at their school. Earned certificates, diplomas, or degrees may be awarded after high school graduation, receipt of final high school transcript, and upon written request.

International Students

CCCC is not currently accepting international applicants with F-1 non-immigration student visas.

Special Credit Student(s)

A student may enroll as a special student without specifying an educational objective. 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 Development Services administers placement testing to students enrolled in a curriculum program or to special credit students interested in taking English, mathematics, or other courses that require a prerequisite/corequisite. The test is used to assess a student's ability in four areas: reading comprehension, sentence skills, arithmetic, and elementary algebra. Students who do not achieve the minimum placement test scores may be advised to enroll in developmental courses prior to being placed in appropriate levels of instruction. Placement test scores expire after five years. Please see "General Admission Standards and Procedures" for testing exemptions.

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

Career Counseling/Services

Career counseling is available through the Career Center in Student Development Services. The Career Center assists students in selecting and preparing for a career and setting life goals. 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 and provides referrals to other agencies such as the Employment Security Commission, Social Security Administration, Social Services, Vocational Rehabilitation, Veterans Office, and

County and State Health Departments.

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. Chapter 116-143.1 of the N.C. General Statutes covers the requirements for determining resident status for tuition purposes. Chapter 116-143.1(b-d) is quoted as follows: “To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to his or her classification as a resident for tuition purposes. Every applicant for admission shall be required to make a statement as to his length of residence in the State.”

“To be eligible for classification as a resident for tuition purposes, a person must establish that his or her presence in the State currently is, and during the requisite 12-month qualifying period was, for purposes of maintaining a bona fide domicile rather than of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.”

“An individual shall not be classified as a resident for tuition purposes and, thus, not rendered eligible to receive the in-state tuition rate, until he or she has provided such evidence related to legal residence and its duration as may be required by officials of the institution of higher education from which the individual seeks the in-state tuition rate.”

Information relating to claimed North Carolina residence for tuition purposes will be required from all applicants claiming to be North Carolina residents, and a determination will be made by the vice president of Student Affairs or the registrar as to whether or not the applicant qualifies for in-state tuition rates. Should the ruling be contrary to the applicant’s expectation, it may be appealed to the Residence Status Committee of the institution. Individuals on active military duty in North Carolina and their dependents 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 on the applicant. Decisions by school officials will be based on the requirements of the North Carolina General Statutes and regulations specified in the 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 contact the vice president of Student Affairs or the college registrar. The Residency Status form is a part of the application; however, applicants will be required to complete a more in-depth form if additional information is needed.

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. The North Carolina General Assembly approved the current tuition rate during its 2010 session.

The following semester tuition rates are effective July 1, 2010:

<u>In-State</u>	<u>Out-of-State</u>
\$ 904.00	\$ 3,976.00
16 semester hours	
\$ 56.50	\$ 248.50
Part-time students per semester hour	

NOTE: Persons 65 years of age or over are exempt from tuition fees up to six credit hours per semester. Tuition rates are subject to change pending action by the North Carolina General Assembly.

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 County Campus and the

Harnett County Campus are operated by Follett Higher Education Group. Students may come on campus to purchase books and supplies or they may use our website www.centralcarolina.bkstr.com 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 listed above and also on the college's website 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 the 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.

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

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 \$14 for six hours or less; those taking seven hours or more are charged \$28. Summer term student fees are \$4 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 calendar and 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 via distance education. Only hybrid and lab co-requisite courses are exempt from this fee.

Graduation Fee

A \$18 graduation fee will be charged to students who participate in graduation exercises. There is no charge to graduates who do not participate in graduation exercises. Graduation fees are used to cover costs for degrees, diplomas, certificates, caps, gowns, 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

Students using the campus parking facilities will be required to register their vehicles with the Business Office. A numbered sticker will be issued for placement on the vehicle. The initial cost of vehicle registration is included in the student fee.

- Students should park in the white-lined parking spaces only.
- Students will be assessed a \$5.00 fine when parking in the faculty and staff spaces or other designated, reserved, or no parking area (such as cosmetology patron parking or visitor parking).

Policy on Student Publications

All student publications, including, but not limited to, flyers, posters, memos, newsletters, promotional/publicity materials, and media advertisements, must be submitted to the organization's advisor prior to duplication or publication. The advisor must then sign and date the original and maintain it in the organization's files. Larger posters and flyers also should be signed and dated by the advisor and kept on file.

The advisor is responsible for the content of the student publications and should consult with the vice president of Student Affairs if there are any questions or concerns about content. The advisor should also check to verify accuracy (i.e., dates, times, locations) and assure that nothing contained in the publication violates campus policy. Publications considered controversial in the view of the advisor should be cleared by the vice president prior to publication. Media advertisements or publicity (i.e., newspaper, radio station, TV station, billboard, etc.) must be cleared and processed through the CCCC Marketing and Public Affairs Department.

Policy on Solicitation and Fund Raising

Individuals representing college groups, clubs, or associations may solicit funds, in-kind donations, or engage in other types of on-campus fundraising activities only after receiving prior approval of the campus provost where applicable and the vice president of Student Affairs. Solicitation and fundraising by any "For Profit" individual or group is prohibited.

All college-affiliated, off-campus fundraising activities require prior approval of the campus provost or the vice president of Student Affairs and the college president.

Financial Assistance

Financial aid is money or the opportunity to earn money to help pay for a student's educational expenses. Assistance may be awarded in the form of a grant, scholarship, loan, part-time employment, or a combination of these. Financial assistance is usually awarded on the basis of financial need, which is the difference between the

cost of attending school and what the student and the student's family can afford to pay toward the educational expenses.

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:

1. Be a U.S. citizen or eligible non-citizen.
2. Be registered with Selective Service (if required).
3. Be working toward a degree, diploma, or certificate.
4. Be making satisfactory academic progress.
5. Not owe a refund on a Federal grant or be in default on a Federal educational loan.
6. Have financial need.

NOTE:

1. *Federal student loans must be repaid.*
2. *Students going to school less than half-time may be eligible for Federal Pell Grants and some other Federal student aid programs.*
3. *Conviction of drug distribution or possession may make a student ineligible.*

Financial Aid Application Procedure

To apply for the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, North Carolina Student Incentive Grant, Federal Work-Study, and scholarships, a student should secure and complete a Free Application for Federal Student Aid (FAFSA) from the high school guidance counselor or from the Financial Aid Officer at CCCC, and mail it to the Federal Student Aid Programs. Students can visit the FAFSA website at www.fafsa.ed.gov. In order to have the results of the FAFSA sent to CCCC, a student should list "CCCC" in the college release section of the application and include CCCC's Title IV Code number of 005449.

Financial Aid Award Procedure

Awards are made throughout the year by order that financial aid files are complete including all admissions requirements being met, a valid FAFSA received by the college, any requested documents received by the Financial Aid Office, and a corrected FAFSA received back from the Department of Education if applicable. Please refer to the calendar within the Student Handbook or on the Financial Aid Office's web page at www.cccc.edu/financialaid for priority filing dates for each semester.

Types of Financial Aid

The types of financial aid available at Central Carolina Community College are as follows:

1. Federal Pell Grant

The Federal Pell Grant is a federally funded program that provides awards to eligible students. Awards may range

from \$227 to \$5,550 per year (amount subject to change each year). Any undergraduate student is eligible to apply for a Federal Pell Grant. All students must apply for this grant in order to be considered for other aid administered by the Financial Aid Office. Pell awards depend upon the cost of education and the student's financial need as determined by the FAFSA submitted to the United States Department of Education.

2. Federal Supplemental Educational Opportunity Grant

The Federal Supplemental Educational Opportunity Grant is a federally funded program that provides grants for students with exceptional financial need (with priority given to Pell Grant recipients). The grants may range from \$100 to \$1,000 per year, but may not exceed one-half of the total financial assistance awarded to the student.

3. Federal Work-Study Program

The Federal Work-Study Program provides part-time jobs to students who demonstrate financial need. The work-study jobs are awarded in the same manner that other aid awards are made. The jobs are usually on campus during the year. Students may work up to 20 hours per week depending on the amount of work-study funds they have been approved to earn during the academic year. Students must complete a time sheet and turn it in at the Financial Aid Office on the 10th of each month. Students are paid at least minimum wage and receive a paycheck on the last day of the next month for the previous month worked (semester).

4. North Carolina Community College Grant

The North Carolina Community College Grant is a need-based grant established by the N.C. General Assembly to provide funds to help meet the educational cost of N.C. residents attending a community college. Awards range from \$37 to \$950 per year (amounts subject to change each year).

5. North Carolina Education Lottery Scholarship

The North Carolina Education Lottery Scholarship was created by the 2005 General Assembly to provide financial assistance to needy students. Students must be a North Carolina resident and be enrolled at least half-time (at least 6 hours per semester). Awards range from \$100 to \$2,800 (amounts subject to change each year).

6. Non-Institutional Loans

Non-institutional loans are available through private lenders. The Financial Aid Office can provide more information.

Other Financial Assistance

The following types of aid are not administered through the college Financial Aid Office, but are forms of financial assistance:

1. Veterans Benefits

Qualified veterans and wives/children of veterans may be admitted and approved to receive educational benefits, providing they meet requirements established by the Veterans Administration. The college is approved for the training of veterans under Public Law 16 of the 78th Congress and under Public Law 550 of the 82nd Congress, and Chapter 34, Title 38, United States Code. Refer to the Veterans Information section of this handbook for additional information.

2. Veterans and War Orphans Grants

These are available to the immediate family of war veterans whose deaths or permanent disabilities were service connected and to POWs or MIAs classified as such for a minimum of ninety days. For more information, contact: Division of Veterans Affairs, P.O. Drawer 26202, Raleigh, NC 27611.

3. The Tuition Assistance Program

This program is available to provide tuition assistance for active duty service members and for members of the North Carolina National Guard. The application is available at guard units and the Office of the Adjutant General, P.O. Drawer 26268, Raleigh, NC 27611. Active duty service personnel can obtain an application at their post education center.

4. Vocational Rehabilitation

This is available to certain students with mental, physical, or emotional handicaps that limit their employment opportunities. For more information, contact the Vocational Rehabilitation Office in the area or write: Department of Human Resources, Division of Vocational Rehabilitation Services, Raleigh, NC 27611.

5. Job Training Partnership Act (JTPA)

Funds are available to qualified students through the Employment Security Commission or other sponsoring agencies. Students should contact the coordinator of special programs for more information.

6. Child Care Grants

These grants are available to qualified students for child care assistance. For more information, contact the coordinator of Special Programs.

7. Scholarships/Endowments

For a complete list of scholarships and endowments, see the Financial Aid Office. Many scholarships and endowments are available through the CCCC Foundation. Scholarship lists are available on the college website at www.cccc.edu/financialaid or www.cccc.edu/foundation.

ACADEMIC INFORMATION

Central Carolina Community College offers Associate

in Arts, 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 program conducted by members of the administration, the Student Services Department, the faculty, and the Student Government Association. The purpose of orientation is to acquaint students with the administrative personnel, faculty, student leaders, and available services. The regulations, policies, and privileges of the college as set forth in the catalog are discussed and interpreted.

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 their 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 Academic Affairs or vice president of Student Affairs.

Students will not be permitted to register for more than 22 semester credit hours.

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 Student Services or vice president of Academic Affairs. 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 three methods: online, multi-format, and hybrid. Through distance education, travel to campus is minimal or not required at all. Hybrid course delivery reduces on-site sessions but still requires 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 and Multi-format

Online and multi-format courses use the World Wide Web, e-mail, and other Internet resources to provide opportunities for meaningful student-to-faculty and student-to-student interaction comparable to the traditional college classroom. Additional resources such as CD-ROM, textbooks, and other printed materials are common requirements. Students must have access to a reliable personal computer (home, office, or college campus) capable of providing graphical access to the Web as well as appropriate software. Online courses have LN1, LN2, LN3, etc. section numbers, and multi-format courses are identified by LM1, LM2, LM3, 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.

Distance Education Hybrid Courses

Hybrid courses blend traditional class meetings with the World Wide Web, e-mail, and other Internet resources to provide opportunities for student-faculty and student-to-student interaction in person as well as online. Requirements typically include regular class meetings, access to a reliable personal computer (home, office, or college campus) capable of providing graphical access to the Web as well as appropriate software. Hybrid courses are denoted by LJ1, LJ2, LJ3, etc. section numbers. A course-specific orientation is held the first day of class.

Distance Education Orientations

All online and multi-format students must complete a course-specific orientation designed to enhance their course performance. Hybrid courses typically require on-campus orientations while online and multi-format orientation delivery methods may vary.

Complete information about course offerings, requirements, and guidelines can be found on the Distance Education webpage at www.cccc.edu/de.

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. **NOTE:** Pell and VA students cannot count audited courses for payment purposes.

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 faculty receive a copy of the completed Audit Declaration Form in order to know

who is auditing their classes.

Course Substitution

Under extenuating circumstances, a student may apply to his advisor for approval of a course substitution. A course substitution may be granted upon review and recommendation of the department chair to the dean or provost and in consultation with the vice president of Academic Affairs.

Consideration of any substitution involving a required core course as stipulated in the curriculum standard must receive additional approval by the North Carolina Community College System office staff. For VA purposes, the VA counselor must be notified of all approved course substitutions.

The course used as a substitute must have credit hours that are at least equal to the number of credit hours of the original course. The substitute course must have relevance to the curriculum and should also have relevance to the course for which the substitution is made.

Independent Study

Under extenuating circumstances, independent study may be scheduled for selected courses with the approval of the subject instructor, department chairperson, and the program dean.

Academic Advisors

Students are assigned academic advisors upon enrollment. The role of the advisor is to serve as the primary contact with the student for his total academic activities while enrolled at CCCC. The student is expected to confer periodically with his advisor (at least twice each semester) regarding academic standing, early registration, or any other areas of concern.

Alternative Credit

A student may earn alternative credit in the following ways:

- Transfer of credit from one curriculum to another (Resident Credit Transfer)
- Transfer of credit from regionally accredited institutions
- Advanced Placement Examinations (AP)
- College Level Examinations Program (CLEP)
- Defense Activities for Non-Traditional Education Support Systems Examination (DANTES)
- Proficiency demonstrations
- Experience

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.

Resident 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 credit from regionally accredited institutions under the following rules:

- Higher education institutions (colleges) transfer credits may be accepted only from regionally accredited institutions.
- 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, students 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.

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 to be sent to the CCCC Registrar’s Office for evaluation.
- Credit will be granted only for scores earned within the last ten (10) years unless approved by the vice president of Academic Affairs.
- 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.
- Such credit will not be calculated in the grade point average.
- 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.

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. A proficiency demonstration may be a written exam, oral exam, shop exercise, or lab exercise. The following rules for the student apply:

- Show 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 the department chairperson accompanied by a written request for a review.
- Obtain permission from the appropriate department chairperson or vice president of Academic Affairs.
- Register and pay tuition for the course.
- Take the Proficiency Test during the first week of the term.
- Earn a grade of “B” (86%) or better.
- Drop the course using the Drop/Add form if an acceptable score is earned and then add the course as Section “OP” (Proficiency) on the Drop/Add form.
- Credit granted through a proficiency exam will not be calculated in the grade point average.
- Proficiency demonstrations may be taken only one time for each 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). Reason for termination will be “Passed by Proficiency.”

Credit by Experience

Students may request credit for work experience or skills that directly correlate with competencies required in a specific course under the following rules:

- 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 chairperson 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; 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.
- Experiences, which may require a demonstration of one’s ability, must be approved by the student’s curriculum department chairperson or lead instructor, the subject area

department chairperson, and the vice president of Academic Affairs.

- 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 will record a symbol of "EL" on the transcript with credit hours; however, no quality points will be assigned.
- Documentation shall be kept on file for five (5) years in the Registrar's Office.
- Credit granted for experience will not be calculated in the grade point average.

Prerequisites/Corequisites

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 upon review and recommendation by the department chair to the dean or provost and in consultation with the vice president of Academic Affairs. 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 (example: a student transferring in with the local prerequisite of RED 090 would not have to take RED 090).
- 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).
- 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

Students will abide by the college catalog and program of study requirements in place at the time of admission. Students may elect to adopt future college catalogs and program of study requirements if it is beneficial to completing degree requirements in a timelier manner.

Students who request a change of program must adopt the college catalog and program of study requirements in place when the change becomes active. Consequently, older college catalogs cannot be used for degree completion once the change of program is active.

In accordance with CCCC's mission and values, the college quests to educate, train, and graduate students who are competent, capable, and current in their chosen programs. Therefore, students who have not completed their program of study within five years of initial enrollment are subject to new or revised policies, provisions, rules, guidelines, electronic program of study, catalog, etc. in existence once the five-year term expires.

NOTE: All students are subject to provisions and guidelines imposed by the state or outside accrediting agencies that impact changes in programs. Such changes are at the discretion of the state or outside accrediting agencies. When such happens, students may be required to adhere to the provisions of the revised program prior to the five-year expiration point.

This provision applies to all students and all curriculum programs (certificates, diplomas, degrees) and is subject to the following rules:

- When a student does not complete a program of study within five years, the department chair and appropriate faculty members may consider course-by-course credit within a student's program and grant appropriate substitutions and credit with review by the dean/provost and final approval by the vice president of instruction/chief academic officer.
- Requests for transfer credit for courses earned under special credit status or while enrolled in another program are also subject to five-year limitations. Such credit exceeding the five-year limit may be evaluated and considered for credit by the department chair and appropriate faculty members with review by the dean/provost and final approval by the vice president of instruction/chief academic officer.

Letter Grade	Meaning	Quality Points (Per Credit Hr.)
A (94-100)	Excellent	4
B (86-93)	Above Average	3
C (78-85)	Average	2
D (70-77)	Below Average	1
F (69 & under)	Failure	0
I	Incomplete	0
W	Withdrew	0
WF	Withdrawal/Failing	0
AU	Audit	0
P/F	Pass/Fail	0
CE	Credit by Exam	0
* (Grade)	Indicates grade not applicable	0
EL	Learning by Experience	0

Grading System

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.

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.

The instructors will not post end-of-term course grades without the written permission of the students.

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) divided by seventeen (17) 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

General Academic Standards

1. 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.

2. Students who do not earn a 2.0 GPA for any given term will be placed on academic probation. Probation students who are enrolled for 12+ semester credit hours and/or who are seeking a diploma or degree will be required to enroll in and successfully complete ACA 090 College Study Skills. A reduced course load is recommended.

EXCEPTION 1: Probation students who maintain a cumulative GPA of 3.0 or higher will not be required to enroll in ACA 090. A reduced course load is recommended.

EXCEPTION 2: Probation students who have enrolled in and successfully completed ACA 090 during a previous term will not be required to repeat ACA 090.

3. Students who have a term GPA below 2.0 for two consecutive terms and an overall GPA below 2.0 will be suspended from all and all college activities for one term with the exception of enrollment in ACA 090.

EXCEPTION: If a student applies to change curriculum programs after two terms with a GPA below 2.0, the probation may be extended for one term. During this probation extension term, the student will be required to enroll in and successfully complete ACA 090. This extension of probation must be approved by the department chairperson of the new curriculum and by the vice president of Student Affairs. Failure to obtain at least a 2.0 GPA during the subsequent term will result in academic suspension for one term.

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

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

General Education Competencies

The college is committed to teaching and learning excellence. Every degree program includes a minimum of fifteen semester hours credit of general education as prescribed by the North Carolina Community College System Curriculum Standards, and CCCC believes that every degree graduate should successfully master general education competencies regardless of the degree discipline. The general education competencies developed by the college represent the academic proficiencies believed necessary for graduates to be successful and productive employees as well as successful community citizens. In support of the college mission, CCCC graduates will be able to demonstrate:

1. Problem-solving skills that identify, analyze, and evaluate content and processes in order to implement effective solutions or strategies
2. Writing skills that exhibit clear, coherent topic development and proficient use of mechanics
3. Effective communication that reflects proficiency in oral presentation skills in group and/or one-on-one settings
4. Appropriate mathematical skills in collecting, analyzing, and communicating quantitative data
5. Basic computer literacy and evidence of proficiency in concepts, word processing skills and spreadsheet skills

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

At graduation, the Highest Academic Award will be presented to the graduates who have the highest academic average in four categories: A.A., A.S., A.A.S., and Diploma. These students must have completed 75 percent of their coursework and their last term of study at Central Carolina Community College. Only students with a minimum GPA of 3.5 are eligible to receive this academic award.

Academic Probation Policy

Each student will be notified of his academic status at the end of each term. Students who do not earn a 2.0 GPA for any given term will be placed on academic probation. Probation students, who are enrolled for 12+ semester credit hours and/or who are seeking a diploma or degree, will be required to enroll in and successfully complete ACA 090, a three semester hour non-credit course. A reduced course load is recommended. Students may not participate in any athletic events while on academic probation.

EXCEPTION 1: Probation students who maintain a cumulative GPA of 3.0 or higher will not be required to enroll in ACA 090 College Study Skills. A reduced course load is recommended.

EXCEPTION 2: Probation students who have enrolled in and successfully completed ACA 090 during a previous term will not be required to repeat ACA 090.

If, upon receipt of grades, a student learns that he is on academic probation, he must schedule an appointment with his 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, his advisor/counselor will make recommendations concerning the course load for which the student should register.

Academic Suspension Policy

If a student has below a 2.0 term GPA for two consecutive terms and an overall GPA of less than 2.0, that student will be suspended from all coursework and all college activities for one term with the exception of enrollment in ACA 090 College Study Skills.

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 Affairs. ACA 090 will be required during the term of suspension or the term of reentrance.

EXCEPTION: If a student applies to change curriculum programs after two terms with a GPA below 2.0, the probation may be extended for one term. During this probation extension term, the student will be required to

enroll in and successfully complete ACA 090. This extension of probation must be approved by the department chairperson of the new curriculum and by the vice president of Student Affairs. Failure to obtain at least a 2.0 GPA during the subsequent term will result in academic suspension for one term.

A Special Notice to Financial Aid Recipients and Eligible Veterans or Their Dependents

Financial Aid Recipients must maintain a grade point average (GPA) of 2.0 each semester and complete 67% of all courses enrolled each semester to remain eligible for Financial Aid. Students whose GPA falls below 2.0 or fail to complete 67% of their courses for any given term will be placed on “Financial Aid Warning” for the following term in which they are enrolled. If a student’s GPA is less than 2.0 for the “Warning” term, then financial aid benefits will be terminated. Termination will continue and remain in effect until such time as the student demonstrates satisfactory academic progress. A grade of “W” will count as a grade of “F” in the computation of the student’s grade point average.

Students receiving Veterans Administration (VA) Education Benefits must also 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 2.0, VA education benefits will be terminated. Benefits cannot be reinstated until such time as the student regains satisfactory academic progress standing. Withdrawal from a class which results in a grade of “W” may result in an overpayment of benefits by the VA and require that the student pay the VA the amount of the tuition for that class. Withdrawal from a class which results in a reduction of “training time” may also reduce the amount of monthly VA education benefits the student is entitled to. Students who withdraw from a class are personally responsible for “promptly” notifying the Veterans Services Office at Central Carolina Community College of that withdrawal.

Repeating a Course

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.

Removal of Incomplete

Instructors may assign a grade of “I” (“Incomplete”) to any student who, due to extenuating circumstances, needs additional time to complete course requirements; however, Incompletes will be assigned with discretion.

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.

Withdrawal

A student who wishes to withdraw from school or from an individual course during the academic year should complete an official withdrawal form in the Student Services Department. The student’s advisor is required to sign the form. This will protect the student’s scholastic standing, his right to reenroll, and his transfer credits. The date of official withdrawal (including withdrawal resulting from disciplinary suspension or expulsion) from a course can affect the final grade for that course.

A student may withdraw within the first 12 weeks of the semester and receive a “W.” After the 12-week point as specified in the college calendar, withdrawal from a class results in a final grade of “WF.” A grade of “WF” is treated as an “F” and affects the grade point average.

All courses dropped after the first 12 weeks will be dropped with a “WF” except in the case of hardship/medical withdrawal from the college. A hardship/medical withdrawal must be requested from and documented with the vice president of Student Affairs.

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 will complete and submit to the registrar a “Student Termination” form. The grade assigned to the student on the termination 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 12-week date or a “WF” if the last date of attendance was after the 12-week date.

Readmission

When a student withdraws from the college, he may apply for readmission at the beginning of the next term in which courses are offered and for which he is eligible. A student who is dismissed for unsatisfactory progress may be readmitted after the department chairperson, a counselor, or the vice president of Student Affairs has granted approval.

A student reentering must do so under the provision of the catalog in effect at the time of reentry.

Transcript Policy

Starting in April 2011, all curriculum students and alumni may request one free transcript per six month period from the Registrar's Office on the Sanford campus. The free transcript must be requested in person and retrieved from the Registrar's Office by the student. Neither the request nor the free transcript can be mailed or faxed.

Students who request more than one transcript within the six month period will be required to pay a \$3.50 fee for each transcript. All transcript requests and payments must be made online through a secure website link on www.cccc.edu. Central Carolina Community College is unable to accept cash or credit card payments in person or over the phone for transcripts. All transcript fees are collected by a third party agency (AVOW systems) that provides the transcript management and certification system for transcripts. All students must digitally sign a FERPA waiver before the transcript is released.

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, and (2) the student owes outstanding materials to the college.

Electronic Transcript Policy (E-transcripts)

Central Carolina Community College certifies that an electronic transcript (e-transcript) issued by AVOW Systems as 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.

Acceptance of Electronic Transcripts for Admission Purposes

Central Carolina Community College will accept electronic transcripts for admissions purposes if the following criteria are met regarding the transcript:

1. The transcript is certified as official from the college using a third party agency for the certification process. Approved agencies include AVOW Systems, Docufide, National Student Clearinghouse, and Scrip-Safe.
2. The transcript must be a PDF certified document that has no indication of tampering.
3. A college official must receive the transcript from an approved e-transcript service. CCCC will not accept forwarded transcripts from unaffiliated college sources

unless it has been preapproved by the Registrar.

4. CCCC has the right to refuse electronic transcripts or request additional information if there is question about the authenticity of the document.

Graduation

Graduation exercises are held annually at the close of the spring and summer terms. The student must apply for his degree or diploma by the midterm of the term in which coursework is scheduled for completion. A \$18.00 graduation fee will be charged to students who participate in graduation exercises. Graduation fees are used to cover costs for degrees, diplomas, certificates, caps, gowns, 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 Development Services.

Conduct and Student Due Process

CCCC has a genuine concern for the integrity of all students enrolled. Students are required to conduct themselves in a mature and responsible manner.

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. 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. The following rules apply:

- Students must attend 80% of the total hours of any class in order to receive a passing grade. At the discretion of the instructor, a student who is absent from class more than 20% of required class meetings may be dropped from the class roster.

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 approval **at least two weeks prior** 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.

- Students withdrawn for missing more than 20% of the class meetings before the last day to drop a course will receive a grade of "W." Students withdrawn after the last day to drop a course will be assigned a grade of "WF."
- Making up absences is at the discretion of the instructor or may be guided by internal policies 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.

- At the discretion of the instructor, a student may be referred to the Student Services Department for counseling relative to absenteeism. The visit must be documented prior to reentry to the class.

- In all cases, instructors are required to maintain accurate attendance records. 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. Otherwise, students should be withdrawn once they exceed the 20% absence limit.

- When the instructor decides to withdraw a student, the instructor must process the student withdrawal using appropriate forms within ten (10) working days of the student exceeding the 20% absence limit.

- 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 consult the instructor's immediate supervisor. Further appeals should be made to the next ranking official up to the vice president of Academic Affairs. The official to whom the appeal is made may reverse the withdrawal. The decision of the vice president of Academic Affairs is final.

- Disciplinary withdrawals may be appealed through the procedures outlined under Students Rights (Disciplinary Procedures).

- 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 absence upon return to class.

- Excessive tardiness will be dealt with in a manner similar to that for absences. Three tardies constitute one (1) absence. Students who are late by 10 minutes or more will 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).

Dropping Students from Class Roll

A student will be dropped when the student gives notice of withdrawal or has been absent from class for 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 dropped for 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. Freedom of expression must conform to generally recognized community standards of decency and morality.

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, address, academic major, enrollment periods, hours earned, degrees awarded, and awards received. However, a student may request in writing to the vice president of Student Affairs that directory information be withheld. The college will not sell mail 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 fifteen (15) working days after the postmarked date of the grade. Students must follow the student appeal process outlined under Section VI. Student Grievance Procedure and Section VIII. Appeals Procedure—Academic Appeal.

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 morality. 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 guide); 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, or whose observable behavior leads a college official to believe he 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 or which promote hatred or racial prejudice 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 which in any way interferes with a student's or an employee's performance or creates an intimidating, hostile, or offensive environment 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 with the rear of the vehicle exposed so that the parking permit is 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 County Campus) or the front office (Chatham and Harnett county 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. Lewd, indecent, or offensive wording on clothing will not be tolerated.

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 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 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 emits an audible sound, 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 policy as outlined above or face disciplinary measures from the college.

IV. Disciplinary Procedures

a. Immediate Suspension: If an act of misconduct threatens the health or well-being 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 Affairs in writing of the individuals involved and the nature of the infraction as soon as possible but no more than two (2) days following the incident. The vice president of Student Affairs 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 Affairs is responsible for implementing student discipline procedures. (Throughout this code, VP of Student Affairs refers to the vice president of Student Affairs).

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 VP of Student Affairs against any student or student organization for violations of college regulations. The individual(s) making the charge must notify the VP of Student Affairs 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:** Within five (5) working days after the charge is filed, the VP of Student Affairs 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 VP of Student Affairs 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 VP of Student Affairs 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 VP of Student Affairs or where the student refuses to cooperate, the VP of Student Affairs shall send a certified letter to the student's last known address providing the student with a list of the charges, the VP of Student Affairs' 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 (2) important implications. First, the individual is given a chance to show his capability and willingness to observe the Student Code of Conduct without further penalty; second, if he errs again, further action will be taken. This probation will be in effect for no more than two (2) 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 (2) 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 VP of Student Affairs 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 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.

1. 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:

1. 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 an academic appeal, the student must follow the steps outlined in the academic appeals form as indicated in VIII. Appeals Procedure– Academic Appeal. In extreme cases such as alleged sexual harassment, the student may go directly to the VP of Student Affairs or any other college official with whom the student feels comfortable.

2. If the grievance 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.

3. If the grievance 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 VP of Student Affairs may request a hearing before the Judicial Committee. This request must be submitted in writing to the VP of Student Affairs within six (6) working days after the receipt of the VP of Student Service's decision. The VP of Student Affairs 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 VP of Student Service's investigation.

a. Committee Composition: Membership of the Judicial Committee shall be composed of the following:

1. Three faculty or staff members appointed by the vice president of Academic Affairs of the college.

2. 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.

3. A college faculty or staff member appointed by the president to serve as committee chairperson, who will vote only in case of a tie. A new chairperson may be appointed for each hearing.

4. 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

1. Procedural Responsibilities of the VP of Student Affairs include the following:

The Judicial Committee must meet within ten (10) working days of receipt of a request for a hearing, unless the student (the defendant) requests additional time (not to exceed five (5) days). At least two (2) working days prior to the date set for the hearing, the VP of Student Affairs shall send a certified letter to the student's last known address providing the student with the following information:

A. A restatement of the charge or charges.

B. The time and place of the hearing.

C. A statement of the student's basic procedural rights.

2. Basic procedural rights of students include the following:

a. 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 VP of Student Affairs of this intention when the request for the hearing is filed. If the student brings counsel to the hearing without so informing the VP of Student Affairs, the committee chairperson will give the student the option of proceeding without counsel or postponing the hearing for five (5) working days.

b. 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 VII. A. 5.) 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.

c. The right to present evidence (including witnesses).

d. The right to face the person(s) bringing the charge(s).

e. The right to hear witnesses on behalf of the person bringing the charges.

f. The right to testify or to refuse to testify without such refusal being detrimental to the student.

g. 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 within ten (10) working days of the completion of the hearing.

3. The Conduct of the Committee Hearings is as follows:

a. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:

(1) The student. (Absence of the student will result

in adjournment of the hearing and no further action will be taken.)

(2) The faculty or staff member bringing the charge against the student or being accused by the student.

(3) Counsels (see VII. B. 2. a. The Right to Council).

(4) Witnesses who shall:

(a) Give testimony singularly and in the absence of other witnesses.

(b) Leave the committee meeting room immediately after completion of the testimony.

b. 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 (3) years. The VP of Student Affairs will keep copies of all correspondence and rulings surrounding the hearing for three (3) years.

c. The committee shall have the authority to adopt supplementary rules of procedure consistent with this code.

d. The committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.

e. Upon completion of a hearing, the committee shall meet in executive session to determine concurrence or non-concurrence with the original finding and to recommend sanctions, if applicable.

f. Decisions of the committee shall be made by majority vote.

g. Within four (4) working days after the decision of the committee, the VP of Student Affairs 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 within ten (10) working days after receipt of the committee's decision. The president shall have the authority to:

1. Review the findings of the proceedings of the committee.

2. Hear from the student, the VP of Student Affairs, and the members of the committee before ruling on an appeal.

3. Approve, modify, or overturn the decision of the committee.

4. Inform the student in writing of the final decision within ten (10) working days of the receipt of the appeal.

VIII. Appeals Procedure—Academic Appeal

a. Procedure

1. 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 academic appeals form. The student then submits the completed form to the faculty member.

2. The faculty member will review 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 faculty

member records information related to the decision on the form and reports this information to the student. Based on the faculty member's decision, the student indicates on the form whether the issue is "resolved" or "unresolved".

3. If the student feels that the issue is unresolved, then the student has the right to appeal the faculty member's decision to the appropriate supervising Department Chair. If, after completing step three, 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.

If the issue is still unresolved, the student may continue the appeal process based on the time frames and sequence specified on the Academic Affairs Appeal form.

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 (www.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 Education Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

- Students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for students to review the records. Schools may charge a fee for copies.

- Students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the student then has the right to a formal hearing.

After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the student in order to release any information from a

student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell students about directory information and allow students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Students may not have access to the following information:

- Parent's financial records (without written consent from the parent)
- Law enforcement records
- Medical, psychiatric records, or similar records in connection with the treatment of the student
- Letters/statements of recommendation

Directory Information is defined by Central Carolina Community College as the following items:

- Name
- Academic Major
- Enrollment Periods
- Hours Earned
- Degrees Awarded
- Awards Received

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

* Department of Education as retrieved on 09/24/2008
www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

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 an 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 Affairs 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 the back of the student handbook for 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
1-800-447-1800
- Carolina Behavioral Care
910-295-6007
- Sandhills Center/Lee
919-774-6521
- High Point Behavioral Health
1-800-525-9375
- Sandhills Center/Harnett
910-893-2118
- Alamance Regional Medical Center
1-800-522-9418

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

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.

I. 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.

II. 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.

Serviceman's Opportunity College (SOC)

CCCC is a Serviceman's Opportunity College (SOC) and supports the concept that military personnel should be encouraged to begin their post-secondary education while serving their country.

Under the Serviceman's Opportunity College program, servicemen are encouraged to submit evaluations of CLEP test results, DANTES test results, military service school records, Military Occupation Specialty (MOS) evaluations, and prior college coursework for transfer credit. CLEP/DANTES must meet the recommended American Council on Education (ACE) minimum scores. All coursework considered for transfer must be equivalent to CCCC courses appropriate to the student's program of study.

Student Activities

Central Carolina Community College, in cooperation with the Student Government Association, attempts to enrich the academic and social growth of the student with a

wide range of student activities. Students are encouraged to participate in as many activities as time permits. Membership in all student organizations shall be open to all students without regard to race, sex, color, creed, age, disability, religion, or national origin.

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:

Monday – Thursday, 7:30 a.m. – 9:00 p.m.

Friday, 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.

The college has an active alumni association. Visit it on Facebook at www.facebook.com/ccccalum.

The Circle for Cougar Graduates was created for loyal students and alumni who want to preserve the CCCC experience for future generations of students. By joining the Circle, students and alumni pledge to do three things:

- be a life-long ambassador for the college
- encourage future students to attend CCCC
- make an annual gift of any amount to the college

For more information, call (919) 718-7426 or (919) 718-7230. The college awards an Alumni/Phi Theta Kappa Scholarship.

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.

Student Government Association (SGA)

The Student Government Association (SGA) is the student body's self-government. It is the official voice of the student body. The SGA is committed to promoting the student's 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 the Student Services Department staff.

The SGA's organizational structure consists of an Executive Committee with the officers of president, a vice president for each of the county campuses, a secretary, treasurer, and a Student Senate composed of elected representatives from each curriculum. The SGA president and vice presidents are elected in the spring term of the

preceding year. The other officers and representatives are elected during the fall term by the first week in October. The president of the SGA, who serves as a non-voting member of the Board, represents the students on the CCCC Board of Trustees.

The Chatham and Harnett County campuses elect an SGA vice president and senate representatives for their individual campuses and assist the student activities director with student activities on their campuses.

The major portion of the cost for all student activities is financed through the student fee paid by each student. The total amount anticipated is budgeted by the SGA Summer Standing Committee, approved or corrected by the SGA Student Senate at its first meeting, and then submitted by the SGA treasurer to the CCCC Board of Trustees for approval. Any changes in the anticipated amount must be reflected in the budget submitted for approval by the Board.

All student activities are conducted only if student interest and participation are sufficient. The following activities are funded and/or sponsored by the Student Government Association:

1. SGA Student Planner/Handbook

The Student Planner/Handbook is published each year by the SGA with the assistance of the Student Services Department staff. Important dates including registrations, exams, holidays, student activities, and events are listed in the Student Planner/Handbook. The purposes, rules, regulations, activities, and policies governing student affairs at CCCC are also found in the Student Planner/Handbook. The cost is covered in the student fee.

2. Activity Days

Activity Days are scheduled on each campus during the fall and spring terms of each school year and consist primarily of outdoor activities, games, and sports. Curricula enter teams in each of the athletic major events. The events currently being held are basketball, softball, volleyball, various races, pool shooting, and board games. These activities are normally preceded by a meal for the entire student body and faculty with the expense being covered by the student fee.

3. Athletics

a. Bowling: An intramural league is available to men and women and usually operates for a minimum of ten weeks with trophies presented. Participants pay a small fee per game during league bowling.

b. 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.

c. Volleyball: CCCC sponsors a women's volleyball team in intercollegiate play when interest is sufficient. Financial support comes from the student fee.

d. Golf: CCCC sponsors a golf team in intercollegiate play when interest is sufficient.

e. Other Athletics: Other athletic teams may be formed

for men and women's sports as dictated by student interest.

4. Dances/Social Events

Several dances, under the sponsorship of the SGA, are held each year depending upon student interest. The cost of these is covered by the student fee.

5. Special Events

The Student Government Association may sponsor other activities such as socials, films, speakers, and related activities that will be of interest to the students. When such occasions arise, students are notified in advance and encouraged to participate.

6. Other Activities

Various other activities are considered through student suggestions. Some of these, for which non-credit classes or clubs can be set up, include chess, bridge, dancing, drama, chorus, and African-American studies. These or any other activities will be considered if there is sufficient student interest. It is the desire of the Student Services Department staff and the SGA to provide, within budgetary limits and school policy, those activities desired by students, which lead to personal development of the individual.

7. SGA Voting Rules

SGA elections are held twice a year. An election for SGA president and vice president is held in the spring term of the previous 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:

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

8. Who's Who

CCCC has been designated an institution which is allocated listings for Who's Who Among Students in American Junior Colleges. The number of listings is usually received by CCCC in early spring. The method of selecting these students is, in part, determined by the National Committee and, in part, by the CCCC SGA. An official statement of the selection process will be published by the SGA prior to the selection. In general, students selected for listing must be scheduled for graduation during that year (spring or summer) and must have demonstrated

qualities of scholarship, leadership and participation in school, and/or community activities.

9. 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:

- a. Must have completed 12 semester hours of associate degree coursework.
- b. 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.
- c. Must adhere to the Student Code of Conduct and be a student in good standing.

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

10. Additional Clubs

- Broadcast Club
- C4G (gaming club)
- Paralegal Club
- Phi Beta Lambda
- Rotaract Club (service club)
- Sculpture Guild
- Sustainability Club
- Vet Med Association

Clubs may be added as students' interests evolve. The college maintains a policy, and all clubs operate under the SGA. The student activities director will assist club advisors and students with club functions. Student fee funds may be available to active student clubs.

Library Services

The CCCC Libraries consist of the Lee County (Sanford) campus library, the Harnett County (Lillington) campus library, and the Chatham Community Library (Pittsboro). The Chatham campus library merged with the Pittsboro Public Library in September 2010 to form a joint-use library located on the Pittsboro campus. CCCC is pleased to work with Chatham County in this capacity to provide library services to our students and to the Pittsboro community. All libraries provide assistance to students, faculty, and community patrons. Library cards are required for everyone to borrow materials. For students, the student ID card is also a library card. Students will need to register and activate their student ID for use as a library card at the circulation desk. Students at the Chatham campus should activate their student ID for use as a library card at the main office on campus. At the Sanford and Lillington campus libraries, community patrons are issued a community card free of charge. Library hours and phone numbers are:

Lee County (Sanford campus)

Phone: (919) 718-7244

Fax: (919) 718-7378

Hours: 7:30 a.m. to 9:00 p.m. Monday through Thursday;
7:30 a.m. to 3:30 p.m. Friday

Harnett County (Lillington campus)

Phone: (910) 814-8843

Hours: 7:30 a.m. to 8:00 p.m. Monday through Thursday;
7:30 a.m. to 3:30 p.m. Friday

Chatham Community Library (Pittsboro campus)

Phone: (919) 545-8084

Hours: 9:00 a.m. to 6:00 p.m. Monday, Wednesday, Friday;
9:00 a.m. to 8:00 p.m. Tuesday, Thursday;
10:00 a.m. to 2:00 p.m. Saturday

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

Books and audio books may be checked out for 3 weeks. Back issues of periodicals may be checked out for 1 week. Movies may be checked out for 3 days (limit 2 titles). The CCCC libraries do not charge late fines for overdue materials. However, 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 Resources

A variety of print and electronic library resources are available to supplement the curriculum offerings of the college. The CCCC libraries have a combined collection of over 30,000 books, 180 periodicals, and 2,000 audiovisuals. The Lee County (Sanford) campus library also has an extensive law collection, a music CD collection, and a movie collection.

Electronic resources via the Internet include several subscription databases and the NC LIVE collection of approximately 60 databases, providing access to over 16,000 full-text periodicals and over 25,000 electronic books. Students can access some of these electronic resources from home. Contact the library staff about off-campus access and to obtain instruction in the use of these resources.

The online catalog (CCLINC), a central database containing the holdings of CCCC and 45 other North Carolina community college libraries, provides easy and free access to additional resources. Cooperative agreements giving students borrowing privileges exist between the CCCC libraries and the public libraries in Lee, Harnett, and Chatham counties and Campbell University. The library also participates in interlibrary loan services with other types of libraries in North Carolina and throughout the country who have holdings in the OCLC WorldCat database. These services allow us to borrow materials from other libraries for you to check out from our library.

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 e-mail, and by a 24/7 online chat reference service called NC Knows. Students receive library instruction through curriculum classes. Library patrons may request individual instruction when needed.

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 debit card system at the Lee and Harnett campus libraries. Costs are 5¢ per page. Printing and copying services at the Chatham Community Library are payable through a coin-operated system or cash at 10¢ per page.

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 County Campus, in the Miriello Building on the Harnett County Campus, and in the Health and Small Business Building on the Chatham County Campus.

Academic Assistance Center

An Academic Assistance Center is available for students who request additional assistance with their academic studies. Services include free student tutoring, special testing, a listening laboratory, and an open computer lab. The Center is located in the Miriello Building on the Harnett Campus, developmental studies on the Chatham Campus, and in the Academic Assistance Center on the Lee Campus.

The Instructional Program

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.

Continuing Education

Continuing Education provides opportunities for adults, regardless of educational backgrounds, to retrain and update themselves in employment, develop leadership and civic responsibility, improve in-home and community life, expand knowledge in general education, and develop creativity in the fine arts.

The Continuing Education Division awards the Continuing Education Unit (CEU) for appropriate programs. The CEU is a nationally recognized records device for substantive noncredit learning experiences. A CEU is defined as “10 hours of participation in an organized continuing education experience under responsible sponsorship and qualified instruction or direction.” The following are continuing education programs for which CEU’s may be earned:

Community Service programs are offered as a part of the commitment of the college to serve the total community. Offered on day or evening basis, these courses are designed to meet the educational needs of adults in a variety of areas.

Occupational Extension programs provide pre-employment, on-the-job, and in-service training of personnel for area businesses and industries. Occupational extension courses have been or can be developed for any industrial training need, which can be addressed in a classroom or lab environment. These courses may be offered “on site” or at one of the college’s three campuses. Course content can be tailored to meet a particular company’s needs. A group of at least 10 people is required.

Public Service Education programs provide courses to meet the training needs of area law enforcement, emergency services, and fire departments.

College & Career Readiness

The mission of the College & Career Readiness program is to assist adults to become literate and obtain the knowledge and skills necessary for employment and self-sufficiency, assist adults who are parents to obtain the educational skills necessary to become full partners in the educational development of their children, and assist adults in the completion of a secondary school education. The North Carolina Community College System provides educational opportunities for adults to improve their reading, writing, mathematics, and communication skills through the following major program components:

1. Adult Basic Education

Adult Basic Education is offered to individuals, 16 years of age or older, who have been out of school at least six months and who desire to improve basic skills in reading, writing, arithmetic, and related subjects. Classes are offered on a non-fee basis in both the day and evening

programs at sites throughout Chatham, Harnett, and Lee counties. The intent is to raise the educational standards of individuals to meet the demands of today’s world.

Individuals are tested, counseled, and placed in informal classes where they may progress in each subject area at their own individual rate.

2. High School Completion Programs

- Admission: Anyone 16 years of age or older, who has been out of school at least six months, may enroll in the General Educational Development (GED) Program or the Adult High School Diploma Program.

- Purpose of Programs: The General Educational Development (GED) or High School Equivalency Program and the Adult High School Diploma Program provide the opportunity for adults to complete their high school education. Upon completion of the program of their choice, students receive certificates from either the North Carolina State Board of Community Colleges or diplomas from the local school board of the county in which they reside.

A high school diploma or certificate is required for admission to colleges, vocational or technical schools, and for certain employment. Graduates who complete either of the adult high school programs will meet all the requirements for high school completion.

a. General Educational Development (GED): The GED program allows an adult to take a series of tests to demonstrate that he has attained the basic skills of the high school graduate without having attended four years of regular high school. The GED includes a test in each of the five general areas of learning: writing skills, social studies, science, reading skills, and mathematics. The tests determine an individual’s ability to think clearly and evaluate information critically.

Preparation for the GED – Adults can prepare for the examination by attending one of the classes at sites throughout the three-county service area of Chatham, Harnett, and Lee counties. Each student is evaluated and an educational plan is devised.

There is no required length of time that an individual has to study for the test. A pretest is required to determine the individual’s test readiness. GED tests are given on the Chatham, Harnett, and Lee campuses. A \$7.50 fee is required for the GED testing.

b. Adult High School Diploma: A student may earn units of credit and receive a diploma that is issued from a local school board. The number of credits to be earned is determined after an evaluation of the transcripts from all previously attended schools. Credit for each course is earned through the use of traditional and nontraditional methods of instruction in the Continuing Education classes organized in Chatham, Harnett, and Lee counties.

3. Compensatory Education

The compensatory education program is designed to meet the needs of developmentally challenged adults over the age of 17. The abilities of those served range from prekindergarten through high-functioning. The program

offers educational opportunities that allow them to reach their fullest potential. They are trained in essential life skills, from personal hygiene to cooking. They receive enrichment education with crafts, arts, and music. Community living, consumer education, and vocational education are also an important part of their training.

4. English as a Second Language (ESL)/English Literacy

English as a Second Language is a program of instruction designed to help adults who are limited English proficient achieve some level of competence in speaking, reading, listening, and writing the English language. The Workforce Investment Act of 1998 also refers to English as a Second Language programs as English Literacy programs.

Small Business Centers

The college's small business centers support the development of new businesses and the growth of existing businesses through training, counseling, and resources. The college operates three small business centers, one in each of the counties within the college's service area. Through the centers, seminars are offered related to small business operation for entrepreneurs and prospective small business owners. Direct counseling and resources are provided to small business center clients. A special focus of assistance and loan referral is provided, as well as a small business incubator operated in conjunction with a community partner agency. Additionally, the small business centers work in conjunction with other service organizations in the three-county service area to provide resources and support to small businesses.

Industrial Services & Customized Training

The customized training program provides education and training opportunities for eligible businesses and industries. Those businesses and industries eligible for support through customized training include manufacturing, technology intensive, regional or national warehousing and distribution centers, customer support centers, air courier services, national headquarters with operations outside North Carolina, and Civil Service employees providing technical support to US military installations located in North Carolina. Resources may support training assessment, instructional design, instructional costs, and training delivery for personnel involved in the direct production of goods and services. In order to receive assistance, eligible businesses and industries must demonstrate two or more of the following criteria:

- The business is making an appreciable capital investment
- The business is deploying new technology
- The business is creating jobs, expanding an existing workforce, or enhancing the productivity and profitability of the operations with the state
- The skills of workers will be enhanced by the assistance

In addition to customized training, incumbent workforce grants and training are provided to businesses

within the four-county local workforce area to include Chatham, Harnett, Lee, and Sampson counties. The purpose of the program is to help established North Carolina businesses provide training and education for current workers, which may result in improved employee productivity, reduced employee turnover and increased business competitiveness. The specific objectives of the IWDP include upgrading employee skill, increasing employee wages, providing training in portable skills and contributing to business retention and competitiveness.

Workforce Development Services

Central Carolina Community College, as the administrator for Triangle South Workforce Development Board programs, is responsible for planning, policy guidance and oversight of the workforce investment system in the four counties. Its goal is to combine area employment, training and supportive services and programs into a consumer based, market driven system that meets the needs of job seekers and employers. Strategies and objectives for accomplishing the WDB's goal are contained in the Workforce Investment Plan.

The WDB oversees the One-Stop Career Center System (JobLink), which is the delivery mechanism for comprehensive services for workforce investment system customers. Through planning, data collection and continuous improvement of programs and services, the WDB seeks to maximize the efficiency of the local labor market, surpass customers' expectations and exceed federally required and state determined performance standards. The mission of the Workforce Development Board is to develop and utilize effective leadership and partnerships among business, labor, government, social services, local education agencies and other communities of interest to create and support one efficient, customer-centered and market-driven workforce development system. The mission is also to ensure a system of high quality customer service and information that supports the following concepts:

- The ability of all citizens to obtain employment that provides a livable wage
- The development of a qualified, competent and globally competitive workforce in the quad-county area
- The efficient allocation of scarce and idle resources
- A sustained economic growth and development over time in Chatham, Lee, Harnett, and Sampson counties

2011 PERFORMANCE FUNDING MEASURES REPORT

Central Carolina Community College Meets All Measures

In February 1999, the North Carolina State Board of Community Colleges adopted twelve performance measures for accountability. Recognizing the importance of these

measures in the System's public accountability efforts, the System Planning Council decided to designate the twelve measures, which capture the essential elements of the mission of all community colleges in North Carolina, as the core indicators of student success and include them as the first factor of the Critical Success Factors report.

In 2007, the General Assembly of North Carolina approved a proposal from the State Board of Community Colleges to modify the performance measures. Modifications included changing the standards by which colleges qualify for Exceptional Institutional Performance (formerly Superior College), reducing the number of measures from twelve to eight, and changing the criteria and data collection methods for some of the standards.

In order to receive an Exceptional Institutional Performance (EIP) rating, a college must meet or exceed all eight performance funding measures, cannot have any licensure exam (for which the college controls who takes the exam) with a passing rate of less than 70%, and the performance of students who transfer to four-year institutions must meet or exceed the performance level of students native to UNC institutions.

For the 2011 reporting year, CCCC met all eight Performance Funding Measures, but did not qualify for Exceptional Institutional Performance. (See No. 2 below.)

The full NCCCS Critical Success Factors Report can be accessed at <http://www.nccommunitycolleges.edu/Publications/docs/Publications/csf2011.pdf>

Measures and standards for both Central Carolina Community College (CCCC) and the North Carolina Community College System (NCCCS) are provided below.

Progress of Basic Skills Students

Basic skills students include all adult literacy students. This is a composite measure that includes the percentage of students progressing within a level of literacy, the percentage of students completing a level entered or a pre-determined goal, and the percentage of students completing the level entered and advancing to a higher level. *Data Year: 2009 – 2010*

Performance Standard – 75% for the composite measure
NCCCS Performance – 81%
CCCC Performance – 77%

Passing Rates on Licensure & Certification Examinations

The percentage of first-time test takers from community colleges passing an examination required for North Carolina licensure or certification prior to practicing the profession. A licensure requirement for an occupation is one that is required by state statute for an individual to work in that occupation. Certification is generally voluntary but may be required by employers or an outside accrediting agency. Purely voluntary examinations are not reported. For privacy and statistical validity, no examination data are reported

when the number of first-time test takers was fewer than 10. Depending on the exam, data may be reported on the fiscal or calendar year. *Data Year: 2009 – 2010*

Performance Standard

The performance standard for the aggregate institutional passing rate is 80%. To qualify for Exceptional Institutional Performance, a college cannot have any licensure/certification exams for which the college controlled who was eligible to sit for the exam with a passing rate less than 70%.

NCCCS Performance – 86% aggregate institutional passing rate

CCCC Performance – 83% aggregate institutional passing rate

CCCC did not meet the EIP level of performance on this measure because two categories with at least 10 test takers had a passing rate less than 70%.

Performance of College Transfer Students

The performance of community college associate degree students who transfer to UNC universities is compared with students native to the UNC universities. (Colleges may also submit data from other 4-year colleges and universities to be included with the data from the UNC System.)

Performance Standard

83% of community college associate degree students identified in two cohorts will have a GPA greater than or equal to 2.0 after two semesters at a UNC university or at other 4-year institutions. (See note above.) Cohort 1 includes associate degree recipients at the end of two semesters at the public university (compared to the performance of native juniors). Cohort 2 includes transfer students completing 24 hours or more of articulated college transfer credit hours at a community college but not completing the degree (compared to the performance of native sophomores). To qualify for Exceptional Institutional Performance, the performance of community college transfer students will be equivalent to the performance of students native to UNC institutions: 87% for 2009-10.

NCCCS Performance – 87% (2008 - 2009 NCCCS Students)

CCCC Performance – 87% (2008 - 2009 CCCC Students)

CCCC Associate Degree Performance – 93%

CCCC 24+ Hours Cohort Performance – 83%

CCCC met the Exceptional Institutional Performance level on this measure.

Passing Rates of Students in Developmental Courses

The percent of students who complete developmental English, mathematics, or reading courses with a grade of "C" or better. *Data Year: 2009 - 2010*

Performance Standard – 75%

NCCCS Performance – 78%
CCCC Performance – 81%

Success Rate of Developmental Students in Subsequent College-Level Courses

The performance of developmental completers in subsequent college-level courses will be measured. Specifically, performance of students who took developmental English and/or reading courses and subsequently took college-level English courses was assessed. Likewise, the performance of students who took developmental math courses and then took college-level math courses was tracked. The purpose of this measure is to provide evidence that developmental courses equip students with the skills and knowledge necessary for success in their college studies.

Performance Standard

80% of college level English or mathematics course completers with previous developmental coursework will complete the college level English or mathematics course with a grade of "D" or better.

NCCCS Performance – 88% of the students who completed a developmental English and/or math course(s) had a grade of "D" or better in subsequent college-level English and/or math course(s).

CCCC Performance – 93% of the students who completed a developmental English and/or math course(s) had a grade of "D" or better in subsequent college-level English and/or math course(s).

Satisfaction of Completers and Non-completers

This indicator reports the percent of graduates and early-leavers who indicated that they were "very satisfied" or "satisfied" with the overall quality of the college. *Data Year: 2009 – 2010*

Performance Standard

90% of the combined respondents will report being "very satisfied" or "satisfied" with the overall quality of the college.

NCCCS Performance 98% of program completers responded that they were "very satisfied" or "satisfied" with the overall quality of the college, while 93% of program non-completers responded that they were "very satisfied" or "satisfied" with the overall quality of the college.

Aggregate percentage – 96%

CCCC Performance – 96% (Aggregate percentage)

Curriculum Student Retention, Graduation, and Transfer

This composite indicator consists of the following:

- The number of individuals completing a curriculum program with a certificate, diploma, or associate degree.
- The number of individuals who have not completed a program but who are continuing enrollment in either curriculum or occupational extension programs.

- The number of students who transfer to a university or another community college.

This composite indicator will consist of the above three measures, each reported separately for each college. The sum of the three will be divided by the total number of curriculum students in the cohort to compute an indicator of curriculum student progress and success. *Data Year: 2009 - 2010*

Performance Standard

65% of the fall cohort will either have completed their program, still be enrolled the following fall at the community college, or transferred to a university or another community college.

NCCCS Performance – 68%

CCCC Performance – 66%

Client Satisfaction with Customized Training

The percentage of clients receiving specialized training programs and services through Customized Training and Small Business Centers satisfied with training. *Data Year: 2009 – 2010*

Performance Standard

90% of clients receiving specialized training programs and services through Customized Training and Small Business Centers will be satisfied with training.

NCCCS Performance – 95% responded that the customized training was excellent or very good.

CCCC Performance – 97% Responded excellent or very good

CCCC Performance Measures Summary

	Measure	2006*	2007*	2008	2009	2010	2011
1.	Progress of Basic Skills Students	Met Standard	Met Standard	Met Standard	Met Standard	Met Standard	Met Standard
2.	Passing Rates on Licensure	Met Standard	Met Standard	Met Standard	Met Standard	Met Standard	Met Standard
3.	Goal Completion: Completers	Met Standard	Met Standard	**N/A	**N/A	**N/A	**N/A
4.	Employment Status of Graduates	Met Standard	Met Standard	**N/A	**N/A	**N/A	**N/A
5.	Performance of College Transfer Students		Met Standard	Met Standard	Met Standard	Met Standard	Met Standard
6.	Passing Rates of Developmental Students	Met Standard	Met Standard	Met Standard	Met Standard	Met Standard	Met Standard

7.	Success Rates of Developmental Students in Subsequent College-Level Courses	Met Standard	Met Standard	Met Standard	Met Standard	Met Standard	Met Standard
8.	Satisfaction of Completers / Non-completers	Met Standard	Met Standard	Met Standard	Met Standard	Met Standard	Met Standard
9.	Student Retention and Graduation	Met Standard	Met Standard	***Met Standard	***Met Standard	***Met Standard	***Met Standard
10.	Employer Satisfaction with Graduates	Met Standard	Met Standard	**N/A	**N/A	**N/A	**N/A
11.	Client Satisfaction with Customized Training	Met Standard	Met Standard	Met Standard	Met Standard	Met Standard	Met Standard
12.	Program Unduplicated Headcount Enrollment	Met Standard	Met Standard	**N/A	**N/A	**N/A	**N/A

**Superior Rating achieved by meeting or exceeding five of six core measures. (Criteria for Exceptional Institutional Performance changed for 2008.)*

***N/A: Measure is no longer one of the Performance Funding Measures.*

****Measure has been changed to "Student Retention, Graduation, and Transfer."*

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.

Types of Announcements:

- a. CCCC will be closed.
Optional Staff workday. (No classes will be held, but administrators, faculty, and clerical staff are expected to report for work.)
- a. CCCC will be closed. (This applies to extreme conditions and no one is expected to report for work.)
- c. College will open at announced time (report to classes that begin at that time).
- d. In the absence of announcements A, B, or C listed above, classes will be held as usual.

Students are asked not to leave a voice mail for instructors about missing class due to bad weather. The phone system cannot handle the volume of calls.

Visit www.cccc.edu for CCCC inclement weather postings.

Announcements will be made on:

Radio Stations:

Raleigh:
WRAL – 101.5 FM
WPTF – 680 AM
WQDR – 94.7 FM
WTRG – 100.7 FM

Dunn:
WCKB – 780 AM

Siler City:
WNCA – 1570 AM

Fayetteville:
WQSM – 98.1 FM
WFNC – 640 AM
WKML – 95.7 FM
WFLB – 96.5 FM
WZFX – 99.1 FM
WUKS – 107.7 FM
WAZZ – 1490 AM

Sanford:
WWGP – 1050 AM
WFJA – 105.5 FM
WXKL – 1290 AM

TV Stations:

Raleigh:
WRAL – Channel 5
WRDC – Channel 28
WLFL – Channel 22

High Point:
WGHP – Channel 8

RTP:
WNCN – Channel 17
Greensboro:
WFMY – Channel 2
Durham:
WTVD – Channel 11
Fayetteville:
WKFT – Channel 40
Sanford:
WBF – Channel 46

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 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. Students requesting support services must register with the Special Populations Office at least thirty (30) days in advance to assure accommodations for the start of class.
4. Student must provide documentation of the disability for which accommodations are requested. Documentation

must be within the last three (3) years.

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.

Documentation Requirements

It is illegal for an institution to inquire about disability prior to admission. In postsecondary education, it is the responsibility of the student to notify the Special Populations Office of the need for special accommodations. A student generally will not receive accommodations until documentation of the disability is on file in the Special Populations Office. As the law allows, a student undergoing evaluation or awaiting transmittal of documentation may also receive services and accommodations. Acceptable documentation of disability includes: medical report, physician's statement, psychological evaluation, psycho-education evaluation, records from Division of Services from the Blind, Services for the Deaf and Hard of Hearing, and Vocational Rehabilitation. This list is not meant to be totally inclusive, but establishes the tone of accepted documentation.

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, not to "water down" a course or requirement. To do otherwise would decrease the credibility of the institution and would also be unfair to the student.

Available Services

- Academic and career counseling services
- Both individual and group tutoring sessions available through Academic Assistance
- Special equipment like FM systems
- Special testing arrangements for specific courses
- Sign-language interpreters
- Special classroom seating
- Registration assistance
- Financial aid application assistance
- Coordination of services with other agencies providing services for disabled persons, Vocational Rehabilitation, Services for the Blind, etc.
- Use of computers with spell check, Zoomtext, and Jaws

This is a partial listing of available services. If an unlisted service is needed, please contact the coordinator in the Special Populations Office on the Lee County Campus.

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 campuses. In case of emergency, press the red button on the Call Box and Security personnel will answer. Speak clearly and the officer will give you instructions and respond to your location.

Lee County

- Lee Campus Security is in the Business and Mailroom section in the Library Building. Its number is (919) 718-7512.
- Wicker Lifelong Learning Center – Campus Security (919) 770-4169

Harnett County

For security issues contact the Provost at (910) 814-8895.

Chatham County

For security issues contact the Provost at (919) 545-8011.

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) or behavior, threats, or harassing phone calls immediately to faculty/staff, Security, or Provost

Contact the Director of Campus Security and Safety at (919) 718-7211 with concerns or suggestions.

