

STUDENT LEARNING *MATTERS* – FALL 2013



CSC Online:

www.cccc.edu/success

Aviso Login:

www.cccc.edu/connect

CSC Contact Information

Success Coaches by Caseloads
www.cccc.edu/csc/coaches

Torry Reynolds

Lead Success Coach/
Title-III Activity Director

Phone: (919) 718-7473

Email: success@ccc.edu

Dr. Brian Merritt

Dean of Student Learning/
Title-III Coordinator

Phone: (919) 718-7426

Email: success@ccc.edu

Fall Hours

Monday-Thursday, 8am-6pm
8am-3:30pm on Fridays

College Success Center Updates

A Network of Support: Faculty, counselors, success coaches, and all student support staff may now connect electronically to provide streamlined academic advising support using Aviso. Here's a [short video](#) designed to introduce students to the Aviso system.



Miss the Aviso Training? Access a new [Aviso Help Guide](#) online! Future Title-III faculty/staff training sessions will be announced soon.

Aviso Feedback Needed: [Suggest](#) how we could improve Aviso! We continuously collaborate with the Aviso team to update the system regularly. Your [feedback](#) will help us to customize Aviso to improve CCCC's advising process. You must be logged into your CCCC Gmail to access this form.

Aviso Alert Calendar—Fall 2013

September 16

- Grade Alert #1 (below grade of 75)
- Kudos Grade Message (grades of B or above sent directly students—pending)

October 16

- Grade Alert #2 (below grade of 75)
- Student has balance on their account (prior to registration beginning on Oct. 28)

November 12

- Grade Alert #3 (below grade of 70)
- Kudos Grade Message (grades of B or above sent directly students—pending)

November 18

- Not Yet Registered for upcoming term

December 3

- Not Yet Registered for upcoming term

Daily Alerts

- Online Course Attendance: Student has not logged in for 6 consecutive days.
- Class Attendance: Student absences reach 3 absences an on-campus class.
- Student Registered "Off-Plan": Sent to students who have Aviso plans "approved" by advisors in the system but have registered for courses *outside* of that plan.

CONNECT TO SUCCESS!

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Congrats to the Academic Assistance Center staff for its completion of training and tutor certification by the National Tutoring Association (NTA) in August 2013!

NTA is the oldest and largest professional association dedicated exclusively to tutoring, and represents the interests of thousands of tutors in the U.S. and thirteen other countries, practicing in all phases of tutoring, program administration, and supplemental student services.



Visit the AAC Online:
www.cccc.edu/aac

Tutoring Referrals

[Click here](#) to access the instructor referral form online.

Note: Instructors must be logged into their CCCC Gmail to access this online form.

Contact Information

Talia Higgs, Coordinator
Lee Main Campus
(919) 718-7505

Renee Nance, Program Assistant
(919) 718-7504

Dave Ziebart, Stephanie Drake
AAC Facilitators
Harnett Main Campus
(910) 814-8865

Mary Holt, Nathan Guinn
AAC Facilitators
Chatham Main Campus
(919) 545-8029

FALL HOURS:

Monday-Thursday, 8am-8pm
8am-3:30pm on Fridays

Academic Assistance Center Updates

In the common interest of supporting faculty, staff, and students utilizing proctored test services at Central Carolina Community College, please be advised of the following proctored-testing guidelines observed by Academic Assistance Center (AAC) staff members:

Proctored-Testing Appointments:

AAC staff will administer tests and proctored exams by appointment only, and only when student has received permission of faculty/staff or other appropriate entity. Twenty-four (24) hours' notice at minimum is required of requests for appointments or cancellations. Forty-eight (48) hours' notice is requested if reader or reader software is requested.

Software:

If utilizing reader software, faculty/staff member is responsible for assuring that test has been supplied in .pdf, .doc, or .docx format. AAC staff is not responsible for issues that may arise from improperly formatted test or testing materials.

Identification Needed:

AAC staff will ask for proper identification of students requesting to take a test or exam. If student is unwilling or unable to provide proper identification, AAC staff has the right to refuse to allow testing. Staff also has the authority to request proper identification when students return from breaks taken (if allowed) during testing session.

Academic Integrity/Student Rights & Responsibilities:

AAC staff will monitor students until testing session is complete. Any students engaging in academic dishonesty will be reported. AAC staff will not offer assistance regarding exam questions or content. AAC staff will collect all test and exam materials. Any student attempting to remove a test or any part of a test, or other materials, from the Center will be reported. AAC staff may dismiss and will report any student engaging in other prohibited activities including but not limited to eating, drinking, talking, or disturbing other examinees, etc.

CONNECT TO SUCCESS!

"We got to tour the campus and meet people. I liked how they helped us to choose our classes and learn about the campus. I learned tons and this was very helpful!" -New Student, Summer 2013 Orientation Attendee

STUDENT LEARNING *MATTERS* – FALL 2013



Visit the Enhanced Website!
www.cccc.edu/writingcenter
*Take full advantage of the valuable
new resources!*

WRC Contact Information

Abby Hileman, Coordinator
Lee Main Campus
(919) 718-7336

Lisa Jennings, Head WRC Coach
Chatham Main Campus
(919) 545-8029

TBA, Head WRC Coach
Harnett Main Campus
(919) 545-8029

Hours

Monday-Thursday, 8am-4pm
8am-3:30pm on Fridays

Schedule an Appointment

Phone: (919) 718-7210
Email: writingcenter@ccc.edu

Writing & Reading Center (WRC) Updates

Scheduling an Appointment

The WRC will now operate by an appointment-based schedule. Students are welcome to visit the Center at any time, but will only receive coaching if they have an appointment. Students may call (919) 718-7210 to make an appointment or send an email to writingcenter@ccc.edu.

Limited Walk-In Hours Available

Students may receive coaching during limited walk-in hours, but the hours will vary on each campus in accordance with ENG faculty availability. See the webpage for weekly walk-in hours per campus.

Instructor Referral – New *Online* Form

All students who visit the WRC must be referred by their instructor. To help streamline the process, the referral form is now available electronically!

[Click here](#) to access the instructor referral form online.

Note: Instructors must be logged into their CCCC Gmail to access the form.

This form needs to be submitted for each student, but only one time. If an entire class needs to be referred (e.g., ENG 111), instructors can submit their list of student names to Abby Hileman (ahileman@ccc.edu).

English Faculty Partnership

Full-time English faculty teamed up with the WRC beginning in fall 2013! Faculty members will be present in the WRC to help coach students. Additionally, a series of content-specific mini-sessions will be announced soon on a variety of topics!

No-Show Policy

All students that visit the WRC are now required to sign off on an orientation form during their first visit. This orientation form outlines the expectations for students when utilizing the WRC. If a student is a no call/no show for more than two appointments, they will be ineligible for WRC services until the following semester.

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