

Continuing Education Summer Schedule 2014

CONTINUING EDUCATION POLICIES

Fee Schedule

Course fees are noted with each course listing. Payment of these course fees is required when you register. Some courses have additional charges for supplies, insurance, or other essential expenses, which are also listed with the course descriptions. Students are responsible for purchasing any special materials required for classes. No registration is complete without the payment of all applicable fees or receipt of official authorization for payment from third parties responsible for payment. Methods of payment include cash, check, money order, or credit card (MasterCard, Visa, American Express, or Discover). Adults may qualify for waiver of fees for Human Resources Development (HRD) classes. See qualifications in the HRD section of this schedule.

Adults may qualify for waiver of fees for Human Resources Development (HRD) classes. The North Carolina General Assembly has set the following fees for Continuing Education classes:

Fee Schedule

\$70.00 for 1 – 24 Hours of Instruction
\$125.00 for 25 – 50 Hours of Instruction
\$180.00 for 51 or More Hours of Instruction

Scholarships

A limited number of scholarships sponsored by the State Employees' Credit Union (SECU) Foundation and the Golden Leaf Foundation are available to student seeking an occupational credential in an approved training program of at least 96 or more instructional hours. Each scholarship program has requirements that must be met.

Self-Supporting (SS) Classes

Self-supporting classes have a pro-rated cost per individual or group and are not eligible to be waived (See cost information). Senior citizens will have to pay for the registration fees for self-supporting classes

Elimination of Course Fee Waiver for Senior Citizens

Effective July 1, 2013, senior citizens will need to pay the registration fees for Continuing Education courses except for those courses offered through College and Career Readiness.

Refunds

• Refunds for Continuing Education courses are made as follows: 100% if requested before a course begins or if the course is cancelled; 75% if requested after a course begins, but before 10% of the total class meetings. *Exception: Motorcycle Safety classes require a 48-hour minimum cancellation in order to receive a refund.*

Registration

• Pre-registration is required for all Continuing Education classes. Register at least one week prior to the first class meeting for all Continuing Education courses. The college reserves the right to cancel a course based on enrollment.

All registrations must be received before a course reaches 10% of its scheduled hours. No registration is complete without the payment of all applicable fees or receipt of official authorization for payment from third parties responsible for payment.

Course Repetition Policy

• Repeating occupational courses more than one time at the regular registration fee is prohibited by state regulations. Students taking a course more than twice in a five-year period will be required to pay the total cost of the course. This rule applies to courses taken since July 1, 1993. This regulation does not apply to licensure and certification courses.

• Students may enroll in personal enrichment classes an unlimited number of times provided space is available and new students in a particular class are not displaced. Preference will be given to first-time enrollees. Repeat students will be allowed to enroll on the first scheduled class date if space permits.

Continuing Education Units (CEUs)

• The Division of Continuing Education will award Continuing Education Units (CEUs) for appropriate programs. The Commission on Colleges defines the CEU as follows:

“One Continuing Education Unit (CEU) is ten (10) contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.” CEUs reported to the Department of Public Instruction require a certificate of credit issued by the Division of Continuing Education. Students should notify instructors at the beginning of a course if CEUs are needed for public instruction certification.

SERVICES TO STUDENTS WITH DISABILITIES: CONTINUING EDUCATION or OCCUPATIONAL EDUCATION

• No individual shall, by reason of disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which 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 students' conditions and interests.

To help students meet their educational goals, the college has a variety of services available. 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. The Special Population Office was established in 1994 to facilitate the provision of reasonable accommodations for all students with disabilities. The college aims to ensure quality services for all students and encourages students with disabilities to take full advantage of the many benefits that the college provides.

For more information about special populations, please download the Special Populations' informational brochure or contact the Special Populations' Coordinator Matthew Smith at (919) 718-7416 or by email at msmith@cccc.edu.

www.cccc.edu/student-services/specialpopulations

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SERVICES TO STUDENTS WITH DISABILITIES:

COLLEGE AND CAREER READINESS

• No individual shall, by reason of disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which 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 students' conditions and interests.

• Every candidate for General Educational Development (GED) should have a fair opportunity to demonstrate his/her knowledge and skills under appropriate test conditions. For some candidates, a disability may interfere with their ability to fully demonstrate what they know under standard testing conditions.

• Accommodations in testing are available for adults with documented physical disabilities as well as learning disabilities, attention-deficit/hyperactivity disorder, and emotional or psychological disabilities. Each request is considered on an individual basis.

• If you would like to request accommodations or need additional information, contact the following individual:

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www.cccc.edu/student-services/special-populations

ADMISSIONS

• Continuing Education students are not required to submit an application to the College for enrollment, and except for select medical programs, do not need to obtain previous transcripts.

• North Carolina residency is not required for Continuing Education classes.

• Education Services for Minors

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• (a) The major purpose of community colleges is to serve students who have graduated from high school or are beyond the compulsory age limit of the public school and have left public school. However, a minor may seek admission to a community college subject to the conditions in this Section.

• (b) Drop-out. A minor, 16 years old or older, who is not currently enrolled in a public or private educational agency may be admitted to a Basic Skills or Continuing Education program at a college if a North Carolina local public or private educational agency, where the minor now resides, determines that admission to a Basic Skills or Continuing Education program is the best educational option for the student and the admission of the student to a Basic Skills or Continuing Education program is approved by the college under one of the following conditions:

• (1) If the minor, 16 years old or older, has officially withdrawn from a public or private educational agency within the last six months, a college may admit the minor to a Basic Skills or Continuing Education program if the minor obtains a signed official withdrawal form from the local public or private educational agency and a notarized petition of the minor's parent, legal guardian, or other person or agency having legal custody and control. The petition shall certify the minor's residence, date of birth, date of leaving school, name of last school attended, and the petitioner's legal relationship to the minor.

• (2) If the minor, 16 years old or older, has officially withdrawn from a public or private educational agency for at least six months, a college may admit the minor to a Basic Skills or Continuing Education program without the release form from the public or private educational agency. However, the minor must obtain a notarized petition of the minor's parent, legal guardian, or other person or agency having legal custody and control. The petition shall certify the minor's residence, date of birth, date of leaving school, name of last school attended, and the petitioner's legal relationship to the minor.

• (3) If the minor is an emancipated minor, the requirement for the release form from the public or private educational agency and the requirement for the notarized petition are waived. The minor must provide legal documentation of emancipation. Admission requirements for an emancipated minor shall be the same as for an applicant 18 years old or older.

• (c) Concurrent Enrollment. Concurrent enrollment allows a high school student to be enrolled in high school and in a local institution of higher education at the same time. A high school student, 16 years old or older, based upon policies approved by the local public or private board of education and board of trustees, may be admitted to any curriculum course one hundred level and above or any continuing education course, except adult basic skills, concurrently under the following conditions:

• (1) Upon recommendation of the chief administrative school officer and approval of the president of the college;

• (2) Upon approval of the student's program by the chief administrative school officer and the president of the college; and

• (3) Upon certification by the chief administrative school officer that the student is taking the equivalent of one-half of a full-time schedule and is making progress toward graduation.

• (d) High school students, taking courses pursuant to Paragraph (c) of this Rule, shall not displace adults but may be admitted during any term on a space available basis to any curriculum course one hundred level and above or any continuing education course, except adult basic skills. Once admitted, they shall be treated the same as all other students.

Continuing Education Summer Schedule 2014

CONTACT INFORMATION

College and Career Readiness/Adult Education

- Basic Skills Plus:
Andre Mapp (919) 718-7339
- Chatham County:
Daniel Loges..... (919) 545-8661
- Harnett County:
Melody McGee..... (910) 814-8972
- Lee County:
Evangeline Smith (919) 777-7703

Career Readiness Certification

- Phyllis Huff..... (919) 777-7405

Customized Training

- Chatham, Harnett, and Lee counties:
Cathy Swindell (919) 718-7212

Ed2Go

- Betty Matthews (919) 718-7225

Emergency Services Training

- EMS, Fire, Law Enforcement, and Rescue Training
Dwight Dixon..... (919) 776-5601

Enrichment Courses or Creative Retirement

- Chatham County:
Maggie Zwilling (919) 545-8048
- Harnett County:
Barbara Avery..... (910) 814-8823
- Lee County:
Charlotte Baggett..... (919) 777-7789

GED Testing Information

- Chatham, Harnett, and Lee counties:
Christopher Beal..... (919) 777-7706

Human Resources Development (HRD) Courses

- Chatham County:
Theresa Blumatte..... (919) 545-8047
- Harnett County:
Nicole Brown (910) 814-8852
- Lee County:
Crystal McIver..... (919) 777-7798

Medical Programs

- Chatham, Harnett, and Lee counties:
Lennie Stephenson ... (910) 814-8833

Occupational Courses

- Chatham County:
Carl Thompson, Sr.... (919) 545-8015
- Harnett County:
Felicia Crittenden (910) 814-8832
- Lee County:
Ayanna Hamilton..... (919) 777-7790

Para mas informacion en español—
llame al número: (919) 777-7708

Small Business Workshops, Seminars, and Counseling

- Chatham County:
Gary Kibler..... (919) 545-8013
- Harnett County:
Nancy Blackman (910) 892-2884
- Lee County:
Mike Jones..... (919) 774-6442



Distance Education/Ed2Go Online Classes



Summer 2014 start dates:

May 21, 2014 • June 18, 2014 • July 16, 2014

- Language and Arts
- Law and Legal
- Personal Development
- Teaching and Education Technology
- Accounting and Finance
- Business
- Computer Applications
- Design and Composition
- Health Care and Medical
- Veterinary
- Writing and Publishing
- And many more!

The fee for an Ed2Go Class will be \$75.00.

Please call Central Carolina Community College
at (919) 718-7225 to pay for your class.

We accept:
American Express,
Discover, MasterCard,
and Visa.



Scan with Mobile

How do I use this?
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www.cccc.edu/ed2go

For a complete list of classes, visit www.ed2go.com/cccc.



1105 Kelly Drive
Sanford, NC 27330

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