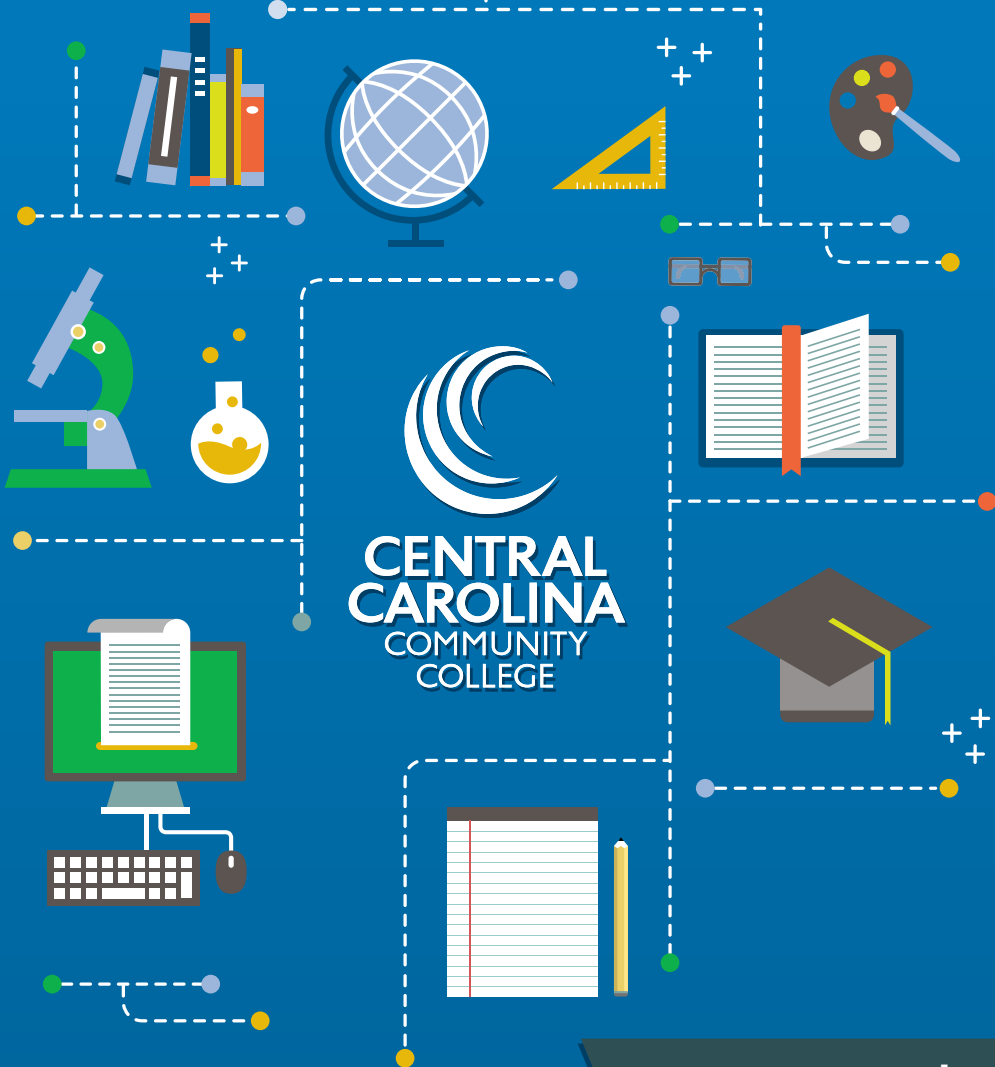


# STUDENT HANDBOOK

2018 to 2019



[www.cccc.edu](http://www.cccc.edu)



# M.A.P.

My Academic  
Pathway

Goals Progress Success



CENTRAL CAROLINA  
COMMUNITY COLLEGE

[cccc.edu/map](http://cccc.edu/map)

## M.A.P. PURPOSE STATEMENT

The purpose of My Academic Pathway (M.A.P.) is to provide a personalized approach that enables new students to make efficient, effective, and timely choices in order to complete their educational and career goals.

## THE THREE GOALS OF M.A.P.

1 Goals

Enable each student to select an appropriate academic program

2 Progress

Consistently enhance each student's pathway to goal completion

3 Success

Facilitate timely completion of each student's academic goals

## ESSENTIAL M.A.P.

### ELEMENTS

ADMISSIONS

ACA  
COURSES

ADVISING

Admissions, Advising, and ACA courses are the three essential M.A.P. elements that support each student's pathway to academic and career success.



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

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

### **SGA Advisors:**

Chatham Main Campus:

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

Harnett Main Campus:

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

Lee Main Campus:

Meagan Little, (919) 718-7337, email: [mlittle@cccc.edu](mailto:mlittle@cccc.edu)

Central Carolina Community College has made every reasonable effort to determine that everything stated in this handbook is accurate at the time of publication. However, the N.C. General Assembly, the State Board of Community Colleges or the CCCC Board of Trustees may make changes in policy, graduation requirements, fees and other charges, curriculum course structure and content, and other such matters after the publication of this handbook (May 2018). The N.C. General Assembly may make changes in tuition without notice. The official version and any addendums of the college handbook can be found at [cccc.edu/handbook](http://cccc.edu/handbook).

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# Student Orientation

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# Campus Lingo

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

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

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

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

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

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

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

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

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

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

## **Associate in Engineering**

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

## **Associate in Science Program**

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

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

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

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

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

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

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

**Cougar Mail:** The email system used by the college.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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## Your First Year Experience

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

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

This CCCC First Year Experience includes the following components:

- **New Student Orientation**

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

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

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

- **College Success Workshops**

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

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## **The College Experience**

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



## DIFFERENCES IN CLASSES

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

## DIFFERENCES IN GRADES AND TESTING

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

## DIFFERENCES IN RESPONSIBILITY

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

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

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# Reaching Academic Success

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

- Complete all admission requirements in a timely manner. You should complete all admission requirements in order to be officially accepted into your curriculum. Financial aid will not be awarded to eligible students until all requirements are complete.
- Apply early for financial aid. Whether you're applying for federal grants, veteran's benefits, or other sponsorship, the process can take a considerable amount of time. Be sure to apply early to avoid the possibility of paying out-of-pocket for your expenses.

- Know the campus resources that are available to you. You are highly encouraged to explore the free support services we offer such as career exploration, academic tutoring, accessibility services, library services, open computer labs, and resume building.
- Follow your curriculum guide. Each curriculum has a guide that details the courses needed to complete the program. Pursuing the courses listed on your curriculum guide is the quickest way to obtaining your education in a timely manner.
- Complete all developmental courses in your first year. You may need multiple courses taken in sequence before taking your curriculum's English and/or Math requirement. Developmental courses are meant to refresh your skills so that you will be successful in your English, Math, and other curriculum classes.

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

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## Academic Advising

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

During the first semester of enrollment, you will confer

with an admissions specialist in Student Services to assist you in the admissions process, program of study advisement, and early registration. For all future semesters, you will continue to visit Admissions when you need to drop/add a course, withdraw from a course, or if you need to change your academic program. For your second semester until you graduate, you are assigned an academic advisor and success team member that will serve as your primary contacts for the remainder of your academic activities while enrolled at the college. You are expected to confer periodically with your advisor (at least twice per semester) regarding academic standing, early registration, and any other areas of concern.

Your advisor/success team members will expect you to:

- Assist in formalizing an educational plan that matches your capabilities and interests
- Understand and communicate the curriculum, requirements, and academic policies and procedures
- Provide information on and recommend campus support services

- Assist in selection of courses, adjust schedules as needed, and accurately monitor your progress toward program completion
- Maintain confidentiality
- Be accessible for advising during documented office hours and by appointment

You can expect your advisor/success team members to:

- Regularly see him/her each semester
- Come prepared to all advising sessions and actively participate
- Ask questions and know limitations
- Keep a personal record of your progress toward your educational goals
- Gather all relevant information before making decisions that affect your educational goals
- Discuss your personal values and goals and provide truthful information regarding interests and capabilities
- Be aware of college policies, procedures, and important deadlines

- Accept responsibility for your decisions and your actions (or inactions) that affect your educational progress

Visit [cccc.edu/advising](http://cccc.edu/advising) for full details and updates about the advising process.

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## Advisement Resources

**Advisor Listing:** A comprehensive advisor listing for each program of study can be viewed at [cccc.edu/advising/advisor-listing](http://cccc.edu/advising/advisor-listing).

**Central Carolina Community College Website:** Our college website, [www.cccc.edu](http://www.cccc.edu), is the access point for the college catalog, curriculum guides, WebAdvisor, and other resources.

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

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

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

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## Getting Connected

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

**Central Carolina Community College Website:** Our website, [www.cccc.edu](http://www.cccc.edu), is the access point

for the campus technologies you will use. It encompasses a webpage for most college departments and services, current events, important announcements, and curriculum information.

**Distance Education:** Distance education courses use the World Wide Web and other Internet resources to provide opportunities for meaningful student-to-faculty and student-to-student interaction comparable to the traditional college classroom. These courses are not self-paced; students follow a structured assignment and exam schedule. Further, information regarding distance education courses can be viewed in the "Distance Education" section of this orientation handbook or at [ccc.edu/distanceeducation](http://ccc.edu/distanceeducation).

**Library Resources:** The CCCC Libraries contain 18,000 print volumes, a variety of electronic resources in 150 databases, 50+ magazine, journal, and newspaper subscriptions, and 2,300 audiovisual items. The library website, available at [www.cccc.edu/library](http://www.cccc.edu/library) has links to our online catalog and to the electronic resources you will need to complete class assignments. A Help & Contact section, as well

as online research guides and tutorials, are also available on the library web page to assist you. Stay connected with us on Facebook at [facebook.com/cccclibrary](https://facebook.com/cccclibrary).

**Upswing:** Upswing provides CCCC students with free online tutoring. The service is available 24 hours a day, seven days a week. Students can receive live tutorials across all subjects, including: writing, math, accounting, statistics, economics, chemistry, physics, and biology, as well as a full range of study resources, including: writing manuals, sample problems, and research tools. For more information regarding this service, visit [ccc.upswing.io](http://ccc.upswing.io).

### **CCCC has sites on various social media:**

Facebook:

[facebook.com/iamcccc](https://facebook.com/iamcccc)

YouTube:

[youtube.com/centralcarolinacc](https://youtube.com/centralcarolinacc)

Twitter

[twitter.com/iamcccc](https://twitter.com/iamcccc)

Instagram:

[linkedin.com/in/centralcarolinacc](https://linkedin.com/in/centralcarolinacc)

### **WDCC 90.5 FM and WUAW 88.3**

**FM:** Our college radio stations broadcast to Lee, Harnett, Chatham, Moore, and portions of Wake, Cumberland, and Johnston counties. Tune in your radio, listen



live and download the WDCC app at [www.wdccfm.com](http://www.wdccfm.com).

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

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

### **Logging into WebAdvisor**

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

1. Select WebAdvisor and then Log In

2. In the User ID field, type in your user id: the first initial of your first name, the first four letters of your last name, and the last three digits of your CCCC student ID. For example, Jane Smith ID# 1234567 would be user id: `jsmit567`
3. In the Password field, type in your birth date in MMDDYY format. For example, January 2, 1956 would be password 010256.
4. Select Submit
5. Upon log in, you will be prompted to change your password to a unique password that you create. Your password must contain at least one number and at least one letter. It cannot be less than six characters and not more than nine characters in length. You have the option of entering a password hint to assist you the next time you log in.
6. Select OK
7. Select Current Student to access admissions, registration, and other account information.

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

## Logging into CCCC Portal

ONE webpage  
ONE username  
ONE password

- Cougarmail (CCCC Gmail Account)
- Blackboard
- NCLive (Library Resources)
- AVISO
- Additional college resources will be added over time.

On your first visit to our new CCCC Portal you will be required to answer a set of Self Service questions for security and to help you reset your password, if it's ever lost or stolen. Please read the following instructions for a walk-through of your CCCC Portal setup!

Full setup instructions:

- Open a browser and navigate to <https://portal.cccc.edu>
- Enter your username (Students will use their entire email address.)
- Enter your current email/ computer password and click the Login button.
- You will need to verify that you aren't a robot (usually this only requires checking the box).

- After you have signed in, you may select 5 Challenge questions. Answer these questions and click the "Continue" button to finish your setup.

This process is a one time setup. You will not be required to go through this process again. Once logged in, you may select a service to open that site (such as email or Blackboard). If you wish to change your Challenge Questions, add additional security to your account, or make other changes to your account, click the "Manage Your Account Settings" link.

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## Student Resources

### Academic Assistance Center

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

Lee: (919) 718-7361

Harnett: (910) 814-8865

Chatham: (919) 545-8029

[ccc.edu/aac](https://ccc.edu/aac)

## Admissions

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

Chatham: (919) 545-6495

Harnett: (910) 814-8863

Lee: (919) 718-7300

[cccc.edu/admissions](http://cccc.edu/admissions)

shown in the student's account); officially enrolled in the deferred payment plan; or sponsorship letter on file and any remaining balance paid in full.

Chatham: (919) 545-6495

Harnett: (910) 893-9101

Lee: (919) 718-7310

[cccc.edu/businessoffice](http://cccc.edu/businessoffice)

## Bookstore

The Bookstore offers textbook sales and rentals, course supplies, general merchandise, and gifts and accessories. Students will need to present their schedule to the bookstore for on-campus purchases. CCC Student ID required for Financial Aid transactions.

Chatham: Online

Harnett: (910) 814-8810

Lee: (919) 718-7275

[cccc.edu/bookstore](http://cccc.edu/bookstore)

## Career Center

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

Chatham: (919) 545-8054

Harnett: (910) 814-8834

Lee: (919) 718-7396

[cccc.edu/careercenter](http://cccc.edu/careercenter)

## Business Office

The Business Office collects tuition, fees, parking fines, and issues parking permits. Students must pay to be officially registered. A student is officially registered if the following criteria have been met: paid in full (\$0.00 balance); pending financial aid (as

## College Success Center

The College Success Center supports students' needs as they persist toward their academic goals and develop into lifelong learners. Students are encouraged

to reach out to a member of their success team for the following:

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

[www.cccc.edu/csc](http://www.cccc.edu/csc)

## **Distance Education**

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

- Minimum Requirements for distance education courses:
  - Access to a computer with the following:

- Windows Media Player, Apple QuickTime, Adobe Reader, Adobe Flash, Java, Microsoft Office, Mozilla Firefox, use of Cougar Mail account for email, and a reliable Internet connection.

- Tutoring and services through the Writing and Reading Center are available to distance education students.

All Campuses: (919) 718-7529

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

[ccc.edu/distanceeducation](http://ccc.edu/distanceeducation)

## **Financial Aid Office**

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

All Campuses: (919) 718-7229

Email: [finaid@ccc.edu](mailto:finaid@ccc.edu)

[ccc.edu/financialaid](http://ccc.edu/financialaid)

## **Housing Assistance**

On-campus housing is not available at Central Carolina Community College. The college maintains a listing of companies and/or persons in the area who

wish to rent to students. Students are provided information such as Realtors, landlords, maps, and individuals looking for roommates.

All Campuses: (919) 718-7300

[cccc.edu/student-services/housing](http://cccc.edu/student-services/housing)

## **Library**

The CCCC Libraries contain a variety of electronic resources in 150 online databases, a print collection of 18,000 books, 50+ magazine, journal, and newspaper subscriptions, and 2,300 audiovisual items. Online resources include complete articles from over 24,000 periodicals, over 350,000 eBooks, and over 39,000 streaming videos. Study rooms, computers, research assistance, and interlibrary loan services are also available. A library is located in each county of our service area.

Chatham: (919) 545-8084

Harnett: (910) 814-8843

Lee: (919) 718-7244

[www.cccc.edu/library](http://www.cccc.edu/library)

## **Placement Testing Office**

The Placement Testing Office administers the Accuplacer and the Test of Essential Academic Skills (specific Health Science

programs only). Students must make an appointment for testing.

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

Chatham: (919) 545-8029

Harnett: (910) 814-8863

Lee: (919) 718-7300

[cccc.edu/placement-testing](http://cccc.edu/placement-testing)

## **Registrar's Office**

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

All Campuses: (919) 718-7201

[cccc.edu/registrar](http://cccc.edu/registrar)

## **Security Office**

The Security office is responsible for security and emergency response.

Chatham: (919) 545-8066

Harnett: (910) 814-8813

Lee: (919) 718-7512

[cccc.edu/security](http://cccc.edu/security)

## **Special Programs Office**

The Special Programs Office assists low-income, eligible students who are attending CCCC with child care funding assistance.

- The goal of this program is to provide low-income students with young children accessible and affordable child care, as well as provide them with the information they need to feel confident and competent about their ability to parent. Students who are full-time with 12 or more credit hours, are enrolled in a curriculum program, and have low income may qualify.

All Campuses: (919) 718-7276

[cccc.edu/financialaid/types](http://cccc.edu/financialaid/types)

## **Student Accessibility Services**

Student Accessibility Services coordinates services and accommodations between students with disabilities and the college faculty.

All Campuses: (919) 718-7416

[cccc.edu/ada](http://cccc.edu/ada)

## **Student Activities Office**

The Student Activities Office houses the Student Government Association and oversees student activities such as intramurals, student organizations and clubs, and other interactive campus events.

All Campuses: (919) 718-7337

[cccc.edu/campus-life](http://cccc.edu/campus-life)

## **Student Support Services**

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

All Campuses: (919) 718-7567

[cccc.edu/sss](http://cccc.edu/sss)

## **TRIO Programs (TRIO)**

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

[cccc.edu/trio](http://cccc.edu/trio)

## **Veteran Affairs Office**

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

All Campuses: (919) 718-7233

[cccc.edu/military](http://cccc.edu/military)

## **Veterans Upward Bound**

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

All Campuses: (919) 718-7463

[cccc.edu/vub](http://cccc.edu/vub)

## **Writing & Reading Center**

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

Chatham: (919) 545-8049

Harnett: (910) 814-8858

Lee: (919) 718-7210

[cccc.edu/writingreadingcenter](http://cccc.edu/writingreadingcenter)





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# Academic Calendar



# Fall 2018 Academic Calendar

Critical dates for FALL 2018 Semester	Curriculum	Curriculum Accelerated Sessions		
	16-Week Courses	1st 4-Week Courses	1st 8-Week Courses	1st 7-Week DRE Courses
<b>Registration Begins</b>	April 9, 2018	April 9, 2018	April 9, 2018	April 9, 2018
<b>Registration Ends</b>	August 17, 2018	August 17, 2018	August 17, 2018	August 17, 2018
<b>Classes Begin</b>	August 20, 2018	August 20, 2018	August 20, 2018	August 20, 2018
<b>Last Day to Add</b>	August 24, 2018	August 20, 2018	August 21, 2018	August 21, 2018
<b>Last Day to Drop</b>	August 29, 2018	August 21, 2018	August 23, 2018	August 22, 2018
<b>Census/75% refund</b>	August 29, 2018	August 21, 2018	August 23, 2018	August 22, 2018
<b>Student Holidays/Breaks (Student breaks may be used to make up for inclement weather days.)</b>	September 3, 2018 October 8-9, 2018 November 21, 2018 November 22-23, 2018	September 3, 2018	September 3, 2018 October 8-9, 2018	September 3, 2018 October 8-9, 2018
<b>Midterm</b>	October 17, 2018	August 29, 2018	September 17, 2018	September 12, 2018
<b>Last Day to Withdraw without WF Grade</b>	November 14, 2018	September 5, 2018	October 1, 2018	September 25, 2018
<b>Last day of Term/Session</b>	December 17, 2018	September 12, 2018	October 17, 2018	October 10, 2018
<b>Grades due to Registrar</b>	December 18, 2018	September 13, 2018	October 18, 2018	October 11, 2018

12-Week Courses	2nd 4-Week Courses	2nd 8-Week Courses	2nd 7-Week DRE Courses	3rd 4-Week Courses	4th 4-Week Courses
April 9, 2018	April 9, 2018	April 9, 2018	April 9, 2018	April 9, 2018	April 9, 2018
September 17, 2018	September 17, 2018	October 17, 2018	October 17, 2018	October 17, 2018	November 16, 2018
September 18, 2018	September 18, 2018	October 18, 2018	October 18, 2018	October 18, 2018	November 19, 2018
September 20, 2018	September 18, 2018	October 19, 2018	October 19, 2018	October 18, 2018	November 19, 2018
September 25, 2018	September 19, 2018	October 23, 2018	October 23, 2018	October 22, 2018	November 20, 2018
September 25, 2018	September 19, 2018	October 23, 2018	October 23, 2018	October 22, 2018	November 20, 2018
October 8-9, 2018 November 21, 2018 November 22-23, 2018	October 8-9, 2018	November 21, 2018 November 22-23, 2018	November 21, 2018 November 22-23, 2018		November 21, 2018 November 22-23, 2018
October 31, 2018	September 27, 2018	November 14, 2018	November 12, 2018	October 30, 2018	December 3, 2018
November 26, 2018	October 3, 2018	December 3, 2018	November 27, 2018	November 5, 2018	December 6, 2018
December 17, 2018	October 15, 2018	December 17, 2018	December 10, 2018	November 12, 2018	December 13, 2018
December 17, 2018	October 16, 2018	December 17, 2018	December 11, 2018	November 13, 2018	December 14, 2018

# Spring 2019 Academic Calendar

Critical dates for SPRING 2019 Semester	Curriculum	Curriculum Accelerated Sessions	
	16-Week Courses	1st 4-Week Courses	1st 8-Week Courses
<b>Registration Begins</b>	November 5, 2018	November 5, 2018	November 5, 2018
<b>Registration Ends</b>	January 4, 2019	January 4, 2019	January 4, 2019
<b>Classes Begin</b>	January 7, 2019	January 7, 2019	January 7, 2019
<b>Last Day to Add</b>	January 10, 2019	January 7, 2019	January 8, 2019
<b>Last Day to Drop</b>	January 16, 2019	January 8, 2019	January 10, 2019
<b>Census/75% refund</b>	January 16, 2019	January 8, 2019	January 10, 2019
<b>Student Holidays/Breaks (Student breaks may be used to make up for inclement weather days.)</b>	January 21, 2019 March 11-12, 2019 April 17-18, 2019 April 19, 2019	January 21, 2019	January 21, 2019
<b>Midterm</b>	March 4, 2019	January 23, 2019	February 4, 2019
<b>Last Day to Withdraw without WF Grade</b>	April 3, 2019	January 23, 2019	February 18, 2019
<b>Last day of Term/Session</b>	May 6, 2019	January 30, 2019	March 4, 2019
<b>Grades due to Registrar</b>	May 6, 2019	January 31, 2019	March 5, 2019



12-Week Courses	2nd 4-Week Courses	2nd 8-Week Courses	3rd 4-Week Courses	4th 4-Week Courses
November 5, 2018	November 5, 2018	November 5, 2018	November 5, 2018	November 5, 2018
February 4, 2019	February 4, 2019	March 4, 2019	March 4, 2019	April 3, 2019
February 5, 2019	February 5, 2019	March 5, 2019	March 5, 2019	April 4, 2019
February 7, 2019	February 5, 2019	March 6, 2019	March 5, 2019	April 5, 2019
February 12, 2019	February 6, 2019	March 8, 2019	March 6, 2019	April 8, 2019
February 12, 2019	February 6, 2019	March 8, 2019	March 6, 2019	April 8, 2019
March 11-12, 2019 April 17-18, 2019 April 19, 2019		March 11-12, 2019 April 17-18, 2019 April 19, 2019	January 21, 2019 March 11-12, 2019	April 17-18, 2019 April 19, 2019
March 20, 2019	February 14, 2019	April 3, 2019	March 19, 2019	April 16, 2019
April 10, 2019	February 20, 2019	April 22, 2019	March 25, 2019	April 24, 2019
May 6, 2019	February 27, 2019	May 6, 2019	April 1, 2019	May 1, 2019
May 7, 2019	February 28, 2019	May 7, 2019	April 2, 2019	May 2, 2019

# Summer 2019 Academic Calendar

	Curriculum	
	10-Week Courses	8-Week Courses
<b>Registration Begins</b>	April 8, 2019	April 8, 2019
<b>Registration Ends</b>	April 16, 2019	April 16, 2019
<b>Classes Begin</b>	May 20, 2019	May 20, 2019
<b>Last Day to Add</b>	May 21, 2019	May 21, 2019
<b>Last Day to Drop</b>	May 23, 2019	May 23, 2019
<b>Census/75% refund</b>	May 23, 2019	May 23, 2019
<b>Student Holidays/Breaks (Student breaks may be used to make up for inclement weather days.)</b>	May 27, 2019 July 3-4, 2019	May 27, 2019 July 3-4, 2019
<b>Midterm</b>	June 24, 2019	June 17, 2019
<b>Last Day to Withdraw without WF Grade</b>	July 15, 2019	July 1, 2019
<b>Last day of Term/Session</b>	July 31, 2019	July 17, 2019
<b>Grades due to Registrar</b>	August 1, 2019	July 18, 2019

Late 8-Week Courses
April 8, 2019
June 6, 2019
June 10, 2019
June 11, 2019
June 13, 2019
June 13, 2019
July 3-4, 2019
July 9, 2019
July 23, 2019
August 6, 2019
August 7, 2019

# AUGUST 2018

Sunday	Monday	Tuesday	Wednesday
			1
5	6	7	8
12	13	14	15
19	20	21	22
26	27	28	29



## July 2018

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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## September 2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
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Thursday	Friday	Saturday
2	3	4
9	10	11
16	17	18
23	24	25
30	31	

### NOTES

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# SEPTEMBER 2018

Sunday	Monday	Tuesday	Wednesday
2	3	4	5
9	10	11	12
16	17	18	19
23	24	25	26
30			

**August 2018**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**October 2018**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Thursday	Friday	Saturday
		1
6	7	8
13	14	15
20	21	22
27	28	29

NOTES

# OCTOBER 2018

Sunday	Monday	Tuesday	Wednesday
	1	2	3
7	8	9	10
14	15	16	17
21	22	23	24
28	29	30	31

**September 2018**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Thursday	Friday	Saturday
4	5	6
11	12	13
18	19	20
25	26	27

**November 2018**

S	M	T	W	T	F	S	
					1	2	3
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		

NOTES

# NOVEMBER 2018

Sunday	Monday	Tuesday	Wednesday
4	5	6	7
11	12	13	14
18	19	20	21
25	26	27	28

**October 2018**

<b>S</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>	<b>S</b>
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**Thursday****Friday****Saturday**

1	2	3
8	9	10
15	16	17
22	23	24
29	30	

**December 2018**

<b>S</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>	<b>S</b>
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**NOTES**


# DECEMBER 2018

Sunday	Monday	Tuesday	Wednesday
2	3	4	5
9	10	11	12
16	17	18	19
23	24	25	26
30	31		



**November 2018**

S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**January 2019**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Thursday	Friday	Saturday
		1
6	7	8
13	14	15
20	21	22
27	28	29

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# JANUARY 2019

Sunday	Monday	Tuesday	Wednesday
		1	2
6	7	8	9
13	14	15	16
20	21	22	23
27	28	29	30

**December 2018**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**February 2019**

S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
3	4	5
10	11	12
17	18	19
24	25	26
31		

<b>NOTES</b>

# FEBRUARY 2019

Sunday	Monday	Tuesday	Wednesday
3	4	5	6
10	11	12	13
17	18	19	20
24	25	26	27
31			

# January 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

# March 2019

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
				31		

Thursday	Friday	Saturday
	1	2
7	8	9
14	15	16
21	22	23
28		

# NOTES

# MARCH 2019

Sunday	Monday	Tuesday	Wednesday
3	4	5	6
10	11	12	13
17	18	19	20
24	25	26	27
31			

**February 2019**

S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

**April 2019**

S	M	T	W	T	F	S
						1 2 3 4 5 6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Thursday	Friday	Saturday
	1	2
7	8	9
14	15	16
21	22	23
28	29	30

**NOTES**

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# APRIL 2019

Sunday	Monday	Tuesday	Wednesday
	1	2	3
7	8	9	10
14	15	16	17
21	22	23	24
28	29	30	



**March 2019**

S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**Thursday**

**Friday**

**Saturday**

4	5	6
11	12	13
18	19	20
25	26	27

**May 2019**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**NOTES**

<b>NOTES</b>

# MAY 2019

Sunday	Monday	Tuesday	Wednesday
			1
5	6	7	8
12	13	14	15
19	20	21	22
26	27	28	29

**April 2019**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**Thursday****Friday****Saturday**

2	3	4
9	10	11
16	17	18
23	24	25
30	31	

**June 2019**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**NOTES**


# JUNE 2019

Sunday	Monday	Tuesday	Wednesday
2	3	4	5
9	10	11	12
16	17	18	19
23	24	25	26
30			

**May 2019**

**S M T W T F S**

1 2 3 4

5 6 7 8 9 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28 29 30 31

**July 2019**

**S M T W T F S**

1 2 3 4 5 6

7 8 9 10 11 12 13

14 15 16 17 18 19 20

21 22 23 24 25 26 27

28 29 30 31

Thursday	Friday	Saturday
		1
6	7	8
13	14	15
20	21	22
27	28	29

**NOTES**


# JULY 2019

Sunday	Monday	Tuesday	Wednesday
	1	2	3
7	8	9	10
14	15	16	17
21	22	23	24
28	29	30	31

**June 2019**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**August 2019**

S	M	T	W	T	F	S	
					1	2	3
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

Thursday	Friday	Saturday
4	5	6
11	12	13
18	19	20
25	26	27

**NOTES**


# AUGUST 2019

Sunday	Monday	Tuesday	Wednesday
4	5	6	7
11	12	13	14
18	19	20	21
25	26	27	28



**July 2019**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**Thursday****Friday****Saturday**

1	2	3
8	9	10
15	16	17
22	23	24
29	30	31

**September 2019**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**NOTES**


# SEPTEMBER 2019

Sunday	Monday	Tuesday	Wednesday
1	2	3	4
8	9	10	11
15	16	17	18
22	23	24	25
29	30		

**August 2019**

S	M	T	W	T	F	S
		1	2	3		
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Thursday	Friday	Saturday
5	6	7
12	13	14
19	20	21
26	27	28

**October 2019**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**NOTES**

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# Student Handbook

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

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## CCCC is an Equal Opportunity College

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

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## Services to Students with Disabilities

Central Carolina Community College has approved the following policy to guide its delivery of services to students with disabilities: No individual at Central Carolina Community College shall, by reason of disability, be excluded from participation in or be denied the benefits of or be subjected to discrimination within any program or activity for which he is otherwise qualified. The college may make program adjustments in instructional delivery and may provide supplemental services to enable students with disabilities to participate in activities compatible with their condition and interests. For more information, see the “Student Accessibility Services” section.

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## Spring and Fall Hours of Operation

The hours of operation for Admissions are:

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

The hours of operation for Financial Aid are:

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

The hours of operation for Registrar's Office are:

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

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## Summer Hours of Operation

Summer hours of operation are:

- M: 7:00 a.m. – 6:00 p.m.
- T: 7:00 a.m. – 6:00 p.m.
- W: 7:00 a.m. – 6:00 p.m.
- Th: 7:00 a.m. – 6:00 p.m.

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

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## Visitors/Children on Campus

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

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

be subject to arrest. CCCC shall not be held responsible for accidents or injuries to visitors who are in

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

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## Intellectual Property

Central Carolina Community College supports and values an educational climate that promotes the development of innovative, creative approaches to teaching, learning, and scholarship. The college recognizes that through the pursuit of teaching and learning, employees and students may create work which is potentially copyrightable or patentable. This

policy is intended to encourage innovation and to clarify and protect the intellectual property rights of employees, students, and the college.

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

Intellectual property that results from the efforts of a full or part-time employee, student, or outside consultant carried out while in the employment of, or under contract or agreement of any kind with the college and that is produced or brought about in any fashion with the aid of the college's facilities, staff, resources, or through funds administered by the college shall be considered to be the property of the college. The college will not collect revenue derived from the creation and production of intellectual property.

Central Carolina Community College may release or share its

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

Prior to the development of intellectual property, an employee or student who plans to develop the product may enter into a written agreement with the college. The president or designee, with approval from the Board of Trustees, may enter into a written agreement with an employee or student for an equitable arrangement for joint ownership or reimbursement to the college for its costs and support. In all such cases, the agreement shall provide that the college will have a perpetual license.

Intellectual property created by an employee or student of the college

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

In the case of students, intellectual property produced through individual initiative without the use of significant resources as a part of a student's coursework in a Central Carolina Community College class for which the student has paid tuition and fees ordinarily belongs to the student. This includes papers, artistic and musical works, and other creative works made by students in the instructional process. In situations when student works are made during the course of employment at Central Carolina Community College, or significant use of college resources were used, the ownership of such work is assigned to the college. Any work which could result in a challenge to intellectual property rights must be reviewed by the college president or designee, and if necessary, a written agreement must be filed. Disputes about the ownership of intellectual property requires the parties to first endeavor

to negotiate in good faith. Disputes that cannot be resolved are to be addressed by the due process policies of the Central Carolina Community College Board of Trustees.

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## **Bookstores**

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

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

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

The hours of operation are posted on the bookstore website and also on the college's website at [www.cccc.edu](http://www.cccc.edu). Special hours are

observed during registration and from the first day of class through the drop add period of each term.

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

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## **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.

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## **Vehicle Registration**

All students and employees on all campuses must register their vehicles at the Business Office and display a college-issued parking decal. Designated parking



for handicapped, visitors, faculty, and cosmetology patrons are restricted. All other parking is on a 'first-come' basis. Students who park in faculty and staff spaces or other designated restricted, reserved or no parking areas may be assessed a fine.

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## **Solicitation/ Fundraising**

For purposes of this policy, solicitation or fundraising is any activity that represents an effort to achieve a contribution, a donation, or a sale/purchase of goods or services on any property owned, leased, or under the jurisdiction of CCCC. Individuals representing college groups, clubs, or associations, may solicit funds, in-kind donations, or engage in campus fundraising activities with prior approval of the campus provost where applicable, and the vice president of student services or dean of student support services. Solicitation and/or fundraising by any "for profit" individual or group are strictly prohibited.

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

or services.

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

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

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## **Drone/Unmanned Aircraft Use on Campus**

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

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# Internet Acceptable Use

Faculty, staff, students, and community patrons are responsible for good behavior on college computer networks. Communications on the network are often public in nature. General college rules for behavior and communications apply. Network storage areas may be treated as public space. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on the institution's servers will always be private.

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

The CCCC wireless network is not secure (i.e., it is not encrypted using WEP, WPA, etc.). CCCC offers its wireless hotspots as a free, public service for users. Unlimited access will be granted to this wireless network in the designated hotspot areas as technology and network capacities allow. CCCC does not provide personal technical support for users attempting to access its free public wireless network and does not guarantee specific rates of speed or uninterrupted service. Users are responsible for ensuring they have the appropriate compliant wireless card (802.11b, g, or n) and are running up-to-date antivirus and antispyware software on their device. The user is responsible for any actions taken from their device, whether intentional or unintentional, that causes damages or otherwise affects other devices or users of the network.

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

- Unauthorized commercial use
- Malicious actions, such as denial of service attacks
- Distribution of pornographic materials
- Copyright violations

- Offering of DHCP or Domain Name Services (DNS)
- File-sharing or other bandwidth intensive applications that may degrade quality of service
- Sending or displaying obscene messages, pictures, or language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Using others' passwords
- Trespassing in others' folders, work, or files
- Employing the network for commercial purposes

#### Sanctions:

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

The level of security of your transactions, files on your hard drive, and general web surfing will depend on the level of security precautions you have taken with your computer. Users must be aware that as they connect their devices to any wired or wireless

network they may be exposing their devices to worms, viruses, Trojan horses, denial-of-service attacks, intrusions, packet-sniffing, and other abuses by third-parties. CCCC highly discourages the conducting of confidential transactions (such as online banking, credit card usage) over any wireless network, including our own. CCCC also strongly recommends that you turn off file sharing on your operating system.

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

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# Student Rights, Responsibilities, and Judicial Procedures

## I. Preamble

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

## II. Student Rights

- A. Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided for by the college. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.
- B. Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to reasonable and nondiscriminatory rules and regulations regarding time, place, and manner. (Students may refer to the Free Speech and Public Assembly policy for details).
- C. Students have the right to inquire about and to propose improvements in policies, regulations, and procedures affecting the welfare of students through established student government procedures, campus committees, and college officers.
- D. The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding

the confidentiality of and access to student records, and this Act will be adhered to by the college. Students and former students have the right to review their official records and to request a hearing if they challenge the contents of these records. Only directory information will be released without the written consent of the student. Directory information includes name, county of residence, academic major, enrollment periods, hours earned, degrees awarded, and awards received. However, a student may request in writing to the vice president of student services that directory information be withheld. The college will not sell mailing address lists of any current students, previous students, or graduates.

- E. No disciplinary sanctions other than temporary removal from class or an activity may be imposed upon any student without due process (see Section IV, A.). Due process procedures are established to guarantee a student accused of a Student Code of Conduct violation the right of a hearing, a presentation of charges, evidence for charges, the right to present evidence, the right to have witnesses on one's

behalf and to hear witnesses on behalf of the accuser(s), the right to counsel, and the right of appeal.

- F. Grade Appeal: Students have the right to appeal any grade within 15 business days after the posted date of the grade. Students must follow the student appeal process outlined under Section VI. Student Grievance Procedure and Section VIII. Appeals Procedure–Grade Appeal.
- G. All lost and found items may be turned in to any campus reception area to then be forwarded to the Campus Security Office. Students who have lost an item should inquire with the director of campus security and safety about making a claim on turned-in items. Items are kept by the Campus Security Office for 60 days and any unclaimed items are then donated to a local charitable organization.
- H. Students have the right to make a referral to the campus Behavioral Assessment Team (BAT) concerning any student that is exhibiting potentially concerning behavior. The Behavioral Assessment Team is committed to improving campus safety through a proactive, collaborative,

coordinated, objective, and thoughtful approach to situations that pose (or may reasonably pose) a threat to the safety and well-being of the campus community, while addressing the diverse psychosocial needs and concerns of students. Referrals are made to the BAT when students, faculty, or staff members observe disturbing, confusing, or potentially threatening behavior from a student(s) and are unsure of what issues might be developing or are presently involved. The committee has full authority to request documentation regarding the student and will make an assessment to the best of their ability of the student's current status regarding continued enrollment at the college. Their assessment and recommendation, when completed, will then be given to the vice president of student services for possible administrative action. This approach addresses:

- Identification
- Prevention
- Assessment
- Intervention
- Management

### **What type of behaviors warrants a referral?**

Any self-injurious behaviors, suicidal ideation, erratic behavior that disrupts or threatens to disrupt the daily operations of the college and its activities, or behaviors that might compromise campus or personal safety should be referred. When in doubt, make a referral. The BAT hopes to be proactive in addressing a possible threat to the campus and providing assistance to a student in need if possible. Disruptive or threatening behaviors that have occurred and violate the Student Code of Conduct should continue to be dealt with in the established procedural manner by notifying security, the campus security authority, and the vice president of student services.

### **III. Student Code of Conduct**

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

disciplinary action will be taken to restore and protect the sanctity of the community.

Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and behavior.

The purpose of this code is not to restrict student rights, but to protect the rights of individuals in their academic pursuits.

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

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

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

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

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

Other academic honesty violations include allowing others to copy your work, providing your work to others for submission as their own, lying to improve your grade or others' grades, changing a graded work and submitting it for regrading, stealing or destroying others' work, collaborating on work without instructor approval, and impersonating another by taking their examination. If a student commits an act of academic dishonesty, the consequences may include one or more of the following at the discretion of CCCC administrators: receive a zero grade on that assignment, receive an "F" in that course, and/or be suspended or expelled from the college.

B. Theft of, misuse of, or damage to college property, or theft of or damage to property of a member of the college community or a campus visitor on college premises or at college functions; unauthorized entry upon the property of the college or into a college facility or a portion thereof which has been restricted in use and thereby placed off limits; unauthorized presence in a college facility after closing hours are violations of behavior.

C. Possession of or use of alcoholic beverages or being in a state of intoxication on the college campus or at college-sponsored or supervised functions off campus or in college-owned vehicles is prohibited. Possession, use, or distribution of any illegal drugs, except as expressly permitted by law is prohibited. Any influence, which may be attributed to the use of drugs or of alcoholic beverages, shall not in any way limit the responsibility of the individual for the consequences of their actions. Furthermore, no one with the smell of alcohol on him/her, or whose observable behavior leads a college official to believe he/she is under the influence of alcohol or other drugs, will be allowed at the college or any college activity. Note: Parents are notified when students under age 21 violate drug and/or alcohol laws.

D. Lewd or indecent conduct, including public physical or verbal action or distribution of obscene or libelous material is prohibited.

E. Mental or physical abuse of any person on college premises or at college-sponsored or college-supervised functions, including



verbal or physical actions which threaten or endanger the health or safety of any such persons by committing severe, pervasive acts from both a subjective (i.e., a recipient's view) and an objective perspective (i.e., a reasonable person's view) and thus affects a student's ability to participate in or benefit from one of the college's programs or activities is prohibited.

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

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

- inflicting serious bodily injury to any person.
- K. Setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment is prohibited.
  - L. Illegal gambling is prohibited.
  - M. Smoking (and/or using other forms of tobacco products), eating, or drinking beverages in classrooms, shops, and labs or other unauthorized areas is prohibited.
  - N. Vehicles must be parked in designated areas and the parking permit must be visible. Vehicles will be operated safely, moderately, and courteously. The speed limit on all campuses is ten (10) miles per hour. Vehicles must be registered with the Business Office (Lee Main Campus) or the front office (Chatham and Harnett Main campuses) at the first occasion they are used on campus grounds. Violators of traffic and parking regulations are subject to a fine for each violation. Student records may be withheld until fines are paid.
  - O. Forgery, alteration, or misuse of college documents, records, or instruments of identification with intent to deceive is prohibited.
  - P. Failure to comply with instruction of college officials acting in performance of their duties is prohibited.
  - Q. Violation of the terms of disciplinary probation or any college regulation during the period of probation is prohibited.
  - R. Fiscal irresponsibility such as failure to pay college-levied fines, failure to repay college-funded loans, or the passing of worthless checks to college officials is prohibited.
  - S. Violation of local, state, or federal criminal law on college premises or while attending college activities is prohibited.
  - T. Students are expected to dress appropriately for the occasion. This includes covering the torso and wearing shoes or sandals.
  - U. Students are not to bring children to the campus while attending classes or other activities or when using the library. Children should not be left unattended in cars while parents attend class or conduct campus business.

V. Curriculum students are permitted to carry pagers and cellular phones on their persons provided that they comply with all the following:

- No texting or emailing during class.
- Cellular phones must be set to silent or vibrate mode or be turned off completely during class time.
- Students will not exit class to respond to messages or calls. If it is an emergency situation, students must notify their instructor prior to exiting class.
- If a student's pager or cellular phone becomes a classroom disruption, they will be asked to remove the pager or cellular phone from class.

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

W. Students must follow the Library Computer Use policy.

This policy states that library computers are provided to conduct research and to communicate with others in support of the college's educational mission. Students, faculty, staff, public patrons, and campus visitors are expected to use computer resources in an ethical, legal, and responsible manner. By logging on to library computers, users acknowledge that they are aware of and agree to the CCCC Internet Acceptable Use policy on page 62. Any use of library computers that violates college policy, violates federal, state, or local laws, alters computer and/or network settings, promotes commercial activity, intends harm or distress to others, or is obscene or malicious in nature is prohibited. Computer access is a privilege, not a right. Violations may result in loss of access and/or disciplinary action.

X. Students must follow the college's Pets policy. This policy states that pets of any type may not be brought on campus or into any college building. This policy is in no way intended to restrict access to the campus for animals specifically trained

to aid individuals with disabilities, police dogs, or those pets that are part of the college's Veterinary Medical Technology program. Pets cannot be left unattended in vehicles while parked on CCCC property.

- Y. The college strictly prohibits and condemns any form of sexual misconduct on any of its campuses or sites, as well as at any college sponsored activities off-campus. Such misconduct includes sexual harassment, gender-based harassment, sexual violence, sexual assault, stalking, domestic violence, dating violence, and intimate partner violence. Students, faculty, and staff are advised to report any such incidences immediately to any member of the Campus Security Office, the vice president of student services, or their campus security authority.
- Z. Engaging in any form of sexual activity on any campus or site of the college (whether closed or during operating hours) is strictly prohibited.

### Student Due Process Procedure

1. Incident/Infraction occurs
2. College official may suspend

immediately

3. Notify vice president of student services
4. Vice president of student services investigates and informs student in writing of decision
5. Student may appeal in writing to Judicial Committee
6. Vice president of student services informs student of hearing
7. Judicial Committee hearing
8. Decision sent to student
9. Student may appeal to president
10. President informs student in writing of decision

### IV. Disciplinary Procedures

**A. Immediate Suspension:** If an act of misconduct threatens the health or wellbeing of any member of the academic community or seriously disrupts the function and good order of the college, an instructor or administrative officer may direct students involved to cease and desist such conduct and advise them that failing to cease and desist will result in immediate suspension. If the students fail to cease and desist, the instructor or administrative officer may

then suspend them from the class, the activity, or the college until a resolution of the matter can be made. The instructor or administrative officer invoking such suspension shall notify the vice president of student services in writing of the individuals involved and the nature of the infraction as soon as possible following the incident. The vice president of student services shall resolve the matter in a timely fashion utilizing the steps outlined in Section IV. C. Disciplinary Procedures.

## **B. Responsibility for**

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

## **C. Disciplinary Procedures:**

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

1. **Charges:** Any administrative official, faculty member, staff member, or student may file charges with the vice president of student services against any student or student organization for violations of college regulations. The individual(s)

making the charge must notify the vice president of student services in writing stating: name of the student(s) involved, the alleged violation of the specific code of conduct, the time, place, and date of the incident, names of person(s) directly involved or witnesses to the infraction(s), any action taken that related to the matter, and desired solution(s).

2. **Investigation and Decision:** After the charge is filed, the vice president of student services shall complete a preliminary investigation of the charge and shall schedule a meeting with the student. After discussing the alleged infraction with the student, the vice president of student services may act as follows:
  - a. drop the charges.
  - b. impose a sanction consistent with those shown in Section V. Sanctions.
  - c. refer the student to a college office or community agency for services.
3. **Notification:** The decision of the vice president of student services shall be presented

to the student in writing following the meeting with the student. In instances where the student cannot be reached to schedule an appointment with the vice president of student services or where the student refuses to cooperate, the vice president of student services shall send a certified letter to the student's last known address providing the student with a list of the charges, the vice president of student services' decision, and instructions governing the appeal process (Section VII. Appeals Procedure – Sanctions or Disciplinary Actions).

## **V. Sanctions**

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

**B. General Probation:** An individual may be placed on general probation when involved in a minor disciplinary offense. General probation has two important implications. First, the individual is given a chance to show his/her capability and

willingness to observe the Student Code of Conduct without further penalty; second, if he/she

errs again, further action will be taken. This probation will be in effect for no more than two terms.

### **C. Restrictive Probation:**

Restrictive probation results in loss of good standing and becomes a matter of record. Restrictive conditions may limit activity in the college community and/or access to specified college facilities. Generally, the individual will not be eligible for initiation into any local or national organization, and may not receive any college award or other honorary recognition. The individual may not occupy a position of leadership or responsibility within the college or with a student organization, publication, or activity. This probation will be in effect for no less than two terms. Any violation of restrictive probation may result in immediate suspension.

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

**E. Interim Suspension:** This results in exclusion from class and/or other privileges or

activities as set forth in the notice, until a final decision has been made concerning the alleged violation.

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

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

**H. Suspension:** This results in exclusion from the college and all activities of the college for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation or for repeated misconduct. Students who receive this sanction must get specific, written permission from the vice president of student services before returning to campus.

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

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

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

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

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

## **VI. Student Grievance Procedure**

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

## B. Procedures:

- A. First, the student must go to the instructor or staff member with whom the problem originated and attempt to resolve the problem at this level. If the grievance is related to an academic grade, the student must follow the steps outlined in the Grade Appeal form as indicated in VIII. Appeals Procedure – Grade Appeal. In extreme cases such as alleged sexual harassment, the student may go directly to the vice president of student services or any other college official with whom the student feels comfortable.
- B. If the grievance related to discrimination or harassment is not resolved in step one, the student may appeal to the department chair or dean responsible for the student's curriculum. The department chair or the dean will attempt to resolve the conflict.
- C. If the grievance related to discrimination or harassment is not resolved in step two, the student may appeal to the responsible vice president who will attempt to resolve the conflict.

## VII. Appeals Procedure – Sanctions or Disciplinary Actions

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

### A. Committee Composition:

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

- Three faculty or staff members appointed by the chief academic officer of the college.
- Three student members who are unfamiliar with the student or the complaint, appointed by the student activities coordinator. New students may be selected for each hearing. A college faculty



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

- The student activities coordinator is an ex officio, non-voting member serving as an impartial observer to ensure that the student's rights are protected.

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

## **B. Procedures for Hearings Before the Judicial Committee:**

- A. Procedural responsibilities of the vice president of student services include the following:
- The Judicial Committee must meet after receipt of a request for a hearing, unless the student (the defendant) requests additional time. Prior to the date set for the hearing, the vice president of student services shall send a certified letter to the student's last known address providing the student with the following information:

- A restatement of the charge or charges.
- The time and place of the hearing.
- A statement of the student's basic procedural rights.

## **B. Basic procedural rights of students include the following:**

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

below VII. A.) 4.) to conduct business. Additionally, if a faculty or staff member is the defendant, the faculty or staff member also has the right to request that a committee member be disqualified for prejudice or bias.

- The right to present evidence (including witnesses).
- The right to face the person(s) bringing the charge(s).
- The right to hear witnesses on behalf of the person bringing the charges.
- The right to testify or to refuse to testify without such refusal being detrimental to the student.
- The right to appeal the decision of the committee to the president who will review the official record of the hearing. The appeal must be in writing and it must be made after completion of the hearing.

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

- Hearings before the committee shall be confidential and shall be closed to all persons except the following:

- The student (absence of the student will result in adjournment of the hearing and no further action will be taken).

- The faculty or staff member bringing the charge against the student or being accused by the student.

- Counsels (see VII. B. 2. a. The Right to Counsel).

- Witnesses who shall:

- Give testimony singularly and in the absence of other witnesses.

- Leave the committee meeting room immediately after completion of the testimony.

- The hearings will be tape recorded. Tapes will become the property of the committee and the president will determine access to them. All tapes will be filed in the vault in the college Business Office and kept for three years. The vice president

of student services will keep copies of all correspondence and rulings surrounding the hearing for three years.

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

## C. Appeal to the President

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

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

## VIII. Appeals Procedure – Grade Appeal

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

grade by completing the biographical and descriptive information prompted on the first page of the grade appeal form. The student then submits the completed form to the instructor of the class in which the grade was assigned.

- The instructor reviews the description of the problem and any related supporting evidence documented on the form by the student and then renders a decision to either uphold or amend the grade. The instructor records information related to the decision on the form and reports this information to the student. Based on the instructor's decision, the student indicates on the form whether to accept the instructor's decision or to continue the appeal process.
- If the student wishes to continue the appeal process, then the student has the right to appeal the instructor's decision to the appropriate supervising department chair who will, in turn, respond with a decision

to uphold the original grade or to overturn the instructor's decision. If, after completing this step, the student feels that the issue is still unresolved, then the student has the right to appeal the department chair's decision to the appropriate supervising academic dean who will respond with a decision to uphold the original grade or to overturn the department chair's decision. If the issue is still unresolved, the student may continue the appeal process based on the time frames and sequence specified on the grade appeal form.

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## Distance Education Student Rights and Grievances

Student rights equally apply and extend to distance education students as previously described. Likewise, the requirements, guidelines, and procedures for grievances equally apply and extend to distance education students. Distance education

students can refer to the college catalog or the previous section for more complete information. Students can also contact the distance education staff for direction.

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## Free Speech and Public Assembly

Central Carolina Community College encourages its community to exercise the right to freedom of speech granted by the First Amendment to the Constitution of the United States of America and has established a policy that informs members of the college community and the public of the manner in which they may engage in constitutionally protected speech and expression at Central Carolina Community College. It is intended to protect one's right to freedom of speech without interfering with the primary educational purpose of the college. Students are authorized to exercise this right freely as long as the exercise of this right does not violate applicable rules of the college, substantially disrupt normal operations of the college, or substantially interfere with the rights of others.

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

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

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

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

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

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

Members of the college community, guests, and visitors have the right to be free from all forms of sex/gender harassment, discrimination, and misconduct. All members of the campus

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

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

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

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

### **Sexual Misconduct Offenses**

Sexual harassment is a form of sex discrimination and refers to unwelcome, sexual, sex-based and/or gender-based verbal, written, online and/or physical conduct. Sexual harassment includes quid pro quo harassment. Gender-based harassment may involve acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature and includes any other conduct that has the purpose or effect of unreasonably interfering with one's freedom by creating an intimidating, hostile, humiliating, or sexually offensive academic environment. Anyone experiencing sexual or gender-

based harassment in any college program is encouraged to report it immediately to the Title IX coordinator.

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

- Unwelcome sexual advances or propositions – whether they involve physical touching or not;
- Written or verbal sexual epithets, jokes, or references to sexual conduct, gossip regarding one's sex life;
- Written or verbal abuse of a sexual nature, use of sexually degrading, or vulgar words to describe an individual;
- Leering, whistling, brushing against another's body, sexual gestures;

- The display of sexually suggestive objects, pictures, posters, cartoons, websites, and any form of electronic communication;
- Comments about an individual's body or appearance, or regarding one's sex life, experience, sexual prowess, or sexual deficiencies;
- Asking questions about sexual conduct or probing into one's sex life or relationships; and
- Harassment consistently targeted at only one sex, even if the content of the verbal abuse is not of a sexual nature.

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

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

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

**Sex Offenses:** any sexual act directed against another person, without the consent of the

victim, including instances where the victim is incapable of giving consent.

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

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

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

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

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

- By a current or former spouse or intimate partner of the victim;



- By a person with whom the victim shares a child in common;
  - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
  - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
  - By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
  - Dating violence does not include acts covered under the definition of domestic violence.
  - Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

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

- The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- Fear for the person's safety or the safety of others; or
  - Suffer substantial emotional distress.
  - For the purposes of this definition:
    - Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

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

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

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

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

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

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

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

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

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

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

**Sexual Exploitation:** When one person takes non-consensual or abusive sexual advantage

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

**Awareness programs:**

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

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

Bystander intervention includes:

- Recognizing situations of potential harm
- Understanding institutional structures and cultural conditions that facilitate

violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking actions to intervene

**Ongoing prevention and awareness campaigns:**

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

**Primary prevention programs:**

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

**Risk reduction:** Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims

in order to promote safety and to help individuals and communities address conditions that facilitate violence.

### **Prompt, fair, and impartial**

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

Conducted in a manner that:

- Is consistent with the institution's policies and transparent to the accuser and accused;
- Includes timely notice of meetings at which the reporting party or responding party, or both, may be present; and
- Provides timely and equal access to the reporting party, the responding party, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and

- Conducted by officials who do not have a conflict of interest or bias for or against the reporting party or the responding party.

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

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

### **Reporting and Confidentiality**

All college employees have a duty to report Title IX violations immediately to the Title IX coordinator, unless their position requires them to maintain confidentiality except in extreme cases of immediate threat or danger, or abuse of a minor. Examples of those who may be required to maintain confidentiality include licensed

professional counselors, clergy working within the scope of their licensure or ordination, or licensed medical professionals. The reporting party will be notified when information cannot be kept confidential.

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

### **Investigation and Resolution of Claims**

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

- Specific finding for each violation and each responding party involved in the proceeding;

- Sanctions resulting from the outcome of the proceeding;
- CCCC's procedures for appeal of the results

### **Sanctions**

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

### **Protection against Retaliation**

Retaliation is defined as any materially adverse action that might well have dissuaded a reasonable person from making or supporting a complaint of Title IX violations. A complaint's actual or perceived lack of merit does not excuse retaliatory conduct. Retaliation against any individual for reporting Title IX violations or against one who participates in an investigation will not be tolerated. In responding to reports of retaliation, the college will conduct a prompt, thorough and impartial investigation and will take appropriate remedial measures.

## **False Accusation**

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

## **Questions**

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

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

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

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

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

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

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

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

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## **Campus Sex Crimes Prevention Act Information**

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

Information regarding individuals on the registered sex offenders' list can be obtained from the sheriff's office in Chatham, Harnett, and Lee counties. Additionally, the North Carolina Department of Corrections website ([doc.state.nc.us](http://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.

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# Family Educational Rights and Privacy (FERPA)

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

Under this Act, students have the right to:

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

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

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

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

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

- Awards received

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

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

A penalty will be imposed on students through the office of the vice president of student services as a result of unacceptable conduct which includes violation

of the college's drug and alcohol policies.

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

## **C. Drug Counseling and Rehabilitation Services**

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

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

Alcoholic Anonymous  
(919) 776-5522

Pinehurst Treatment Center  
(910) 215-3330

Holly Hill Hospital  
(800) 447-1800

Carolina Behavioral Care  
(910) 295-6007

Sandhills Center/Lee  
(919) 774-6521

High Point Behavioral Health  
(800) 525-9375

Sandhills Center/Harnett  
(910) 893-2118

Alamance Regional Medical  
Center (800) 522-9418

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



## ALCOHOL: THE RISKS AND THE LAWS

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

## GET HELP: CONTACT INFORMATION

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

## DRUGS: THE RISKS AND THE LAWS

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

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## Problem Gambling

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

North Carolina Problem  
Gambling Helpline:  
(877) 718-5543  
[morethanagamenc.com](http://morethanagamenc.com)

Gambler's Anonymous:  
(888) 846-4427  
[gambleranonymous.org](http://gambleranonymous.org)

Gam-Anon: (800) 552-0170  
[gam-anon.org](http://gam-anon.org)

National Center for  
Responsible Gambling  
[ncrg.org](http://ncrg.org)

McGill International Centre for  
Youth Gambling  
[youthgambling.com](http://youthgambling.com)

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## Student Activities

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

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## Student Centers

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

The centers are open the following hours:

M: 7:30 a.m. – 9:00 p.m.  
T: 7:30 a.m. – 9:00 p.m.  
W: 7:30 a.m. – 9:00 p.m.  
Th: 7:30 a.m. – 9:00 p.m.  
F: 7:30 a.m. – 3:30 p.m.

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## Alumni

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

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

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## 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 in-state tuition and fees, plus all necessary uniforms for that year. Further information may be obtained from the Ambassador advisor in the

Student Services Department.

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## Carolina Student Transfer Excellence Program (C-STEP)

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

For more information, contact:

Carl Bryan  
cbrya799@cccc.edu

Sarah Hoffarth  
shoff746@cccc.edu

Mark Hall  
mhall@cccc.edu

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# Student Government Association (SGA)

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

The SGA's organizational structure consists of an Executive Committee made up of the following officers: President, Vice President, Secretary, Treasurer, Historian, and student club representatives. The President of the SGA represents the student body as a non-voting member on the Board of Trustees.

SGA Elections are held once a year at the end of the Spring semester. The following rules have been adopted by the SGA to ensure fairness to all candidates:

- Voting times for each election will be announced at least one week before the election.

- No campaigning shall be permitted within 25 feet of the voting polls.
- No campaign poster will be permitted within 25 feet of the voting polls.
- Voting will be by ballot. Simple majority will elect officers.
- All currently enrolled curriculum students may vote.
- The SGA president and SGA advisor will be responsible for the election process.
- Any campaign violations should be immediately reported to the SGA advisor for that county.

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

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

### 3. Special Events

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

### 4. Clubs

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

### 5. Other Activities

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

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## Athletics

Whether attending an exciting basketball game or participating in intramural competitions, the athletic teams at CCCC are a source of great pride for the entire campus community. CCCC is a Region 10, Division III member of the National Junior College Athletic Association (NJCAA). Current CCCC active sports are:

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



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

A student athlete must maintain full-time (12 or more) credit hours and at least a 2.0 grade point average (GPA to be qualified) to participate in NJCAA athletics at CCCC. Prior to participating, a student must complete a physical, which is not paid by the college. The college does not offer student athletic scholarships, but student athletes can apply for financial aid.

For more information about CCCC Athletic, visit the Sports section of the CCCC website at [www.cccc.edu/sports](http://www.cccc.edu/sports).

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## Phi Theta Kappa Honor Society

The Phi Theta Kappa Honor Society at Central Carolina Community College serves to promote scholarship, development of leadership and service, and the

cultivation of fellowship among its members. To qualify as candidates for membership, students must meet the following requirements:

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

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

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## Library Services

The CCCC Libraries consist of the Lee Main Campus Library (Sanford), the Harnett Main Campus Library (Lillington), and the Chatham Community Library (Pittsboro). The Chatham Main Campus Library merged with the Chatham Public Library in September 2010 to form a joint-

use public/academic library located on the Chatham Main Campus. CCCC is pleased to work with Chatham County in this capacity to provide library services to our students and to the Chatham community. All libraries provide resources and assistance to students, faculty, and community patrons.

[www.cccc.edu/library](http://www.cccc.edu/library)

### **Lee Main Campus**

(Sanford)

Phone: (919) 718-7244

Fax: (919) 718-7378

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

Monday through Thursday;

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

### **Harnett Main Campus**

(Lillington)

Phone: (910) 814-8843

Fax: (910) 814-8894

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

Monday through Thursday;

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

### **Chatham Main Campus**

Chatham Community Library

(Pittsboro)

Phone: (919) 545-8084

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

Monday through Thursday;

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

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

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

## **Library Cards and Student IDs**

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

## **Circulation Policies**

Books, audio books, and music CDs may be checked out for 3 weeks. Back issues of magazines and newspapers may be checked out for 1 week. DVDs may be checked out for 3 days (limit 3

titles). The CCCC libraries do not charge late fines for overdue materials with the exception of reserve materials, which are \$1.00 per day if late. The replacement cost of the item is charged for items that have been lost. Charges may also be assessed for damaged materials. Grades, transcripts, and diplomas are held until the library record has been cleared. Circulation policies, loan periods, and late fines may vary at the Chatham Community Library.

### **Library Assistance**

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

### **Computers, Printing, and Fax**

Computers with Internet access and Microsoft Office applications are available. A scanner and wireless Internet access are also available at all libraries. Printing and photocopying services are

available using a print card system at the Lee and Harnett Main Campus libraries. Costs are 5¢ per page for black and white copies/printing, or 25¢ per page for color printing. A 3D printer is available at the Harnett Main Campus library and costs \$0.25 per gram. Printing and copying services at the Chatham Community Library are payable through a coin-operated system or cash at 10¢ per page (black and white only). Fax services are available at the Lee and Harnett Main Campus libraries at \$1.00 per page to send or receive.

### **Study Spaces**

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

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

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

**Collaborative Zone:** All of our study rooms at the Lee and Harnett Main Campus libraries are equipped with large screen

computers, high resolution webcams, and white boards to provide collaborative space for dynamic group work. Three study rooms at the Chatham Community Library have white boards for collaborative group work. Study rooms may be reserved in advance from any computer or mobile device via the library web page.

## **Library Resources**

A variety of print and electronic library resources are available to support the curriculum programs of the college. The CCCC libraries have a combined collection of 18,000 books, 50+ periodical subscriptions, and 2,300 audiovisual items. The Lee Main Campus (Sanford) Library also has an extensive law collection, a music CD collection, an audio book collection, and a movie collection.

Electronic resources are comprised of CCCC online databases and the NC LIVE database collection. These combined resources provide access to 150 databases containing complete articles from over 24,000 periodicals, over 350,000 eBooks, and over 39,000 streaming videos. Students can access all of these resources from off campus using their CCCC Portal login credentials.

The online catalog, a central database containing the holdings of CCCC and 50 other North Carolina community college libraries in the CCLINC consortium, provides easy and free access to additional resources in these libraries. Cooperative agreements giving students borrowing privileges exist between the CCCC libraries and the public libraries in Lee and Harnett counties, as well as Campbell University. The library also participates in interlibrary loan services with other types of libraries in North Carolina and throughout the United States. Interlibrary loan services allow the library to borrow materials from other libraries for our patrons to check out through the CCCC Libraries.

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## **College Success Center**

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

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

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## **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 Science Building on the Lee Main Campus, in the Miriello Building on the Harnett Main Campus, and in the Health and Small Business Building on the Chatham Main Campus.

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## **Writing and Reading Center**

The Writing and Reading Center helps students to develop their writing and reading skills with free services such as one-on-one coaching, group coaching sessions, and content-specific workshops. Through these services, students will receive constructive feedback on their writing assignments, various resources to improve writing and reading skills, and a better understanding of why writing and reading really matter.

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

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

Writing and Reading Center website, use the A – Z index on the homepage.

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

Chatham: (919) 545-8049

Harnett: (910) 814-8858

Lee: (919) 718-7210

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## AVISO

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

### Logging in to AVISO

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

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

**STEP 1:** AVISO can be accessed at [cccc.avisoapp.com](http://cccc.avisoapp.com) or through the login option in the upper right corner of [www.cccc.edu](http://www.cccc.edu).

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

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

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## Academic Assistance Center

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

Campus phone numbers:

Chatham: (919) 545-8029

Harnett: (910) 814-8809

Lee: (919) 718-7361

[cccc.edu/aac](http://cccc.edu/aac)

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

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## Student Accessibility Services

The Student Accessibility Services Office facilitates the provisions of reasonable accommodations for all students with disabilities, who identify as needing accommodations.

To Receive Accommodations:

4. Student completes standard admission application.
5. Student must self-identify to the Office of Student Accessibility Services) and request accommodations appropriate for their disability or medical diagnosis. Please complete the Student Identification Packet, found on [www.cccc.edu/ada](http://www.cccc.edu/ada). It is the responsibility of the student to request accommodations in a timely manner.

6. Student must provide current documentation of the disability for which accommodations are requested. Current documentation is written within the last 3 years. The coordinator can advance you on next steps if your documentation is non-current.
    - Learn about Student Accessibility Services and/or Academic Assistance Center procedures and student responsibilities.
  7. Once documentation is received and reviewed, the Coordinator of Student Accessibility Services will email the student, at the CCCC email, to request a meeting to determine necessary accommodations and complete a service contract. This meeting is required for accommodations and/or services to begin.
  8. An appointment with the Coordinator of Student Accessibility Services is scheduled.
  9. Meet with the Coordinator of Student Accessibility Services to:
    - Discuss your functional limitations and symptoms.
    - Discuss academic services and/or accommodations for which you are eligible.
    - Complete and sign the Accommodation Letter and
- Students are responsible for notifying the Office of Student Accessibility Services each semester by completing a Student Schedule Request form. Accommodation plans are emailed the faculty, advisors and test proctors as released by the student and/or needed to implement accommodations, plans are not active until student and their instructor(s) have signed them.
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## Campus Security

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

All student vehicles must have a CCCC parking decal displayed. See the Vehicle Registration section and the parking map in this handbook for details on where to park. Emergency Call Boxes are located around the Lee Main Campus,



Harnett Main Campus, and Harnett Health Sciences Center. The Harnett Health Science Center's Call Boxes go directly to Harnett County 911 center.

## **Lee County**

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

**Dental Center:** Campus Security is located in the main building: (919) 777-7705

**Innovation Center:** Campus Security is located in room 112: (919) 718-7082"

## **Harnett County**

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

**Harnett Health Sciences Center:** Campus Security is located on first floor at reception desk: (910) 814-8986

**West Harnett Center:** Campus Security is located in the main office: (919) 814-8900

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

## **Chatham County**

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

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

## **Security Tips**

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

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# Smoking - 100% Tobacco Free Campus Policy

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

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

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

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

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

## Enforcement

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

## First Offense

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

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

### **Second Offense**

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

### **Third Offense**

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

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## **Inclement Weather Policy**

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

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

## Types of Announcements

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

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

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

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

# 2019 CCCC CAREER FAIR

Thursday, March 14 | 10:00 a.m. – 2:00 p.m.

Dennis A. Wicker Civic Center | 1801 Nash Street, Sanford, NC

For more information,  
call the Career Center  
at (919) 718-7396

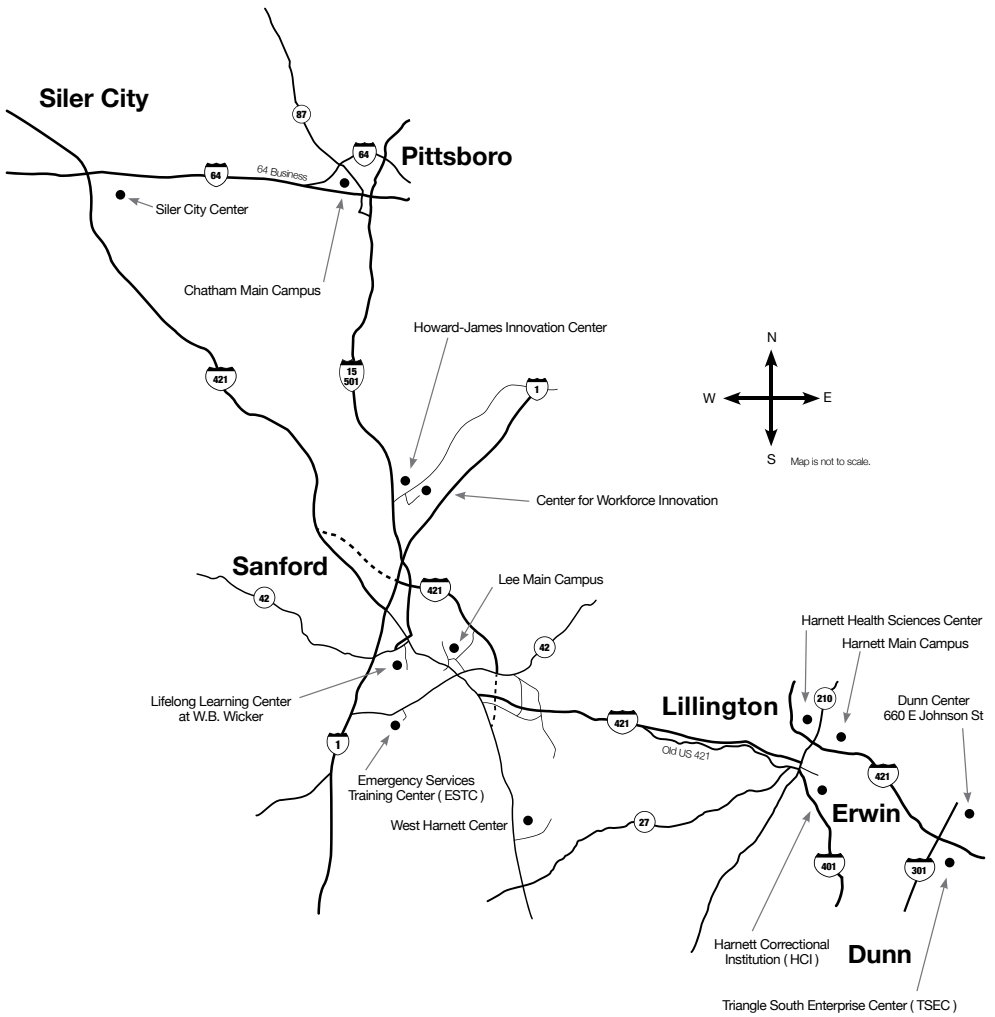


CAREER FAIR

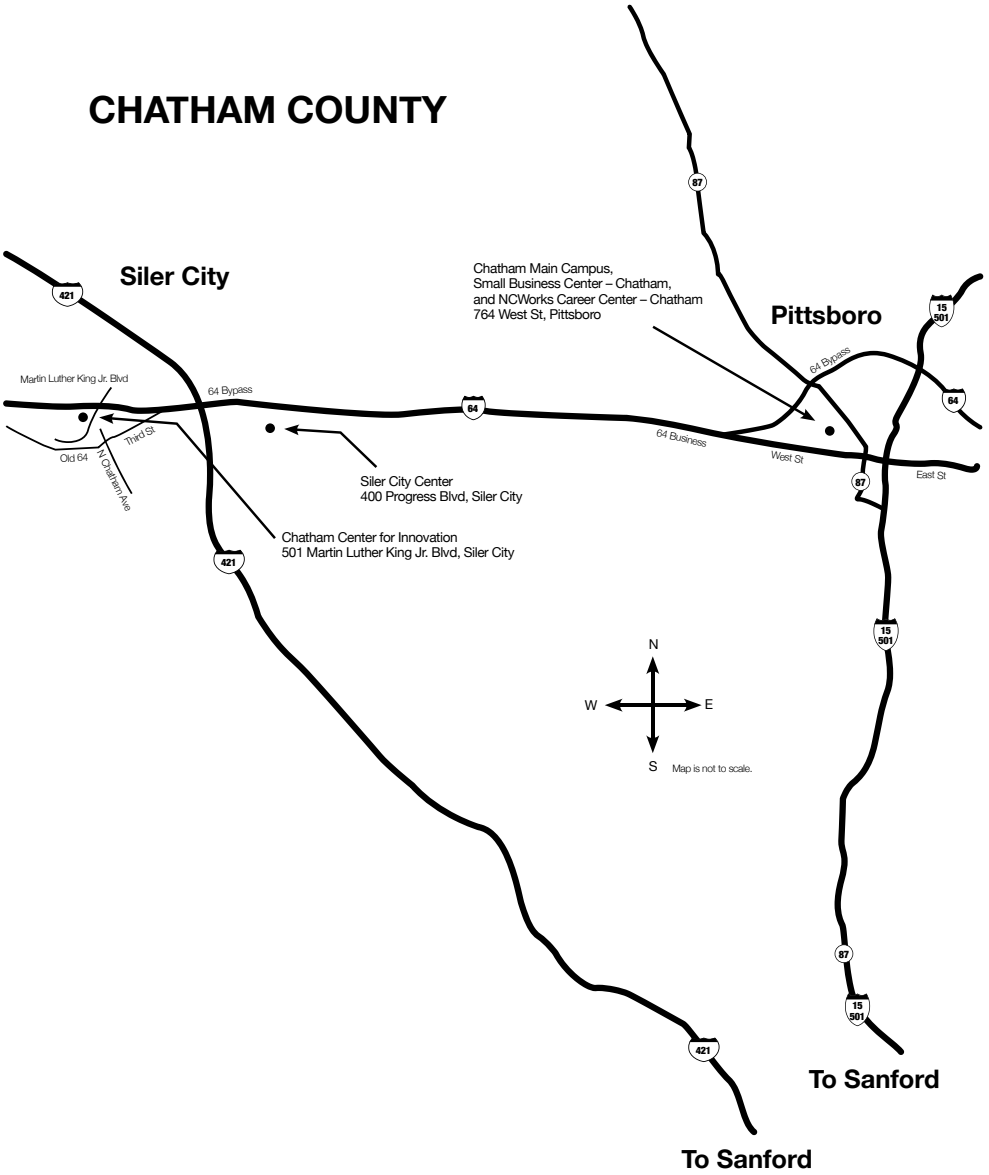


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COMMUNITY COLLEGE

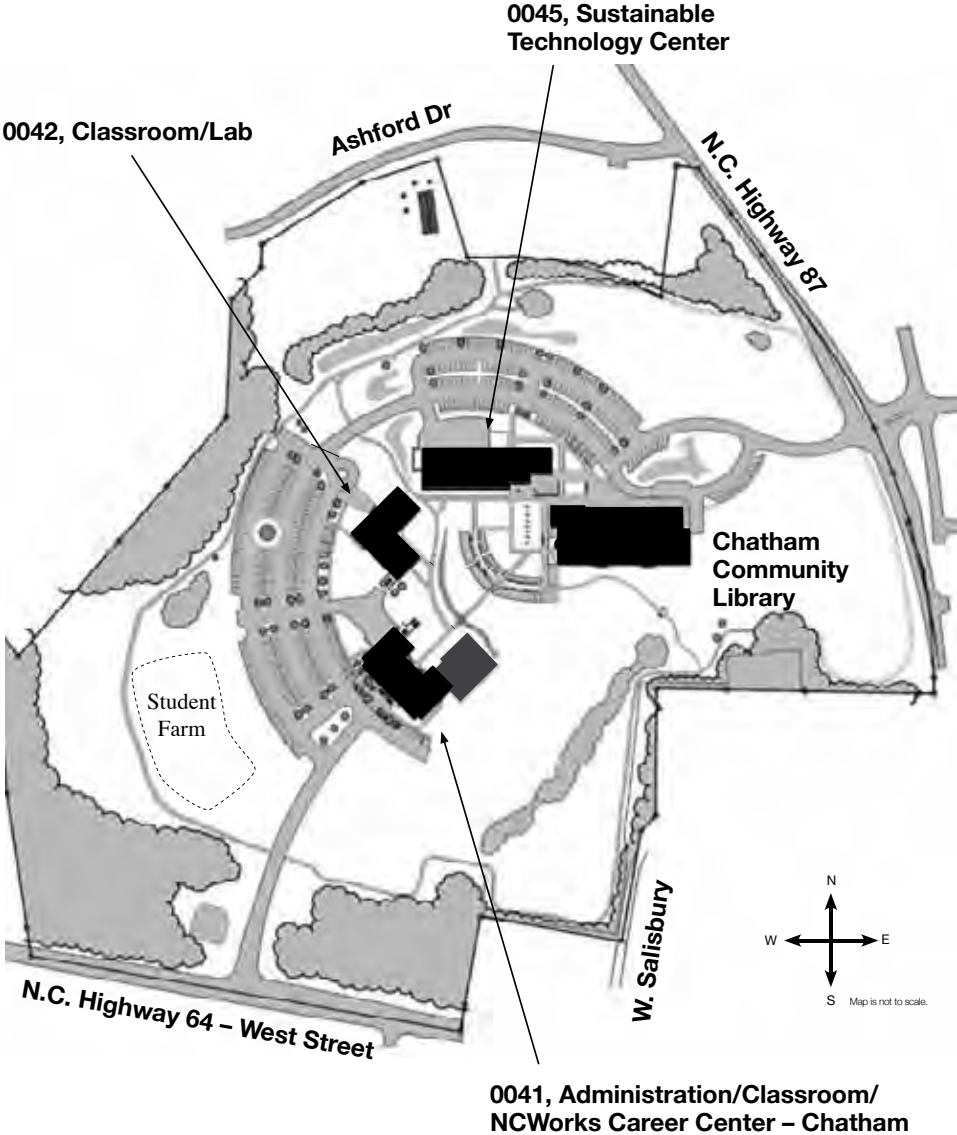
[ccc.edu/careercenter](http://ccc.edu/careercenter)

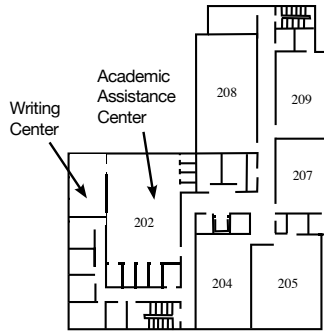
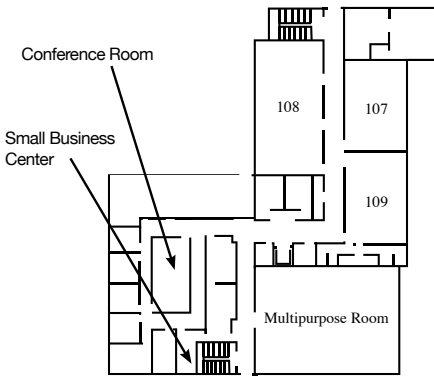


# CHATHAM COUNTY



# CHATHAM MAIN CAMPUS





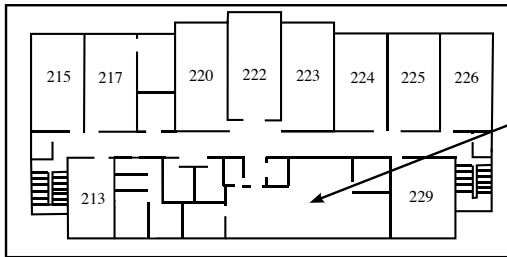
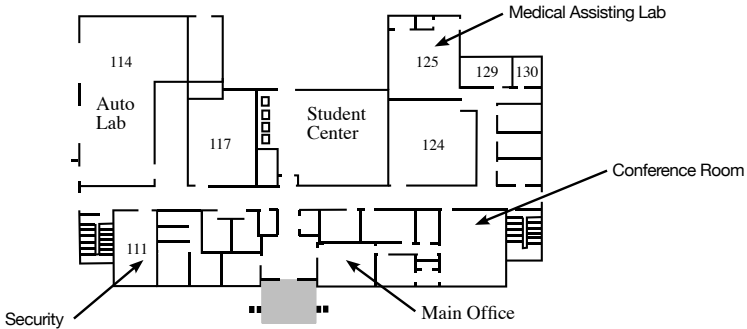
(Second Floor)



**0042 Pittsboro Classroom/Lab Building**

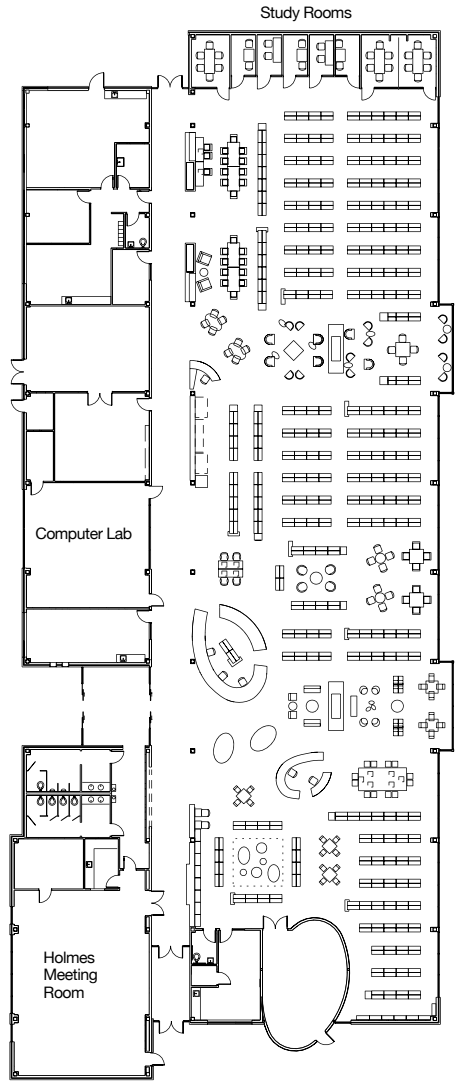
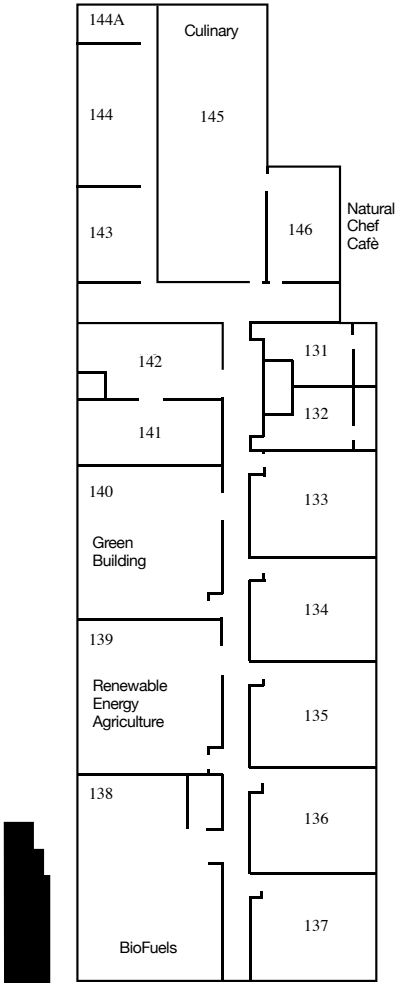


**0041 Pittsboro Administration/Classroom/  
NCWorks Career Center – Chatham**



(Second Floor)

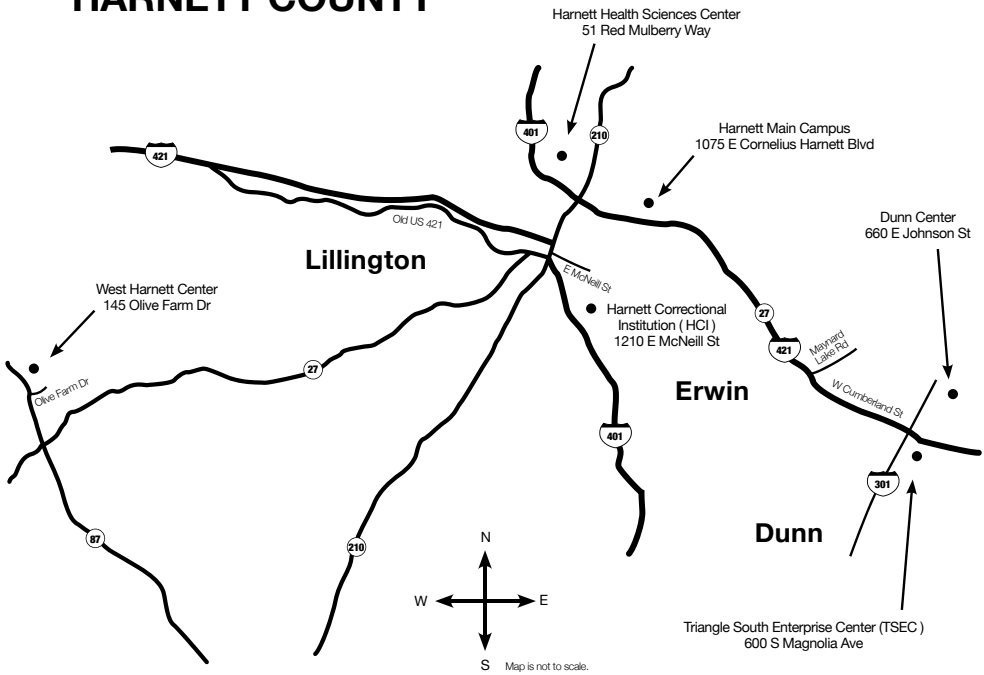




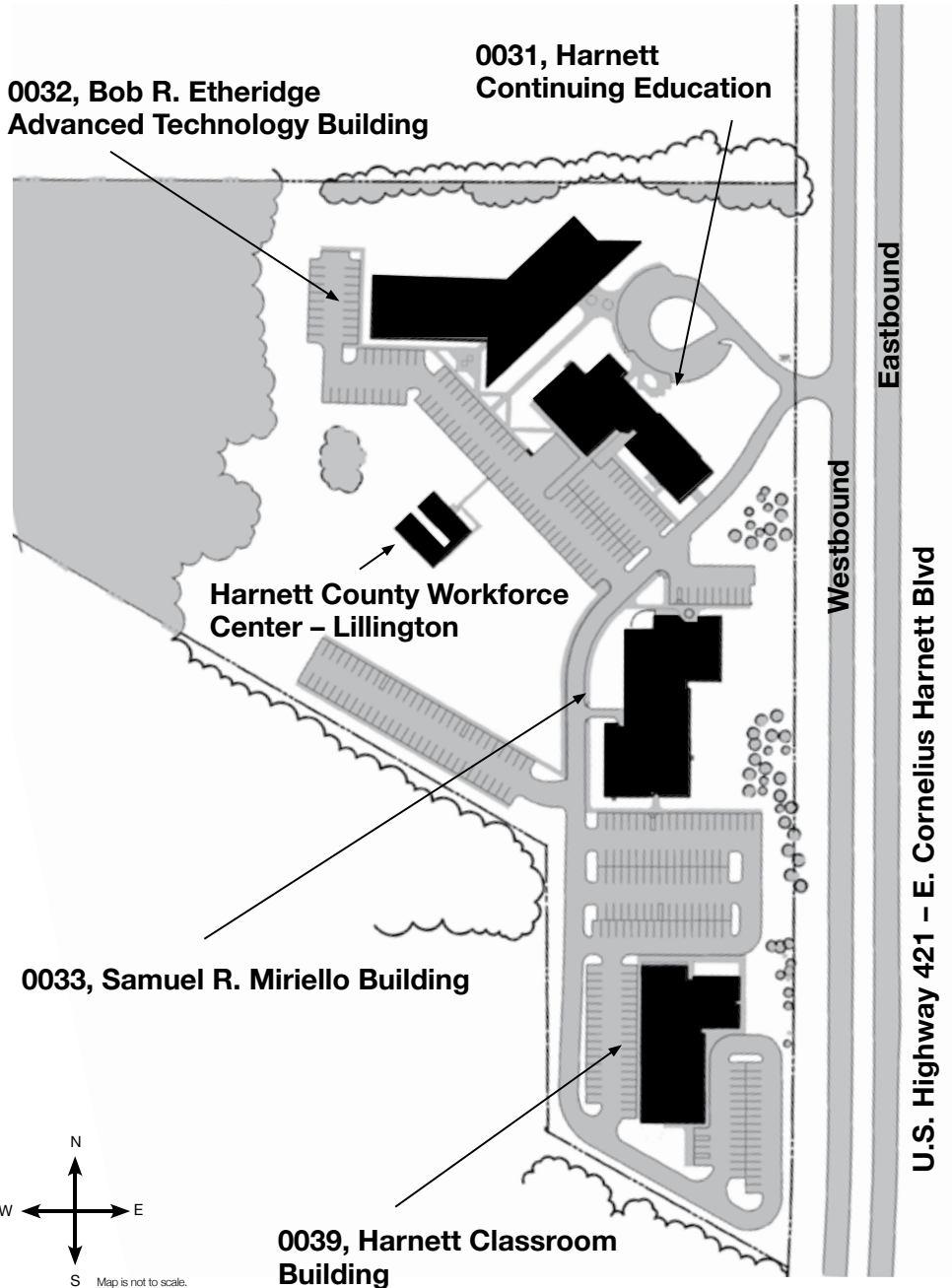
# Chatham Community Library

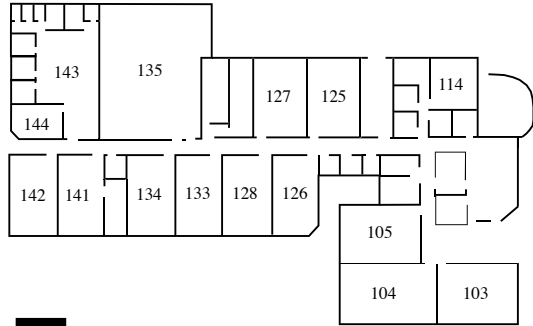
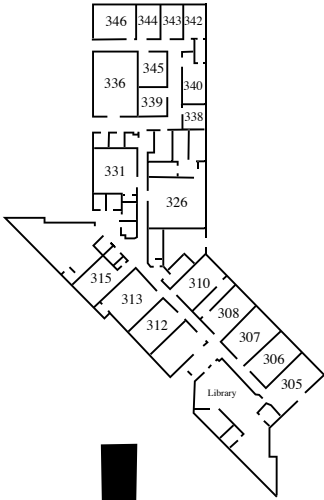
## 0045, Center for Sustainable Technologies

# HARNETT COUNTY



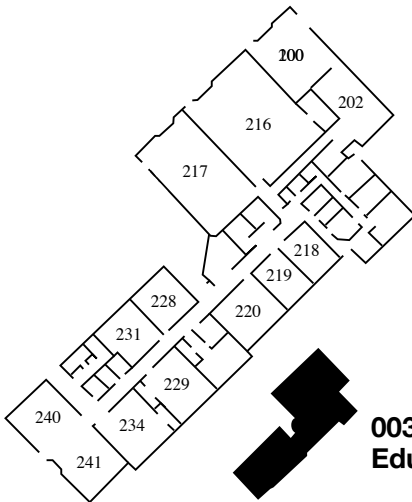
# HARNETT MAIN CAMPUS





**0033, Samuel R. Miriello Building**

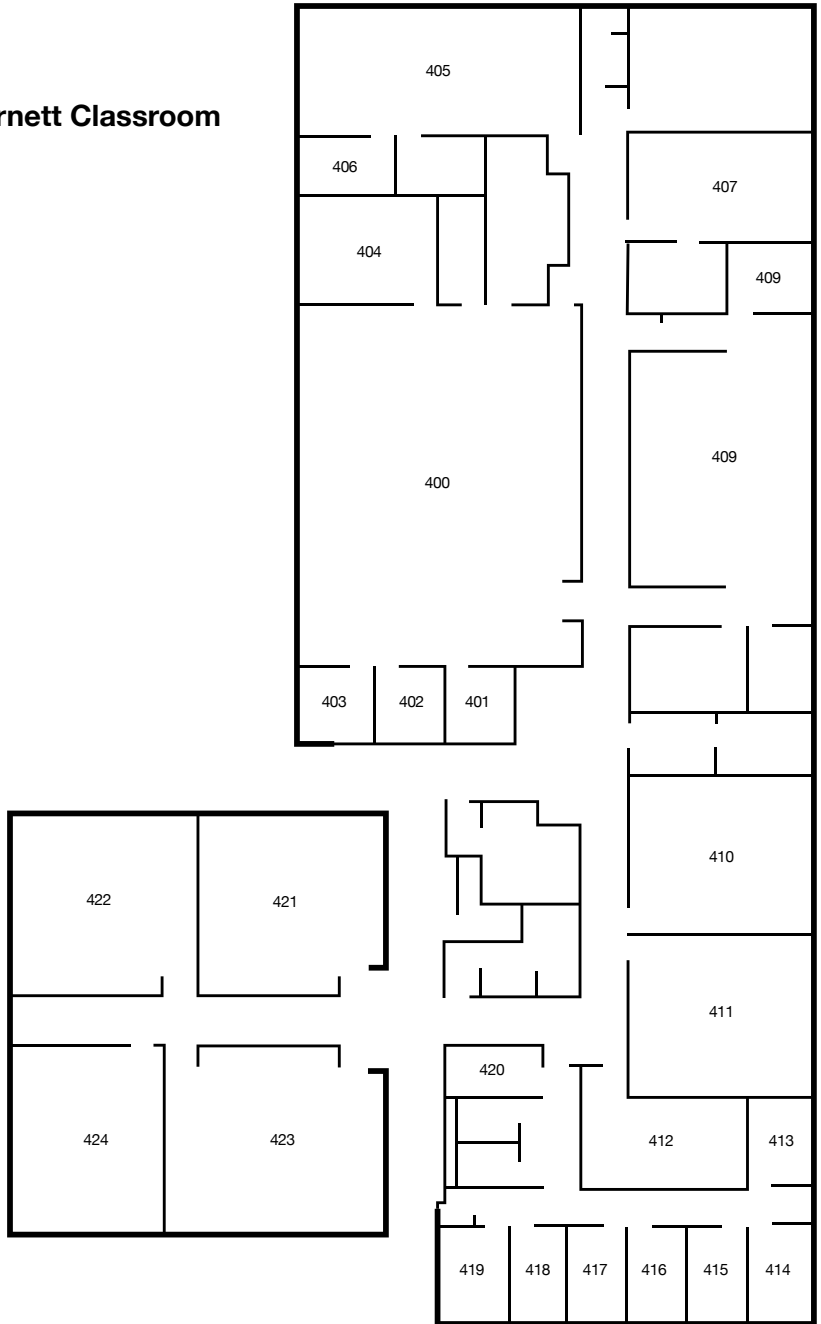
**0032, Bob R. Etheridge  
Advanced Technology Building**



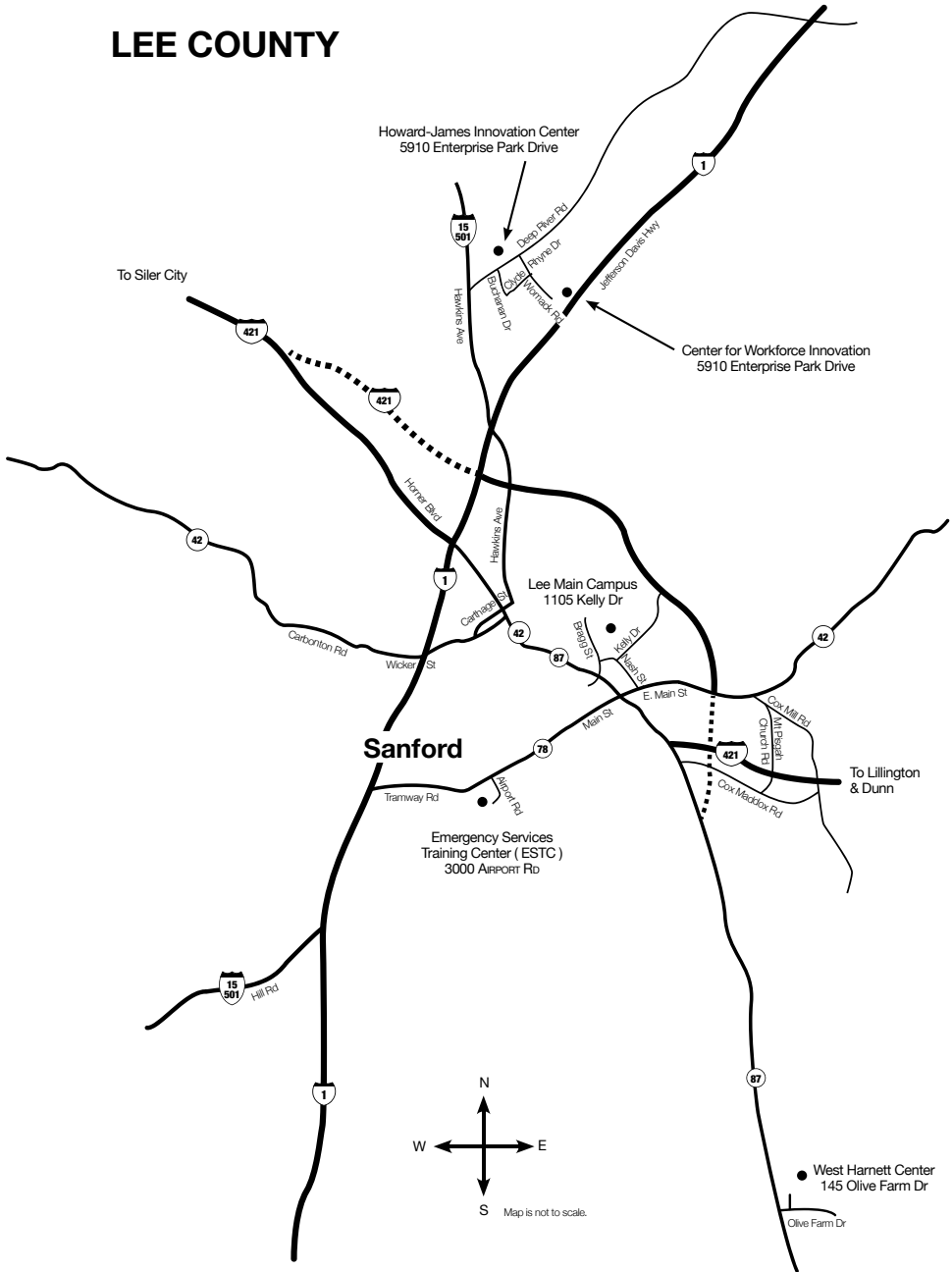
**0031, Harnett Continuing  
Education**



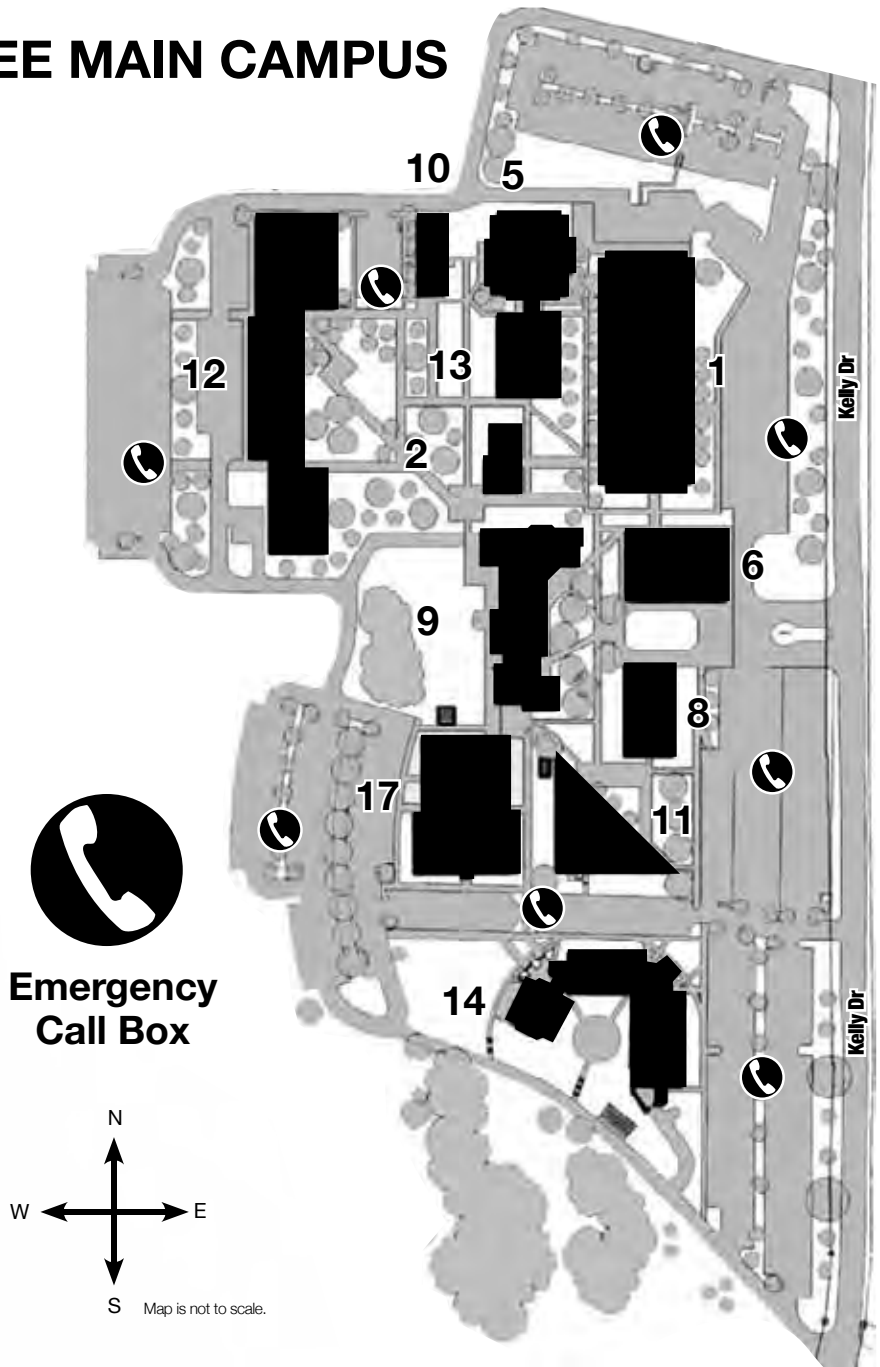
**0039, Harnett Classroom Building**



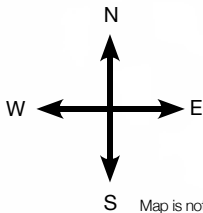
# LEE COUNTY



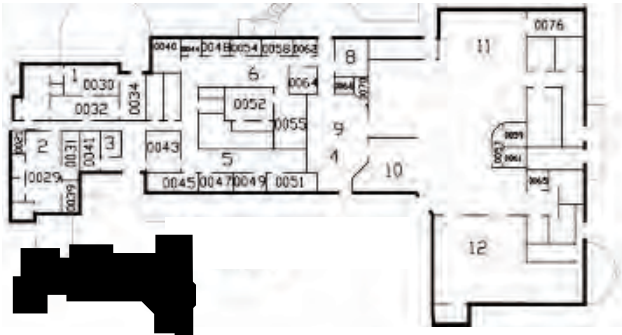
# LEE MAIN CAMPUS



**Emergency  
Call Box**



Map is not to scale.



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

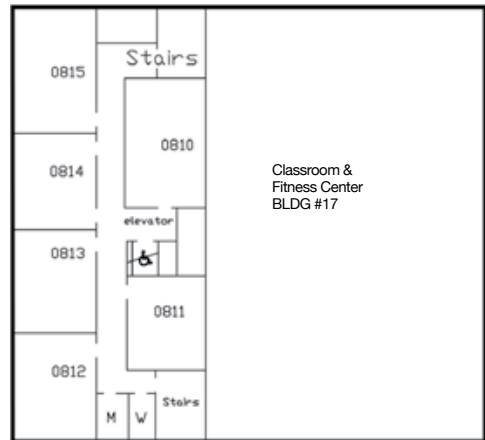


**0008, Bell Welcome Center**

Floor 1

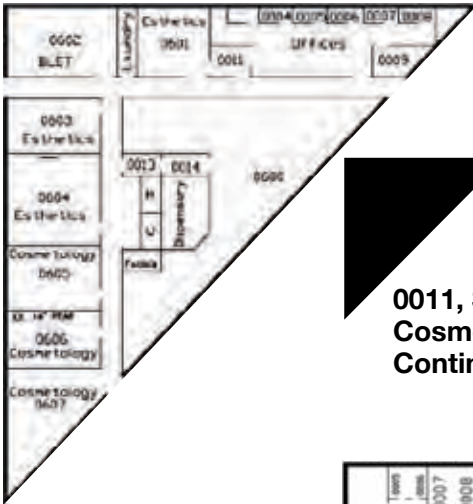


Floor 2

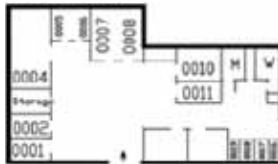


**0017 Classroom & Fitness Center (CFC),  
Gym, Humanities**

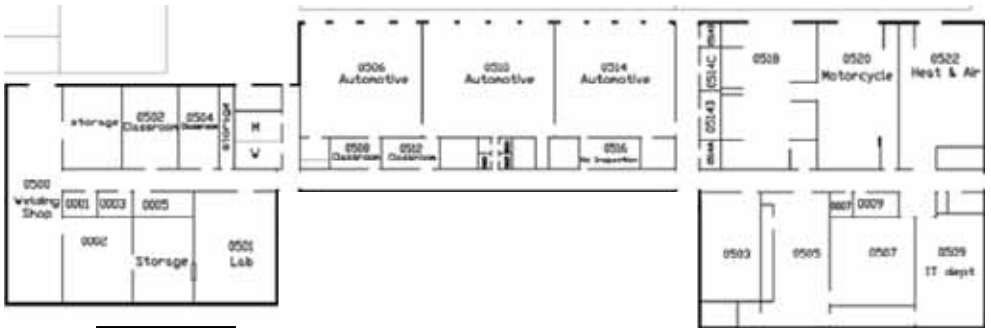




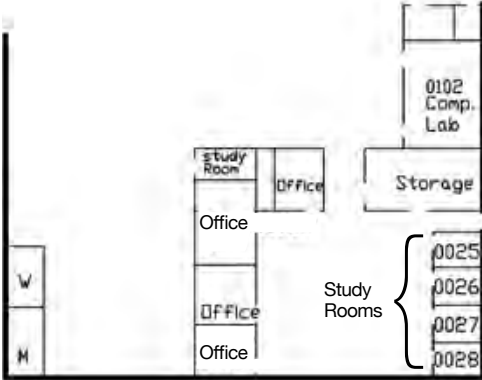
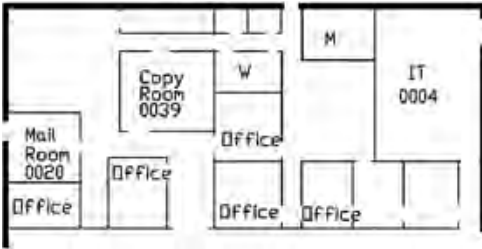
**0011, Stacy Budd Hall,  
Cosmetology, Esthetics,  
Continuing Education**



**0002, Guided Studies**

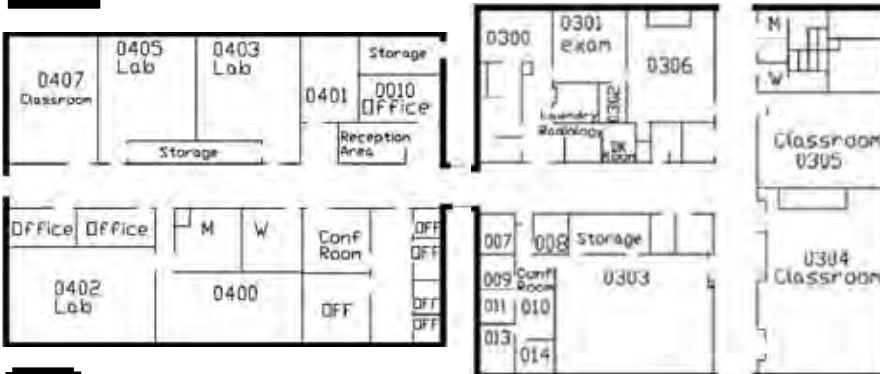


**0012, Marvin R. Joyner Hall,  
Automotive, Early College,  
Industrial Systems,  
Motorcycles**



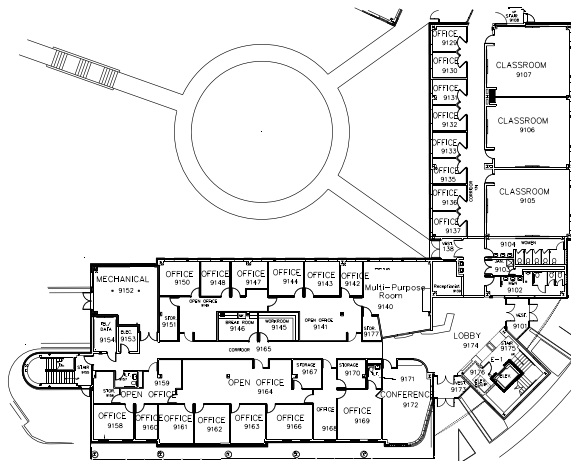
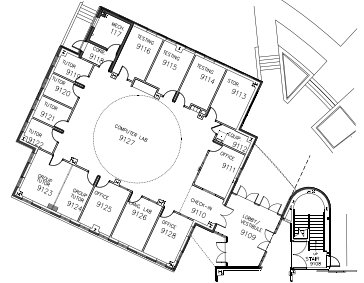
**0010, Vet Lab & Dog Run**

**0006, Library, Library, Mailroom, Copy Center**



**0005, Veterinary Medical Technology**

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

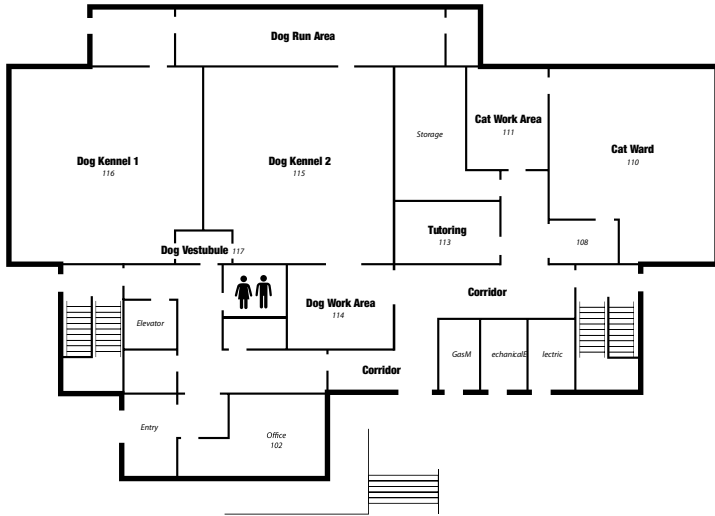


**0014, Science Building (CSL),  
Academic Assistance, Academic  
Deans, President's Office,  
Receptionist**

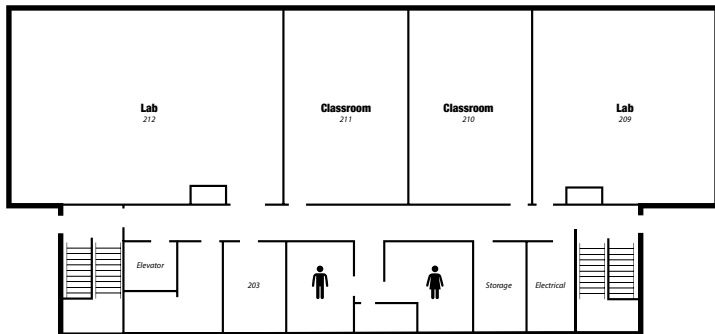


**0001, Douglas H. Wilkinson Sr. Hall,  
 Business, Engineering, Computer Technologies,  
 Broadcasting, Machining**

## 1st Floor

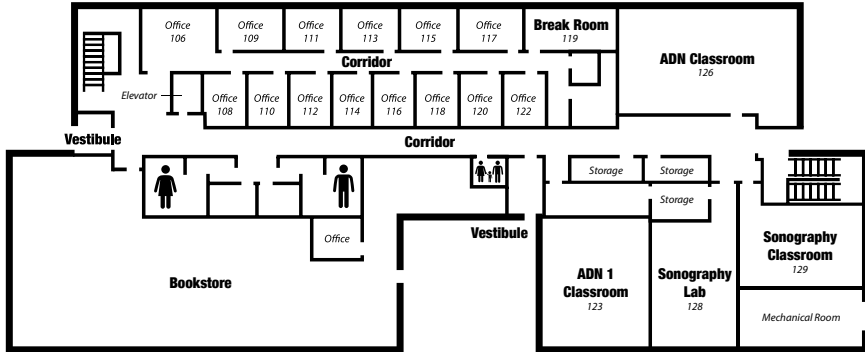


## 2nd Floor

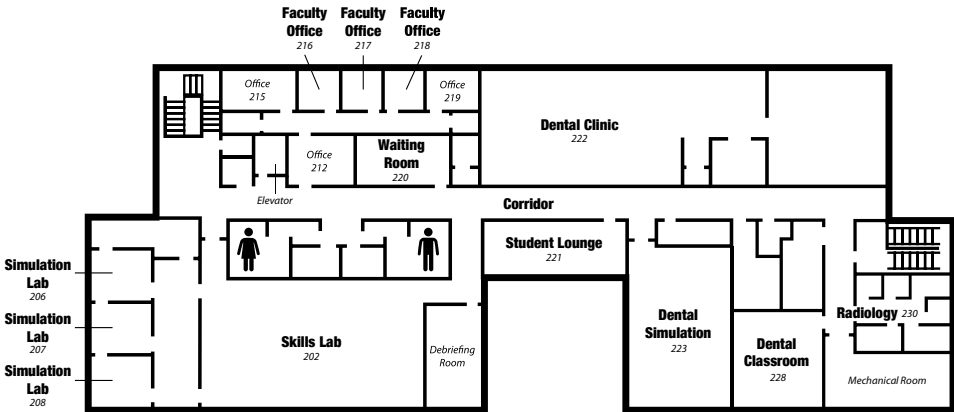


## 0004, Veterinary Technology Building

## 1st Floor



## 2nd Floor



## 0007, Lee Health Sciences Building

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