

2006-2008 College Catalog

Campus Locations

Chatham County Campus

764 West Street Pittsboro, NC 27312
(919) 542-6495

Lee County Campus

1105 Kelly Drive Sanford, NC 27330
(919) 775-5401

Harnett County Campus

1075 E. Cornelius Harnett Blvd. Lillington, NC 27546
(910) 893-9101

Toll Free in North Carolina

1-800-682-8353

Web Address

www.cccc.edu

CCCC is an equal opportunity college.

Table of Contents

A Message from the President	1	Academic Probation Policy	16
An Equal Opportunity College	1	Academic Suspension Policy	16
College Mission Statement	1	Repeating a Course	17
College Calendar	2	Removal of Incomplete	17
College History	5	Withdrawal	17
Accreditation	5	Readmission	17
Student Development Services	6	Transcripts	17
Visitors	6	Graduation	18
Admissions	6	Certificate Renewal for Public School Personnel	18
General Information	6	Conduct and Student Due Process	18
General Admissions Standards	6	Attendance	18
Communicable Diseases	7	Dropping Students from Class Roll	18
Dual/Concurrent Enrollment for High School Students	7	Students' Rights, Responsibilities and Judicial Procedures	18
International Students	7	Campus Sex Crime Prevention Act Information	23
Special Credit Students	7	Veterans' Information	23
Counseling	7	Student Government Association	24
Testing	7	Library Resources and Services	25
Career Counseling/Services	7	Library	25
Residence Status for Tuition Payment	8	Developmental Studies Program	26
Expenses	8	Academic Assistance Center	26
Business Office	8	Information and Marketing Services	26
Tuition	8	Continuing Education	26
Refund Policy - Tuition	8	Adult Basic Education	26
Bookstore	8	High School Completion	27
Special Apparel and Equipment	9	The Instructional Program	27
Student Insurance	9	2006 Performance Measures Report	28
Breakage Fee	9	Curriculum Listing (by Program Code)	31
Student Fee	9	Agriculture and Natural Resources	33
Computer Use and Technology Fee	9	Sustainable Agriculture Degree	33
Distance Education Fee	9	Agricultural Sustainability Certificate	33
Graduation Fee	9	Sustainable Livestock Systems Certificate	34
Student Housing	9	Sustainable Vegetable Production Certificate	34
Vehicle Registration	9	Allied Health Technologies	35
Lockers	9	Associate Degree Nursing	35
Policy on Student Publications	9	Dental Assisting Degree <i>Pending ADA approval</i>	36
Policy on Solicitation and Fund Raising	9	Dental Hygiene Degree <i>Pending ADA approval</i>	38
Financial Assistance	10	Human Services Technology Degree	40
Student Eligibility Requirements	10	Licensed Practical Nurse Refresher Certificate	41
Application Procedure	10	Medical Assisting Degree	42
Award Procedure	10	Medical Assisting Diploma	43
Types of Financial Aid	10	Medical Insurance Coding Certificate	44
Academic Information	12	Practical Nursing Diploma	44
Orientation	12	Veterinary Medical Technology Degree	46
Registration	12	Arts and Sciences (College Transfer)	47
Course Load	12	Associate in Arts Degree (AA)	48
Double Major	12	Pre-Business Administration	50
Distance Education	12	Pre-Business Education /Marketing Education	51
Auditing Courses	13	Pre-Criminal Justice	52
Course Substitution	13	Pre-Communication	53
Independent Study	13	Pre-Elementary Education	54
Academic Advisors	13	Pre-English	57
Alternative Credit	13	Pre-English Education	58
Resident Credit	14	Pre-History	59
Transfer Credit from Another Institution	14	Pre-Nursing	60
Advanced Placement (AP), CLEP, DANTES	14	Pre-Physical Education	61
Credit by Examination	14	Pre-Political Science	62
Credit by Experience	14	Pre-Psychology	63
Prerequisites/Corequisites	15	Pre-Social Science Secondary Education	64
Grading System	15	Pre-Social Work	65
General Academic Standards	16		
General Education Competencies	16		
President's/Dean's List Eligibility	16		
Highest Academic Award	16		

Table of Contents

Pre-Sociology	67		
Pre-Middle Grades and Special Education	68		
Diploma of Transfer Readiness	69		
Associate in Science Degree (AS)	70		
Pre-Biology and Biology Education	72		
Pre-Chemistry and Chemistry Education	73		
Pre-Engineering	74		
Pre-Mathematics	75		
Pre-Mathematics Education	76		
Business Technologies	78		
Accounting Degree	78		
Accounting Diploma	79		
Income Tax Preparer Certificate	80		
Payroll Accounting Certificate	80		
Small Business Financial Advisor I Certificate ..	81		
Small Business Financial Advisor II Certificate ..	81		
Business Administration Degree	82		
Business Management Diploma	83		
Manager Trainee Certificate	83		
Entrepreneur Certificate	84		
Computer Information Technology Degree	84		
Database Programming Certificate	85		
Software Specialist Certificate	86		
IC3 – Internet and Computing Core Certificate ..	86		
Network Technologist Certificate	86		
Computer Hardware/Troubleshooting			
Repair Certificate	87		
Human Resources	87		
Human Resources Management Diploma	88		
Human Resources Management Certificate	89		
Medical Office Administration Degree	89		
Medical Transcription Certificate	90		
Network Technology	91		
Network Infrastructure Certificate (Cisco)	92		
Network Security Certificate	92		
Wireless Networking Certificate	93		
Small Office / Home Office Certificate (SOHO) ..	93		
Voice Over IP Certificate	93		
Office Systems Technology Degree	94		
Office Systems Technology Diploma	95		
Information and Word Processing Certificate	95		
Receptionist Certificate	96		
Operations Management Degree	96		
Operations Management Diploma	97		
Operations Management Certificate	98		
Business Operations Certificate	98		
Paralegal Technology Degree	98		
Paralegal Technology Diploma	99		
Public Administration Degree	100		
Public Administration Certificate	101		
Commercial and Artistic Production Technologies ...	101		
Broadcasting Production Technology Degree	101		
Radio Broadcasting Diploma	103		
Television Broadcasting Diploma	103		
Community Journalism Degree	104		
Community Journalism Diploma	105		
News Writing Certificate	106		
Photojournalism Certificate	106		
Professional Arts and Crafts: Sculpture Degree	106		
Clay Sculpture Diploma	107		
Metal Sculpture Certificate	108		
Engineering Technologies	108		
Computer Engineering Technology Degree	108		
Electronics Engineering Technology Degree	109		
Electronics Technology Certificate	110		
Laser and Photonics Technology Degree	111		
Mechanical Engineering Technology Degree	112		
Mechanical Engineering Technology Diploma ...	113		
Computer Aided Drafting Certificate	113		
Computer Aided Manufacturing Certificate	114		
Mechanical Engineering Technology/ Mechatronics Systems Degree	114		
Mechatronics Systems Diploma	115		
Industrial Technologies	116		
Bioprocess Manufacturing Technology Degree	116		
Bioprocess Manufacturing Certificate	117		
BioQuality Technology Degree	117		
BioQuality Technology Certificate	118		
Facility Maintenance Worker Diploma	119		
Facility Maintenance. Helper Certificate	119		
Industrial Systems Technology Degree	120		
Industrial Systems Technology Diploma	121		
Industrial Systems Technology/ Bio-maintenance Degree	122		
Electrical Controls Certificate	123		
Industrial Hydraulics Certificate	123		
Progr. Logic Controller Certificate	123		
Welding Certificate	124		
Machining Technology Degree/ Tool, Die and Mold Making	124		
Machining Technology Diploma	125		
Machining Technology Certificate	126		
Telecommunications Installation and Mnce. Diploma	126		
Telecommunications Installation and Maintenance Certificate	127		
General Occupational Technology Degree	128		
Public Service Technologies	128		
Barbering Diploma	128		
Barbering Certificate	129		
Basic Law Enforcement Training Certificate	129		
Cosmetology Diploma	130		
Cosmetology Certificate	130		
Cosmetology Instructor Certificate	131		
Criminal Justice Technology Degree	131		
Early Childhood Associate Degree	133		
Child Care Worker Diploma	134		
Child Care Worker Certificate	134		
Infant/Toddler Care Certificate	135		
Early Childhood /Teacher Associate Degree	135		
Esthetics Certificate	136		
Esthetics Instructor Certificate	136		
Library and Information Technology Degree	137		
Library and Information Technology Diploma ...	138		
Library Cataloging Certificate	138		
Library Programs Certificate	139		
Library Public Services Certificate	139		
Library Technical Services Certificate	139		
Library Basics Certificate	140		

Table of Contents

Transport Systems Technologies	140
Automotive Restoration Technology Diploma	140
Automotive Restoration Technology Certificate	141
Automotive Systems Technology Degree	141
Automotive Systems Technology Diploma	142
Automotive Systems Technology Certificate	143
Motorcycle Mechanics Diploma	143
Motorcycle Mechanics Certificate	144

Programs at Harnett Correctional Institution

Business Technologies

Business Administration, Associate in Applied Science Degree	145
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Construction Technologies

Carpentry Diploma	146
Electrical/Electronics Diploma	146
Masonry Diploma	147

Industrial Technologies

Electronic Servicing Technology Diploma	147
Welding Technology Diploma	148

Public Service Technologies

Foodservice Technology Certificate	148
Foodservice Technology Diploma	148

Transport Systems Technologies

Automotive Repair Certificate	149
Small Engine and Equipment Repair Certificate	149

Course Descriptions	151
Board of Trustees	215
Chatham County Advisory Committee	215
Harnett County Advisory Committee	215
Administrative Staff	215
Staff	216
Full-time Faculty	219
Part-time Faculty	223
Index	229

A Message from the President

Welcome to Central Carolina Community College, a college that was created for people just like you. Our primary purpose is to help you reach your educational goals. We can help you explore different kinds of job opportunities, identify your personal strengths, and start you on the path toward new levels of success. At this college you can begin with your current educational level, whether you need to finish high school or have already completed other college degrees, and you can learn the new skills you want. We will not turn you away from our college. Although some programs may have a waiting list or may require certain skill levels, we will accept you into the college and provide you with a high quality education at an affordable price.

Central Carolina is a strong community college, and the foundation of that strength is a competent and caring faculty and staff.

We genuinely want to see the student succeed and are willing to go the extra mile to ensure that success. Another part of our commitment to student success is a comprehensive program of student financial and academic assistance. Because we are committed to helping our students become well-rounded individuals, we offer a diversified program of student activities designed to develop social and leadership skills to make the learning experience enjoyable. We also offer a wide array of personally enriching non-credit programs through our Continuing Education Division.

We are delighted that you are interested in Central Carolina, and we will be honored to be a part of your educational experience.

This catalog explains our programs, services, procedures and regulations in detail; however, if you have questions or need assistance with educational planning, please let us know. We genuinely wish to serve you in any way we can. So please start today by visiting one of our friendly admissions offices at the campus or learning center nearest you.

Matthew S. Garrett
President

CCCC is an Equal Opportunity College

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

The statements in this publication are not to be regarded as an irrevocable contract between the College and the student. The College reserves the right to change any provisions or requirements at any time.

The terms "He" and "His" are used in this publication to represent both the masculine and feminine genders.

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

College Mission Statement

Vision – To be the best community college in North Carolina by meeting the educational needs of our students and working to improve the quality of life.

Mission – Central Carolina Community College is committed to understanding and meeting the educational needs of the area's citizens, businesses, industries, and service sectors. The College provides life-long educational opportunities consistent with our students' interests and abilities, prepares graduates capable of acquiring and applying knowledge and succeeding in the regional and global community, and serves as a positive economic, social, and cultural catalyst in our diverse communities. The College is committed to teaching and learning excellence.

Expanded Mission

Programs/Services - In order to accomplish this mission, the College provides market-responsive technical and vocational programs, university transfer programs, a strong general education core, educational programs and services custom-tailored to the needs of business and industry, instruction and training for career development, a comprehensive literacy program, emergency-services education, avocational and cultural enrichment courses and opportunities, supervised work experiences, educational opportunities in area correctional facilities, and enrichment opportunities for public school students (sixteen years or older), as well as special programs and services for students under the age of 16.

Support - The College further provides comprehensive academic support services including financial aid, counseling, faculty advising, library services, and college preparatory and tutorial programs that assist students in achieving their educational goals, as well as a diversified program of student activities designed to develop social and leadership skills. The College provides a caring and highly competent faculty and staff dedicated to student success. The College enhances accessibility by providing a comprehensive distance education program available all day, every day, as well as seamless transitions with other colleges and schools through articulation.

Values - The College values its students, its faculty and staff, and its community as well as the following attributes in its personnel, programs, and services: integrity, excellence, scholarship, diversity, open communication, effectiveness, accountability, inclusiveness and accessibility, leadership, quality enhancement and continuous improvement, strategic thinking, adaptability, innovation and creativity, collaboration and partnerships, civic responsibility, community service, a local to global perspective, and going the extra mile.

College Calendar

Summer Semester 2006

Early Registration for Currently Enrolled Students
.....March 27 – April 7, 2006

Registration for New and Returning Students
Day/NightMay 17, 2006
Distance EducationMay 17, 2006

Distance Ed Classes Start/OrientationMay 18, 2006

Classes BeginMay 22, 2006

Last Day for DE to Register/Drop/AddMay 24, 2006

Last Day for Students to Contact DE Instructors
.....May 24, 2006

Last Day to Register; Drop/AddMay 24, 2006

Minimester BeginsMay 29, 2006

Minimester-Last Day to Reg/Drop/AddJune 2, 2006

Minimester-Last Day to W/Draw W/O"WF" ..June 23, 2006

Midterm - Last Day to Remove an Incomplete ..June 27, 2006

Distance Education Midterm ExamsJune 28, 2006

Instructors Advise Students of Midterm Grades
.....June 28 - 30, 2006

Minimester - Last Day of ClassJune 30, 2006

Minimester - Grades due to RegistrarJuly 5, 2006

July 4th Holiday / BreakJuly 3 - 4, 2006

Classes ResumeJuly 5, 2006

Last Day to Withdraw Without a "WF"July 14, 2006

Distance Education Final ExamsJuly 31, 2006

Classes/Exams EndAugust 1, 2006

Final Grades Due to Registrar by 8:00 a.m. ...August 2, 2006

GraduationAugust 4, 2006

Fall Semester 2006

Early Registration for Currently Enrolled Students
.....March 27 – April 7, 2006

New Full-time Faculty OrientationAugust 2 – 4, 2006

Part-time Faculty OrientationAugust 15, 2006

Registration for New and Returning Students
DayAugust 16 - 17, 2006
EveningAugust 16, 2006
Distance EducationAugust 16 - 17, 2006

Distance Ed Classes Start/OrientationAugust 19, 2006

Classes/Minimester BeginAugust 21, 2006

Last Day to Register/Drop/Add/Contact
Distance Ed InstructorsAugust 25, 2006

Last Day to Withdraw and Be Eligible for 75% Refund
.....August 28, 2006

Holiday - Labor DaySeptember 4, 2006

Classes ResumeSeptember 5, 2006

All Personnel MeetingSeptember 7, 2006

Distance Education Midterm Exams ...October 9 - 10, 2006

Staff Development DayOctober 11, 2006

Student BreakOctober 16 - 18, 2006

Classes ResumeOctober 19, 2006

Midterm PointOctober 19, 2006

Minimester EndsOctober 19, 2006

Last Day to Remove an IncompleteOctober 19, 2006

Instructors Advise Students of Midterm Grades
.....October 19 – 25, 2006

Minimester BeginsOctober 20, 2006

Student Advisement and Early Registration
.....October 30 – November 9, 2006

Last Day to Withdraw Without a "WF" ..November 16, 2006

Holiday - ThanksgivingNovember 23 - 24, 2006

Classes ResumeNovember 27, 2006

Distance Education Final ExamsDecember 4 - 5, 2006

Classes/Exams EndDecember 18, 2006

Final Grades Due to Registrar by 8:00 a.m.
.....December 19, 2006

Spring Semester 2007

RegistrationJanuary 3, 2007

Distance Ed Classes Start /OrientationJanuary 6, 2007

Classes/Minimester BeginJanuary 8, 2007

Minimester-Last Day to Withdraw and Be Eligible
for 75% RefundJanuary 11, 2007

Last day to Register/Drop/Add/Contact DE Instructors
.....January 12, 2007

Holiday-Martin Luther King DayJanuary 15, 2007

Classes ResumeJanuary 16, 2007

Last day to Withdraw and Be Eligible for 75% Refund
.....January 18, 2007

Midterm Point - Last Day to Remove an Incomplete
.....March 5, 2007

Minimester EndsMarch 5, 2007

Instructors Advise Students of Midterm Grade
.....March 6-9, 2007

Minimester BeginsMarch 6, 2007

Minimester-Last Day to Withdraw and Be Eligible
for 75% RefundMarch 9, 2007

Last Day to Withdraw W/out a "WF"April 2, 2007

Student BreakApril 3, 4, 5, 2007

Holidays - EasterApril 6 and 9, 2007

Classes ResumeApril 10, 2007

Student Advisement and Early Registration
.....April 10-20, 2007

Classes/Minimester EndMay 7, 2007

Final Grades Due to Registrar by 8:00 a.m. ...May 8, 2007

GraduationMay 10, 2007

Summer Semester 2007

RegistrationMay 21, 2007

Distance Ed Classes Start /OrientationMay 22, 2007

Classes/Eight-week Session BeginMay 23, 2007

Last Day to Register/Drop/Add/Contact DE Instructor
.....May 25, 2007

Minimester BeginsMay 28, 2007

Eight-Week Session-Last Day to Withdraw and Be Eligible
for 75% RefundMay 28, 2007

Last Day to Withdraw and Be Eligible for 75% Refund
.....May 29, 2007

Minimester - Last Day to Withdraw and Be Eligible
for 75% RefundMay 30, 2007

Midterm Point - Last Day to Remove an Incomplete
.....June 26, 2007

Instructors Advise Students of Midterm Grades
.....June 27-29, 2007

Minimester EndsJune 29, 2007

Holiday - July 4July 4, 2007

Classes ResumeJuly 5, 2007

Last Day to Withdraw Without a "WF"July 16, 2007

Eight-Week Session EndsJuly 18, 2007

Student Advisement and Early Registration
.....July 23-Aug 3, 2007

Classes EndAugust 1, 2007

Final Grades Due to Registrar by 8:00 a.m.
.....August 2, 2007

GraduationAugust 6, 2007

Fall Semester 2007

RegistrationAugust 15 and 16, 2007
 Distance Ed Classes Start/OrientationAugust 18, 2007
 Classes/Minimester BeginAugust 20, 2007
 Minimester-Last Day to Withdraw and Be Eligible
 for 75% RefundAugust 23, 2007
 Last Day to Register/Drop/Add/Contact
 DE InstructorAugust 24, 2007
 Last Day to withdraw and Be Eligible
 for 75% RefundAugust 29, 2007
 Holiday - Labor DaySept. 3, 2007
 Classes ResumeSept. 4, 2007
 Student BreakOctober 15-17, 2007
 Classes ResumeOctober 18, 2007
 Midterm - Last Day to Remove an Incomplete
October 18, 2007
 Minimester EndsOctober 18, 2007
 Minimester BeginsOctober 19, 2007
 Instructors Advise Students of Midterm Grades
October 22-26, 2007
 Minimester-Last Day to Withdraw and Be Eligible
 For 75% RefundOctober 24, 2007
 Student Advisement and Early Registration
Oct 29-Nov 9, 2007
 Last day to Withdraw Without "WF"November 15, 2007
 Holidays - ThanksgivingNov. 22, 23, 2007
 Classes ResumeNovember 26, 2007
 Classes/Minimester EndDecember 17, 2007
 Final Grades Due to Registrar by 8:00 a.m.
December 18, 2007

Spring Semester 2008

RegistrationJanuary 2, 2008
 Distance Ed Classes Start /OrientationJanuary 5, 2008
 Classes/Minimester BeginJanuary 7, 2008
 Minimester - Last Day to Withdraw and Be Eligible
 for 75% RefundJanuary 10, 2008
 Last Day to Register/Drop/Add/Contact
 DE InstructorJanuary 11, 2008
 Last Day to Withdraw and Be Eligible
 for 75% RefundJanuary 16, 2008
 Holiday-Martin Luther King DayJanuary 21, 2008
 Classes ResumeJanuary 22, 2008
 Midterm Point - Last Day to Remove an Incomplete
March 3, 2008
 Minimester EndsMarch 3, 2008
 Instructors Advise Students of Midterm Grades
March 4 - 7, 2008
 Minimester BeginsMarch 4, 2008
 Minimester-Last Day to Withdraw and Be Eligible
 for 75% RefundMarch 7, 2008
 Student BreakMarch 18 - 20, 2008
 Holidays - EasterMarch 21 and 24, 2008
 Classes ResumeMarch 25, 2008
 Student Advisement and Early Registration ..April 1-11, 2008
 Last Day to Withdraw Without "WF"April 7, 2008
 Classes/Minimester EndMay 5, 2008
 Final Grades Due to Registrar by 8:00 a.m.May 6, 2008
 GraduationMay 8, 2008

Summer Semester 2008

RegistrationMay 20, 2008
 Distance Ed Start /OrientationMay 22, 2008
 Classes/Eight-week Session BeginMay 23, 2008
 Minimester BeginsMay 26, 2008

Last Day to Register/Drop/Add/Contact DE Instructor
May 27, 2008
 Eight-Week/Minimester-Last Day to Withdraw and Be
 Eligible for 75% RefundMay 28, 2008
 Last Day to Withdraw and Be Eligible for 75% Refund
May 29, 2008
 Midterm Point - Last Day to Remove an Incomplete
June 26, 2008
 Minimester EndsJune 27, 2008
 Instructors Advise Students of Midterm Grade
June 27 - July 3, 2008
 Holiday - July 4July 4, 2008
 Classes ResumeJuly 7, 2008
 Last Day to Withdraw Without a "WF"July 16, 2008
 Eight-Week Session EndsJuly 18, 2008
 Student Advisement and Early Registration
July 21 - August 1, 2008
 Classes EndAugust 1, 2008
 Final Grades Due to Registrar by 8:00 a.m. ..August 4, 2008
 GraduationAugust 7, 2008

Fall Semester 2008

RegistrationAugust 18 - 19, 2008
 Classes/Minimester BeginAugust 21, 2008
 Distance Ed Classes Start /OrientationAugust 23, 2008
 Minimester-Last Day to Withdraw and Be Eligible
 for 75% RefundAugust 26, 2008
 Last Day to Register/Drop/Add/Contact DE Instructor
August 27, 2008
 Last Day to Withdraw and Be Eligible for 75% Refund
Sept. 2, 2008
 Holiday - Labor DaySeptember 1, 2008
 Classes ResumeSeptember 2, 2008
 Student BreakOctober 14-17, 2008
 Classes ResumeOctober 20, 2008
 Midterm - Last day to remove an Incomplete
October 22, 2008
 Minimester EndsOctober 22, 2008
 Minimester BeginsOctober 23, 2008
 Instructors Advise Students of Midterm Grades
October 23-29, 2008
 Minimester-Last Day to Withdraw and Be Eligible
 For 75% RefundOctober 28, 2008
 Student Advisement and Early Registration
October 27 - November 14, 2008
 Last Day to Withdraw Without "WF"November 19, 2008
 Holidays - ThanksgivingNov. 27 and 28, 2008
 Classes ResumeDecember 1, 2008
 Classes/Minimester EndDecember 19, 2008
 Final Grades Due to Registrar by 8:00 a.m.
December 22, 2008

Spring Semester 2009

RegistrationJanuary 6, 2009
 Classes/Minimester BeginJanuary 9, 2009
 Distance Ed Classes Start/OrientationJanuary 10, 2009
 Minimester-Last Day to Withdraw and Be Eligible
 for 75% RefundJanuary 14, 2009
 Last Day to Register/Drop/Add/Contact DE Instructor
January 15, 2009
 Holiday-Martin Luther King DayJanuary 19, 2009
 Classes ResumeJanuary 20, 2009
 Last Day to Withdraw and Be Eligible
 for 75% RefundJanuary 21, 2009

Midterm Point - Last Day to Remove an Incomplete
 March 6, 2009
 Minimester Ends March 6, 2009
 Minimester Begins March 9, 2009
 Student Break March 10-13, 2009
 Classes Resume March 16, 2009
 Instructors Advise Students of Midterm Grades
 March 17-19, 2009
 Minimester-Last Day to Withdraw and Be Eligible
 for 75% Refund March 18, 2009
 Last Day to Withdraw Without "WF" April 9, 2009
 Holidays - Easter April 10, 13, 2009
 Classes Resume April 14, 2009
 Classes/Minimester End May 11, 2009
 Final Grades Due to Registrar by 8:00 a.m. May 12, 2009
 Graduation May 14, 2009

Classes Resume November 30, 2009
 Classes/Minimester End December 18, 2009
 Final Grades Due to Registrar by 8:00 a.m.
 December 21, 2009

Summer Semester 2009

Registration May 20, 2009
 Distance Ed Classes Start /Orientation May 21, 2009
 Classes/Eight-week Session Begin May 22, 2009
 Minimester Begins May 25, 2009
 Last Day to Register/Drop/Add/Contact DE Instructor
 May 26, 2009
 Eight-Week/Minimester-Last Day to Withdraw and
 Be Eligible for 75% Refund May 27, 2009
 Last Day to Withdraw and Be Eligible
 for 75% Refund May 28, 2009
 Midterm Point - Last Day to Remove an Incomplete
 June 25, 2009
 Minimester Ends June 26, 2009
 Instructors Advise Students of Midterm Grades
 June 29 - July 2, 2009
 Holiday - July 4 July 3, 2009
 Classes Resume July 6, 2009
 Last Day to Withdraw Without a "WF" July 15, 2009
 Eight-Week Session Ends July 17, 2009
 Classes End July 31, 2009
 FINAL Grades Due to Registrar by 8:00 a.m. August 3, 2009
 Graduation August 5, 2009

Fall Semester 2009

Registration August 17, 18, 2009
 Classes/Minimester Begin August 20, 2009
 Distance Ed Classes Start/Orientation August 22, 2009
 Minimester - Last Day to Withdraw and Be Eligible
 for 75% Refund August 25, 2009
 Last Day to Register/Drop/Add/Contact DE Instructor
 August 26, 2009
 Last Day to Withdraw and Be Eligible for 75% Refund
 August 31, 2009
 Holiday - Labor Day September 7, 2009
 Classes Resume September 8, 2009
 Student Break October 13-16, 2009
 Classes Resume October 19, 2009
 Midterm - Last Day to Remove an Incomplete
 October 21, 2009
 Minimester Ends October 21, 2009
 Minimester Begins October 22, 2009
 Instructors Advise Students of Midterm Grades
 October 22 - 30, 2009
 Minimester - Last Day to Withdraw and Be Eligible
 for 75% Refund October 27, 2009
 Last Day to Withdraw Without "WF" .. November 18, 2009
 Holidays Thanksgiving Nov. 26, 27, 2009

The College History

Central Carolina Community College (CCCC) is a tax supported, public, nonprofit school under the control of a local board of trustees. It was chartered in 1958 by the North Carolina State Board of Education as Lee County Industrial Education Center. It became a part of the North Carolina Department of Community Colleges in 1963 under provisions of the General Statutes of North Carolina, Chapter 115-D. Members of the faculty are specially trained, qualified instructors with many years of experience in their chosen craft or profession. Each member of the administrative and teaching staff meets the standards of the North Carolina State Board of Community Colleges, the Southern Association of Colleges and Schools and other agencies which accredit individual programs. Although established primarily for North Carolina residents, the College accepts students from other states.

The College originated as Lee County Industrial Education Center and held its first curriculum classes on September 17, 1962. On October 2, 1965, the North Carolina State Board of Education and the Advisory Budget Commission authorized elevation to 'technical institute' status with authority to award Associate of Applied Science Degrees.

On May 1, 1979, the General Assembly passed a bill to permit technical institutes to change their names to 'technical college' with the approval of the Board of Trustees and the county commissioners. On May 23, 1979, the Board of Trustees, with the approval of the Lee County Board of Commissioners, voted unanimously to change the name of the institution from Central Carolina Technical Institute to Central Carolina Technical College, effective July 1, 1979.

The 1987 session of the General Assembly authorized all local institutions to change their names to 'community college' with the approval of the Board of Trustees and the county commissioners. On October 28, 1987, the Board of Trustees voted unanimously to change the name of the institution to Central Carolina Community College. The county commissioners approved the decision on November 16, 1987, and the official date for the name change was January 1, 1988.

In response to House Bill 739 and Senate Bill 1161, 1995 session of the General Assembly, the North Carolina Community College System switched from a quarter to a semester schedule, completed a comprehensive transfer agreement with the University of North Carolina and developed a common library of courses. The new semester system was implemented summer of 1997.

Central Carolina Community College's main campus is located on a 48-acre site on Kelly Drive off Nash Street near U.S. Highway 421 (East), Sanford, North Carolina, and has 177,000 square feet of classroom, shop, and laboratory space. Ample equipment, a large Learning Resource Center, and an efficient staff provide optimum training in a variety of adult programs.

In addition to the Associate in Arts and the Associate in Science Degree programs that transfer to a four-year college or university, two-year programs that lead to an Associate of Applied Science Degree, and one-year programs that lead to a diploma, and/or a certificate, Central Carolina Community College also offers non-credit courses in adult basic education, adult high school and other adult education courses in technical, vocational, academic and general interest areas. These courses do not count toward a degree or diploma, but a

certificate of completion is given and continuing education units are awarded.

The 36,000 square-foot Dennis A. Wicker Civic Center is a part of and is located on Central Carolina Community College's Lee County campus. The facility is composed of: (1) a large multipurpose auditorium with a stage (which can be divided into four smaller meeting areas), (2) a 200-fixed-seat capacity auditorium with an elevated floor and a stage, and (3) four conference/classrooms. This facility is available for use by the College and the community and it also houses the Small Business Assistance Center.

Other Lee County facilities include the North Carolina School of Telecommunications located in the Lee County Industrial Park and the Emergency Services Training Center which is located at 3000 Airport Road, Sanford.

Central Carolina Community College's Harnett County campus is located on U.S. Highway 421 (East) between Lillington and Buies Creek. This 21-acre campus has 73,759 square feet of floor space that includes classrooms and labs for the early childhood, machinist, medical assisting, electronics, practical nursing, science, office systems, cosmetology and laser/photronics curriculums, plus a full-service Learning Resource Center and an Academic Assistance Center. Full-time counseling services are available. A second site located in Dunn provides space for classes and serves as a small business incubator and Small Business Assistance Center. The West Harnett Center is currently housed in a 3,960 square foot facility on N.C. Highway 27. The college operates a Cosmetology School in Dunn, N.C. in a leased 4,400 square foot facility.

Central Carolina Community College's Chatham County campus is located at the intersection of N.C. 87 and 64 in Pittsboro. The campus has 43,074 square feet of floor space that includes classrooms, shops and laboratories for the sustainable agriculture, medical assisting, automotive technology and early childhood curriculums plus a full-service Learning Resource Center and an Academic Assistance Center. The professional arts and crafts sculpture program is housed in a 4,100 square foot facility located at the NC Arts Incubator in Siler City, N.C. The Siler City instructional site is located at 502 West Third Street in Siler City in a 14,250-square-foot facility.

College transfer programs are offered on both the Chatham and Harnett campuses. Both years of the Associate in Arts degree, the first year of the Associate in Science degree along with Associate in Applied Science Degrees, diplomas and certificates are offered in the curriculum programs. These two campuses also offer non-credit courses in adult basic education, adult high school, occupational and general interest for which a certificate of completion is given and continuing education units are awarded. A Small Business Assistance Center is located at the Pittsboro campus.

Accreditation

Central Carolina Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone 404-679-4501) to award associate degrees. (As requested by the Commission on Colleges, inquiries to the Commission should relate only to the accreditation status of the institution and not to general admission information.) The College was accredited by the North Carolina State Board of Education in 1970, by the Southern Association of Colleges and Schools in 1972 and reaffirmed

in 1976, 1987 and 1997. Central Carolina Community College is a member of the American Association of Community Colleges. Its trustees are members of the Association of Community College Trustees.

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

The Automotive Systems Technology program is certified by the National Automotive Technicians Education Foundation (NATEF).

The Cosmetology program is approved by the North Carolina State Board of Cosmetic Arts.

The Medical Assisting programs are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) on recommendation of the Curriculum Review Board of the American Association of Medical Assistants' Endowment (AAMAE). (Commission on Accreditation of Allied Health Education Programs, 35 East Wacker Drive, Suite 1970, Chicago, IL 60601-2208, (312) 553-9355.)

The Associate Degree and Practical Nursing programs are approved by the North Carolina Board of Nursing.

The Radio Broadcasting program is approved by the Federal Communications Commission.

The Real Estate program is approved by the North Carolina Real Estate Commission.

The Veterinary Medical Technology program is accredited by the Committee on Veterinary Technician and Educational Activities of the American Veterinary Medical Association (AVMA).

The Dental Assisting and Dental Hygiene programs are accredited by the American Dental Association Commission on Dental Accreditation.

Student Development Services

The purpose of Student Development Services is to assist students with various aspects of their education from admissions through graduation and job placement. More specifically, Student Development Services handles admissions, testing, counseling, registration and records, financial aid, veterans' benefits assistance, job placement, career counseling, assistance to the disabled, graduation ceremonies, transfer assistance, and coordination of student activities. The hours of operation are Monday through Thursday, 7:45 am to 9:00 pm, and Friday, 7:45 am to 3:30 pm.

Visitors

Visitors are always welcome at Central Carolina Community College. The three county campuses are open Monday through Thursday from 7:45 am to 9:00 pm, and on Friday from 7:45 am to 3:30 pm, excluding holidays. College personnel will provide guided tours for groups or individuals and are always happy to answer questions about the College and its programs. All visitors must report to the Vice President for Educational and Student Support Services on the Lee campus or to the Provost of the Harnett or Chatham campus. Visitors are not permitted to attend classes or contact students on campus without permission of the Vice President for Educational and Student Support Services, the evening dean, or the campus provost.

Admissions

General Information

All students are admitted to Central Carolina Community College without regard to race, sex, color, creed, age, disability, religion or national origin.

To be admitted to a curriculum program at Central Carolina Community College, applicants must have a high school diploma or the equivalent (GED). Graduates of a N.C. high school (AFTER December 31, 1978) must have also passed the N.C. high school competency exit exam.

Applicants who do not meet this requirement are referred to the Basic Skills Program for appropriate testing and placement. All admission procedures should be completed at least three working days prior to actual enrollment in a program. Exceptions to these admissions policies, including the U.S. Department of Education Ability to Benefit provision for non-high school graduates, may be determined after a conference between the applicant and the Dean of Student Services or the Vice President for Educational and Student Support Services.

To apply for admission home-schooled applicants must:

- Be listed with the NC Division of Non-Public Education (DNPE).
- Provide CCCC with a copy of the Certificate of Inspection issued by N.C.
- Provide a full final high school transcript (including a list of all courses taken, final course grades, and a final grade point average). Transcript should include the official school name and the principal's signature (usually on of the parents or guardians is the principal).

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

- Provide a copy of test scores of a Nationally Standardized Test, which measures competencies in verbal and quantitative areas. The home school is permitted to establish its own minimum scores on this test. The home school established minimum score must be indicated on the transcript, and scores must meet or exceed such scores. The State-established North Carolina competency test scores might also be accepted.

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

General Admissions Standards and Procedures

To be admitted to a curriculum program, individuals must:

1. Complete and return the admission application.
2. Submit a high school transcript, GED scores, and complete college transcript(s). Official transcripts are required. A transcript is an "official transcript" when it is received by the College through the mail directly from the

high school, college or other institution. It is the applicant's responsibility to request that transcripts be sent.

NOTE: Students who enroll without submitting all transcripts will have grades withheld until all transcripts are received.

3. Take the placement test. Minimum placement test scores are required to take entry-level curriculum English and mathematics courses. NOTE: "Applicants not meeting the minimum required test scores on the placement test may be required to take developmental courses at CCCC, although this may lengthen the time required to complete the degree program." See specific course descriptions and prerequisites on pages 189-272. There are four credential options for mathematics, English composition and other general education courses. (The choice made by the student will depend on the student's goal. The following students will be exempt from taking the CCCC placement test:

- Students who have already completed a degree.
- Students who have acceptable SAT scores.
- Students who have acceptable ACT scores.
- Students who have transfer credits for English and mathematics courses required for the curriculum major. (If students switch to a major requiring additional English and/or mathematics courses for which they do not have transfer credits, they must take the placement test to determine appropriate proficiency level.)

- Students who enter CCCC under the terms of an articulation agreement with another college provided that they have completed the English and mathematics courses required for the articulated program.

- Students who have acceptable Advanced Placement (AP) credits for required English and mathematics courses.

4. Attend a pre-admission information session when notified by the Admissions Office.

5. Supply additional information if requested.

For the following programs, an admissions committee consisting of faculty and student development staff makes the admission decision. Because some of these programs have limited enrollment, prospective students are advised to apply early. Additional admission procedures are required for the following programs prior to acceptance. Please see the individual program curriculum descriptions for that information:

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

Communicable Diseases

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

Students who know that they are infected are to share this information on a confidential basis, with the Vice President for Educational and Student Support Services. Employees

who are infected should contact the President. The College will then attempt to respond appropriately to health and educational needs.

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

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

Dual/Concurrent Enrollment for High School Students

Under certain conditions, North Carolina public, private and home-schooled high school students who are 16 years of age may enroll tuition free in courses at Central Carolina Community College while enrolled in high school. Dual/Concurrent Enrollment students will follow the College schedule. Students can obtain Petition for Dual/Concurrent Enrollment forms from the guidance counselor at their school. Note: Courses taken under this enrollment program may not be taken for high school credit. Earned certificates, diplomas, or degrees may be awarded after High School graduation, receipt of final High School Transcript, and upon written request.

International Students

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

Special Credit Student

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

Counseling

Counseling services are available to all enrolled and prospective students. Students are invited to use the services as they plan, upgrade, modify, and/or consider changes in their educational goals. The counselors are highly qualified and are available to discuss concerns which may influence students' educational programs. Counselors will arrange confidential conferences to discuss any concerns, to provide needed guidance, and/or to make individual referrals.

Testing

Placement tests are administered to prospective students. These tests are for the purpose of placing students in appropriate levels of instruction. Tests and career-interest inventories are available through Student Development Services for use as tools in guidance and career planning of students. (See General Admissions Standards and Procedures. INSERT page numbers)

Career Counseling/Services

Career counseling is available in Student Development Services and is designed to help students become more effective in planning career and life goals. Some of the services offered include testing, test interpretation, counseling, group

workshops, job search workshops, and job placement. Student Development Services also provides information about and referrals to other agencies such as the Employment Security Commission, Social Security Administration, Social Services, Vocational Rehabilitation, Veterans Office and Health Departments.

Residence Status for Tuition Payment

The tuition charge for persons who have been legal residents of North Carolina for at least 12 months is less than for nonresidents. Chapter 116-143.1 of the N.C. General Statutes covers the requirements for determining resident status for tuition purposes. Chapter 116-143.1(b-d) is quoted as follows:

“To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to his or her classification as a resident for tuition purposes. Every applicant for admission shall be required to make a statement as to his length of residence in the State.

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

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

Information relating to claimed North Carolina residence for tuition purposes will be required from all applicants claiming to be North Carolina residents, and a determination will be made by the Vice President for Educational and Student Support Services, Dean of Student Services or the Veteran’s Counselor as to whether or not the applicant qualifies for in-State tuition rates. Should the ruling be contrary to the applicant’s expectation, it may be appealed to the Residence Status Committee of the institution. Individuals on active military duty in North Carolina and their dependents are considered in-State for tuition purposes.

The burden of establishing facts, which justify classification of a student as a resident entitled to in-State tuition rates, is on the applicant. Decisions by school officials will be based on the requirements of the North Carolina General Statutes and regulations specified in a Manual to Assist the Public Higher Education Institutions for North Carolina in the Matter of Student Residence Classification for Tuition Purposes.

Applicants with questions not covered by this section should contact the Vice President for Educational and Student Support Services, the Dean of Student Services, or the Veteran’s Counselor.

The residency status form is a part of the application; however, applicants will be required to complete a more in-depth form if additional information is needed.

Expenses

Business Office

Receipt of tuition and fees, collection of parking fines, receipt of loans, and payment of refunds are major responsibilities of the Business Office. The Business Office is open between 7:30 a.m. and 5:00 p.m. daily, Monday through Thursday, and between 7:30 a.m. and 3:30 p.m. on Friday, excluding holidays. The Business Office is also open during evening hours during the registration period at the beginning of each term.

Tuition

The tuition rate is set by the North Carolina General Assembly and is subject to change. The North Carolina General Assembly approved the current tuition rate during its 2005 session. The following semester tuition rates are effective July 1, 2005:

	In-State	Out-of-State
16 semester hours or more (full time)	\$ 632.00	\$ 3,512.00
Part-time students per semester hour	\$ 39.50	\$ 219.50

Persons 65 years of age or over are exempt from tuition fees.

Refund Policy - Tuition

Tuition refunds shall not be made unless the student is, in the judgment of the College, compelled to withdraw for unavoidable reasons.

A 100-percent refund will be made if the student withdraws prior to the first class.

A 75-percent refund will be made if the student officially withdraws from class(es) prior to or on the official 10-percent point of the class(es). Tuition refunds will not be made after the 10-percent point.

If a class fails to materialize, 100 percent of the tuition for that class will be refunded. Tuition credit will not be issued under any circumstances.

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

Bookstore

The College as a service to students, faculty and staff operates the bookstore. Textbooks, school supplies and course-related materials, as well as other items are offered for sale with all profits being used for projects and services to benefit students. The hours of operation are as follows:

Monday	7:30 a.m. – 7:00 p.m.
Tuesday	7:30 a.m. – 3:30 p.m.
Wednesday	7:30 a.m. – 3:30 p.m.
Thursday	7:30 a.m. – 3:30 p.m.
Friday	7:30 a.m. – 3:30 p.m.

Special hours are observed through the drop-add period of each term.

Although students are required to purchase their textbooks and other required materials, equipment and supplies, these items may be purchased from sources other than the College Bookstore. The cost of books varies by curriculum and by term but will average approximately \$350 per term. Typically, the costs of books for the first term of enrollment are slightly higher because some books and equipment are used for more than one term.

Special Apparel and Equipment

Students enrolled in the Automotive Technician, BLET, Cosmetology, Dental Assisting, Dental Hygiene, Industrial Plant Maintenance, Machinist, Medical Assisting, Motorcycle Mechanics, Associate Degree Nursing, Practical Nursing, Tool and Die, and Veterinary Medical Technology curriculums will be required to purchase special items of apparel and/or equipment such as uniforms, lab jackets, tools, gloves, etc. Most of these items may be purchased in the student bookstore.

Student Insurance

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

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

Breakage Fee

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

Student Fee

Students registering for fewer than twelve hours on campus during the fall and spring terms will pay \$9 per semester. Students registering for twelve or more credit hours on campus during the fall and spring terms will pay \$18 per semester. Students registering for the summer term will pay a onetime fee of \$2.

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

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

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

Computer Use and Technology Fee

The computer use and technology fee is used to support the procurement, operations, and repair of computer and other instructional technology, including supplies and materials that support technology. Curriculum students enrolled in 12 or more credit hours will be charged \$16 per term. Curriculum students enrolled in fewer than 12 credit hours will be charged \$8 per term. Occupational extension students will be charged \$5 per fiscal year.

Distance Education Fee

A \$15 distance education fee will be charged for each course taken via distance education (i.e., cassette, online, and multi-format). This fee is nonrefundable.

Graduation Fee

A \$20 graduation fee will be charged to students who participate in graduation exercises. A \$5 fee will be charged to graduates who do not participate in graduation exercises. Students who receive additional degrees or diplomas must pay \$5 for each additional award. Graduation fees are used to cover costs for degrees, diplomas, certificates, caps, gowns, honorariums, flowers, etc. (See page 22.)

Student Housing

The College does not operate dormitory facilities, nor does it assume responsibility for housing and maintenance. Student Development Services will provide lists of available housing to students on a nondiscriminatory basis. Payment for such facilities is the responsibility of the student and must be made directly to the landlord.

Vehicle Registration

Students using the campus parking facilities will be required to register their vehicles. A numbered sticker will be issued for placement on the vehicle. The initial cost of vehicle registration is included in the student fee. Registration of more than one vehicle will require the payment of 25 cents for each additional vehicle.

Parking

White lined parking spaces are for students. Faculty and staff parking spaces are yellow lined. Students will be assessed a \$5.00 fine when parking in faculty and staff spaces or other designated, reserved or no parking areas.

Lockers

Student lockers are available for most students. Lockers in the Main Building are available on a first-come, first-served basis beginning with the fall term. Students who wish to use a locker should locate one that is not in use and purchase a lock to provide security.

All locks must be removed by the end of summer term each year in order that all students will have an equal chance for lockers in the fall term. The College maintenance staff will cut locks remaining and remove the contents.

Policy on Student Publications

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

The advisor is responsible for the content of the student publications and should consult with the Vice President for Educational and Student Support Services if there are any questions or concerns about content. The advisor should also check to verify accuracy (i.e., dates, times, locations) and assure that nothing contained in the publication violates campus policy. Publications considered controversial in the view of the advisor should be cleared by the Vice President prior to publication. Media advertisements or publicity (i.e., newspaper, radio station, TV station, billboard, etc.) must be cleared and processed through the CCCC Information and Marketing Services department. This will help to assure the quality of media releases from CCCC.

Policy on Solicitation and Fund Raising

Individuals representing College groups, clubs, or associations may solicit funds, in-kind donations or engage in other types of on-campus fund raising activities only after receiving prior approval of the campus Provost or the Vice President for Educational and Student Services. Solicitation and fund raising by ANY "For Profit" individual or group is prohibited.

All College affiliated off-campus fund raising activities require prior approval of the campus Provost or the Vice President for Educational and Student Support Services and the College President.

Financial Assistance

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

Student Eligibility Requirements

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

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

Note:

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

Application Procedure

To apply for Financial Aid a student must file a Free Application for Federal Student Aid (FAFSA) obtained by a high school counselor, Financial Aid Office at Central Carolina Community College or online (www.fafsa.ed.gov). One application is filed each academic year. Additional applications are required for student loans, institutional scholarships and work-study. It is necessary that you put our school code on the application. Central Carolina Community College school code is 005449.

The school will receive an electronic copy of the results of the FAFSA within four to six weeks if submitting paper forms, one week if submitting online.

Award Procedure

Awards are made on a first-come, first-served basis with respect to the financial need of the applicant. The college gives first priority to all returning financial aid recipients. All applicants who have a completed application on file by March 31 for the fall term are first considered. These applicants are ranked according to greatest financial need, after considering any Pell Grant award for which they may be eligible. Aid is

awarded to eligible applicants with priority going to the most needy. All completed applications received after March 31 are considered on a first-come, first-served basis until funds are exhausted.

Types of Financial Aid

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

1. Federal Pell Grant

The Federal Pell Grant is a federally funded program which provides awards to eligible students. Awards may range from \$400 to \$4,050 per year (amount subject to change each year). Any undergraduate student is eligible to apply for a Federal Pell Grant. All students must apply for this grant in order to be considered for other aid administered by the Financial Aid Office. Pell awards depend upon the cost of education and the student's financial need as determined by the United States Department of Education.

2. Federal Supplemental Educational Opportunity Grant

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

3. Federal Work-Study Program

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

4. North Carolina Student Incentive Grant

The North Carolina Student Incentive Grant is a state and federal grant program available to exceptionally needy students. College Foundation, Inc., and the College Financial Aid Officer administer it jointly. Grants can range up to \$1,500 per year. Students must be North Carolina residents and must apply for this grant by March 15 of each year for the upcoming academic year.

5. Federal Academic Competitiveness Grant (ACG)

The Federal Academic Competitiveness Grant is a new grant established in the 2006-07 academic year. It targets first and second year students who have successfully completed a "rigorous" secondary school program of study. Students will be notified by the Department of Education if they may be eligible so the student may start the process of self-certification for this grant. Final determination of eligibility will be made by the Financial Aid Office at CCCC.

6. North Carolina Community College Grant

The North Carolina Community College Grant is a need-based grant established by the NC Legislature to provide funds to help meet the educational cost of NC residents attending a community college.

7. Non-Institutional Loans

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

8. Institutional Loans

a. The Dwight Cole Memorial Loan Fund was established in honor of the late Dwight Moody Cole, Jr. Mr. Cole's contribution to law enforcement is remembered through more than sixteen years as a Sanford Police Officer, a member of

the State Highway Patrol and, at the time of his death, an inspector with the License and Theft Section of the North Carolina Department of Transportation. The memorial fund is administered by the Financial Aid Officer on a loan basis and is limited to students in the Criminal Justice Curriculum.

9. Scholarships

a. The Sprint Scholarship Program provides two \$550 scholarships which are primarily directed to minority students and displaced workers.

b. The CCCC Trustees' Academic Scholarship is awarded to students enrolling at CCCC with highest academic rank in their graduating classes from each of the high schools in Lee, Chatham and Harnett Counties. Each recipient must be a current year June graduate and must enroll as a full-time student in a program of at least twelve months duration. The scholarship covers the cost of tuition and fees for two semesters. High school seniors in the three-county area planning to attend CCCC should contact their guidance counselor or the College Financial Aid Officer for application information. The deadline for application is March 31 of each year.

c. The Dr. Alvin MacKay Endowment Scholarship Fund was created in 1993 by the Student Veterinary Technician Association and the Veterinary Medical Technology (VMT) faculty in honor of Dr. MacKay's valuable contributions to the VMT program. The endowment funds accrue from the principal which is invested by the CCCC Foundation. The scholarships are restricted to VMT students and awarded by a committee composed of VMT faculty. Selection is based on academic grades, financial need, and attendance.

d. The Edgar W. Meyers Scholarship is awarded annually to a student in one of the following programs: Accounting, Business Administration, Drafting and Design, Electronics Engineering Technology, Industrial Plant Maintenance or Industrial Management Technology.

e. The Nancy Ruth Harding Robinson Memorial Scholarship is awarded to a student in the Veterinary Medical Technology Program based on need.

f. The Nurse Education Scholarship Loan Program (NESLP) is a need-based scholarship loan program for students who demonstrate financial need and who are enrolled in participating nurse education programs leading to certification as a licensed practical nurse (LPN) or a registered nurse (RN). The NESLP is available in community colleges, private colleges and campuses of the University of North Carolina that offer nurse education programs. These need-based loans range from \$400 to \$3,000 in LPN and ADN programs and from \$400 to \$5,000 in Bachelor of Science in Nursing (BSN) programs. Recipients are selected by the financial aid staff and confirmed by the State Education Assistance Authority. Individuals who have been admitted to a participating nurse education program and who demonstrate financial need may be awarded NESLP assistance.

g. The Nurse Scholars Program (NSP) is a competitive, merit-based scholarship loan program available to students of exceptional academic achievement and leadership potential who desire to become registered nurses (RNs). Application for an NSP award may be made by individuals who have been admitted to a participating nurse education program and who meet the minimal qualifications for selection. The student aid office and the nurse education department in each participating institution will have information on the selection process for the coming academic year by Feb. 1. The North Carolina Nurse Scholars Commission, an independent body appointed by the Governor, Speaker of the House of Representatives and the president pro tempore of the State Senate, selects Nurse

Scholars.

h. The Student Ambassador Program was established by the CCCC Foundation to provide tuition, fees and a uniform for one year to qualified recipients. (Currently, 12 awards are given each year.) Recipients must maintain a 3.0 cumulative grade point average, be enrolled full time, have completed a minimum of 12 semester hours of course work, attend the honors leadership class, and perform a minimum of three service hours weekly. Ambassador selection requires nomination by a faculty or staff member and completion of an application and a personal interview. Ambassadors represent the College at special events on campus and in the community.

i. The Wachovia Technical Scholarship provided by Wachovia Banking and Trust Company annually awards two \$500 scholarships to students enrolled in the second year of a two-year technical program. Recipients are selected on the following criteria: financial need, scholastic promise, and prior performance at the institution.

10. Scholarships/Endowments

The following endowed and/or privately funded scholarships are awarded annually to students as designated by the donor(s): General Programs: Alumni-Honor Society, Cymbria S. and Raymond H. Amberger, J. Mack and Eula Mae Auman, Judy Ellis Buck Memorial, CCCC Student, Central Electric Membership, Tom Graves Memorial, Janice Thomas McNeill Memorial, Elbert C. Price Memorial, Rickard-Rigsbee Memorial, Carolyn Wicker Williamson Memorial, William M. and Eunice J. Womble Memorial. Specific Programs: Automotive Technology: Douglas H. Wilkinson Memorial. Basic Law Enforcement Training: Jimmy Collins Memorial, Reid King Law Enforcement. Bioprocess Manufacturing Technology: Wyeth. Bio-Technology, Chemical Research, Pre-Pharmacy, Computer Programming or Information Systems: Jeffery K. Jones Memorial. Business Education: J. Fletcher Rosser/S.A.I.F.A. Memorial, Sanford B.P.W. Pat Nixon, Larry W. Talton Business Excellence. Business or Industrial Technology: John Thomas Davenport Memorial, Edgar W. Meyers Memorial, Pentair Pool Products, Robert E. Pomeranz Memorial, Static Control Components. Chatham County Students: Darrell Arrington Memorial, First National Bank and Trust Company, Bunkey Morgan's Chatham County, Smith's Coffee and Mountain Bottled Water Service. Engineering Technology: 3M Engineering Technology. GED/AHS Graduates of CCCC: Everette T. Hickman, W.B. Wicker Memorial. Harnett County Students: Mary Lou and Lum Cummings, Harnett County Student, Samuel R. Miriello. Human Resources Management: C.K. Caldwell, Jr. Memorial. Industrial Maintenance Technology: C.K. Caldwell, Jr. Memorial, Lee Iron & Metal Company Industrial Maintenance, Carter T. Rosser Memorial. Industrial Technology: Edgar W. Meyers Memorial, Walter L. Scoggins Memorial. Laser & Photonics Technology: Laser & Photonics Technology. Lee County Schools: Jonesboro Garden Club, Sanford Central High School Class of 1959, Hal T. Siler, Paige Baker Simpson. Medical Assisting: Robert D. Jones Memorial, Cecelia K. Patterson. Motorcycle Mechanics: Motorcycle Mechanics. Nursing Program: Ollie Monroe Angel Memorial, Ola Mae Baber Nursing, Lura Rhyne Burns Nursing, Central Carolina Hospital Auxiliary Nursing, John E. and Eunice L. Dotterer Nursing, Sue Gibson Memorial Nursing, Barbara Simpson Haislip Memorial Nursing, Mary Lois Harris Hayes Memorial, Betsy Perry Holton Memorial, J. Linwood Keith Nursing, Oscar A. Keller, Jr. and Elderlene R. Keller Nursing, Lee County Association

of Senior Citizens Club, Lee County Medical Society, Ada M. Leonard Nursing, Gilbert Lett Family, Nursing Program, Gerard J. O'Donnell Nursing, Oelrich Nursing, Jacqueline K. Patterson, Sanford Dermatology "Dr. Beth" Nursing, Sanford Medical Group Nursing, Sanford Woman's Club Nursing, E.M. "Bucky" and Illa Williams. Paralegal Technology: Paralegal Students, William W. and Ellen B. Staton Paralegal. Single Parents: Carolyn Jean McNair Daniel, Meigs C. and Peggy C. Golden, Erma Carlisle Proctor, Samuel C. Profio Memorial. Sustainable Farming: Sustainable Farming. Telecommunications: William W. and Isabel Heins Lawrence. Veterinary Medical Technology: Eason VMT, J. Dent and Clarice Cato Goodyear VMT, Alvin MacKay VMT, Joey McSwain. Vocational or Technical Curriculum: J. Shelton and Clarice B. Wicker

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

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

b. Veterans and War Orphans Grants are available to the immediate family of war veterans whose deaths or permanent disabilities were service connected and to POW's or MIA's classified as such for a minimum of ninety days. For more information contact: Division of Veterans Affairs, P.O. Drawer 26202, Raleigh, NC 27611.

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

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

e. Job Training Partnership Act (JTPA) funds are available to qualified students through the Employment Security Commission or other sponsoring agencies. Students should contact the coordinator of special programs for more information.

f. Child Care Grants are available to qualified students for child care assistance. For more information, contact the coordinator of special programs.

Academic Information

Orientation

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

Registration

The College curriculum courses are offered on a semester system of 16 weeks. All curriculum students must register at the beginning of each term. All students are expected to register during the time specified for that purpose on the College calendar. Each term, returning students are encouraged to pre-register for the subsequent term.

Course Load

Students enrolled for 12 or more semester credit hours during the fall and spring semesters are designated as full-time students. No additional tuition is charged for credit hours over and above 16. Normally, the course load range is from 16-19 semester credit hours.

Students may take no more than 19 semester credit hours during fall or spring semester without special permission of their advisor and the Vice President for Educational and Student Support Services or the Dean of Student Services.

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

Students enrolled for seven or more semester credit hours during the summer term are designated as full-time students. Pell recipients must enroll in at least 12 semester credit hours to receive a full Pell award for a summer term. No additional tuition is charged for summer credit hours over and above nine. Students may take no more than 12 semester credit hours during the summer term without special permission of their advisor and the Vice President of Educational and Student Support Services or the Dean of Student Services. Students are not permitted to register for more than 14 semester credit hours during the summer term.

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

Double Major

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

Distance Education

CCCC's comprehensive schedule of distance education courses provides a top-quality, fully accredited educational alternative for the self-directed, independent learner who values quality, convenience and flexibility. Distance education courses contain the same basic content, require the same academic rigor, and offer the same semester credits as traditional courses. The major difference between face-to-face courses

and distance courses is the instructional delivery method. Courses are offered using four methods: cassette, online, multi-format, and hybrid. Through distance education, travel to campus is minimal or not required at all. Hybrid course delivery reduces on-site sessions, but still requires regular on-campus meetings. Distance courses are learner-focused, challenging, and demand as much or more time than traditional courses. Students who are considering enrolling in a distance program or a distance course should work closely with their faculty advisor or counselor.

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

Cassette courses are delivered through videocassettes and DVDs (if available), print materials, and ongoing instructor-student interactions. Course communications occur through written assignments, mailings, telephone, faxes, and email. On-campus meetings are kept to a minimum. Most courses require attendance at three on-campus sessions: the course-specific orientation, the mid-term exam, and the final exam. Cassette courses are not self-paced; students follow a structured viewing, assignment, and exam schedule. Cassette courses are denoted by LC1, LC2, LC3, etc. section numbers in the CCCC schedule.

Online and multi-format courses use the World Wide Web, e-mail, and other Internet resources to provide opportunities for meaningful student-to-faculty and student-to-student interaction comparable to the traditional college classroom. Additional resources such as CD-ROM, textbooks, and other printed materials are common requirements. Students must have access to a reliable personal computer (home, office, or college campus) capable of providing graphical access to the Web, as well as appropriate Web and email software. Online courses have LN1, LN2, LN3, etc. section numbers, and multi-format courses are identified by LM1, LM2, LM3, etc. section numbers. These courses are not self-paced; students follow a structured assignment and exam schedule. Successful students are motivated to learn, have easy access to technology, and are comfortable using computers and the Internet.

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

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

There is an additional \$15 non-refundable distance education fee applied to each cassette, online, and multi-format course. This fee also applies to senior citizens. The \$15 distance education fee does not apply to hybrid courses.

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

Auditing Courses

A student who desires to take a course without credit may choose to audit the course by completing the Audit Declaration Form, having it signed by either the instructor, department chair, or dean, turning it in at registration, and paying full tuition. An audit student cannot change the course from audit to credit or from credit to audit after the last day to register or drop/add a course. A grade of "AU" will be assigned to the student upon completion of the course. NOTE: Pell and VA students cannot count audited courses for payment purposes.

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

The Registrar will ensure that all faculty receive a copy of the completed Audit Declaration Form.

Course Substitution

Under extenuating circumstances, a student may apply to his advisor for approval of a course substitution. A course substitution may be granted upon review and recommendation of the department chair to the dean or provost and in consultation with the chief academic officer. Consideration of any substitution involving a required core course as stipulated in the curriculum standard must receive additional approval by the North Carolina Community College System Office staff. For VA purposes, the VA counselor must be notified of all approved course substitutions.

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

Independent Study

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

Academic Advisors

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

Alternative Credit

A student may earn alternative credit in the following ways:

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

Amount of Alternative Credit Allowed

At least 1/3 of credit for a certificate, diploma, or associate degree required for graduation must be an earned grade at Central Carolina Community College.

No more than 20% of credit for a certificate, diploma, or associate degree required for graduation may be earned through credit by experience.

Resident Credit

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

Transfer Credit from Another Institution

CCCC accepts transfer credit from regionally accredited institutions under the following rules:

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

Students must request official transcripts to be sent to the Registrar's Office for evaluation.

When deemed necessary, students must provide course descriptions and/or course syllabi if they are needed to determine credit eligibility.

Some courses may be ineligible for transfer credit based on time limitations as set by specific curriculum programs.

Credit will be granted on a course-by-course basis for courses closely paralleling those offered at the college and must meet the credit hours of the CCCC course for which transfer credit is granted.

Transferred credit will not be calculated in the grade point average.

Advanced Placement (AP), CLEP, DANTEs

Students may request credit for subjects tested under advanced placement exams such as AP, CLEP, and DANTEs. Subjects must be applicable to the student's current curriculum program requirements, and test scores must meet American Council on Education (ACE) recommendations. Such credit must be supported by official test score reports. The following rules apply:

Students must request that official score reports to be sent to the CCCC Registrar's Office for evaluation.

Credit will be granted only for scores earned within the last (10) years unless approved by the chief academic officer.

Credit will be granted on a course-by-course basis for courses closely paralleling those offered at the college and must meet the credit hours of the CCCC course for which transfer credit is granted.

Such credit will not be calculated in the grade point average. An exam score of 3 or better is required to receive credit for an AP course.

Recommended ACE cut-off scores will be used for CLEP and DANTEs.

Credit by Examination

Students with prior proficiency in a course due to previous educational or work experience may apply for credit by examination. This option is available for selected courses, as determined appropriate by the department chair. A proficiency demonstration may be a written exam, oral exam, shop or lab exercise. The following rules for the student apply:

- Show evidence of preparedness for a proficiency demonstration (e.g., high achievement in secondary school, military service, and/or work experience) that must be submitted to the department chairperson accompanied by a written request for a review.

- Obtain permission from the appropriate department chairperson or chief academic officer.
- Register and pay tuition for the regular course.
- Take the Proficiency Test during the first week of the term.
- Earn a grade of "B" (86%) or better.
- Drop the course using the Drop/Add form if an acceptable score is earned, and then add the course as Section "OP" (Proficiency) on the Drop/Add form.
- Credit granted through a proficiency exam will not be calculated in the grade point average.
- Proficiency demonstrations may be taken only one time for each course.
- Credit for proficiency demonstration may not be granted for a course being audited by the student.
- The instructor will complete a student termination form and assign a grade of "CE" (Credit by Examination). Reason for termination will be "Passed by Proficiency."

Credit by Experience

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

- Requests for credit by experience must be properly made and acted upon prior to the ten percent point of the class and must be made in writing on the Request for Credit by Experience Form.

Credit by experience may not be granted for cooperative work experience courses.

The department chairperson or lead instructor will guide the student in determining the appropriate documentation necessary to evaluate the request. Documentation required will vary depending upon the field of study.

For guidance, the following are examples of the appropriate documentation: official work history with job responsibilities and proficiency ratings verified by supervisors and human resource officers within the company; a completed thesis verified by an official transcript could serve as verification that a student should receive credit for a technical writing course; electronically recorded presentations (taped presentations could be evaluated to determine credit by experience for an oral communications class); and brochures announcing a pottery exhibit and displaying the creations of the student.

Experiences, which may require a demonstration of one's ability, must be approved by the student's curriculum department chairperson or lead instructor, the subject area department chairperson, and the vice president/chief academic officer.

Experiences must be officially documented per the college's request.

Veterans may apply credit for training received under the armed forces college training programs, and some specialized and technical training completed under the auspices of the armed forces. Appropriate documentation must be provided.

The approved credit recommendation should be submitted to the registrar's office.

The registrar will record a symbol of "EL" on the transcript with credit hours; however no quality points will be assigned.

Documentation shall be kept on file for five (5) years in the registrar's office.

Credit granted for experience will not be calculated in the Grade Point Average.

Prerequisites/Corequisites

Prerequisites and corequisites serve as safeguards to successful course and program completion in that they ensure proper knowledge and background for higher-level courses. In the case of corequisites, the goal is to ensure a proper educational experience when two courses depend upon one another for coherence and knowledge application. In rare cases, prerequisites or corequisites may be waived upon review and recommendation by the department chair to the dean or provost and in consultation with the chief academic officer.

Permissible reasons for waiver of local prerequisites (course taken prior to another course)/corequisites (course taken at the same time or prior to another course) are limited to the following:

- Grade of at least “C” in a course judged of similar or higher-level content to that of either the prerequisite/corequisite or the requested course;
- Demonstrated competency in the content of the prerequisite/corequisite obtained through professional application. In this case, the student must request credit by experience;
- Students who have life experiences that are deemed equivalent to or that supersede the prerequisite or corequisite; a formal review of course level outcomes would occur and be maintained in the student’s records;
- Students who successfully transfer in a course that has a prerequisite or corequisite (example, a student transferring in with the local prerequisite of RED 090 would not have to take RED 090);
- Satisfactory completion of proficiency exams administered by CCCC, when such exams are available;
- Student enrolled in another course deemed suitable to satisfy the corequisite;
- Student engaged in a job experience during the duration of the course that would provide a similar purpose as the corequisite;
- Students with an associate or higher level degree who enroll in beginning college level courses (e.g. ENG 111; PSY 150);
- For visiting students, written documentation from their college/university to enroll in a specified course that has a prerequisite.

Grading System

CCCC operates on a required-subject grade point system in the curriculum areas. All subjects must be completed with satisfactory grades if the student is to be awarded a certificate of completion, diploma or degree. This grade system is followed for all subjects in curriculum areas.

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

A cumulative grade point average is maintained which includes all courses taken. If a course is re-taken, only the highest grade will be averaged in the cumulative grade point average; however, both grades will be recorded on the transcript.

Instructors will only post end-of-term grades with the written permission of the student.

How to Compute the Grade Point Average (GPA)

Academic quality must be achieved in order to graduate from any program at CCCC. The standard for students’ work is determined by the Quality Point system. Under this system, a letter grade is assigned a certain number of quality points (QPs) per credit hour; i.e., an A is given four QPs; a B, three QPs; a C, two QPs; a D, one QP; and F, no QPs.

Quality points are computed by multiplying the number of credit hours per course by the value of the grade earned. The grade point average (GPA) is then computed by dividing the total number of quality points by the total number of credit hours attempted.

Example of Computing Grade Point Average:

Course	Credit Hrs	Grade	QPs	QPs Earned
ENG 111	3	x C	= 3x2	= 6
BIO 163	5	x A	= 5x4	= 20
PSY 150	3	x B	= 3x3	= 9
SOC 210	3	x D	= 3x1	= 3
BUS 110	3	x F	= 3x0	= 0
	17			38

Thirty-eight (38) divided by 17 yields a 2.235 GPA.

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

General Academic Standards

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

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

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

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

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

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

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

Students must have an overall GPA of 2.0 and a GPA of 2.0 in all major courses to qualify for graduation.

General Education Competencies

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

In support of the College mission, CCCC graduates will be able to demonstrate:

1. Critical thinking and reading skills through written and oral analysis of appropriate writings, media, or work-related situations;
2. Writing skills that exhibit clear, coherent topic development and proficient use of mechanics;
3. Effective communication skills that reflect proficiency in listening and oral presentation skills in group and one-on-one settings;
4. Appropriate mathematical skills in collecting, analyzing, and communicating quantitative data;
5. Basic computer literacy and evidence of proficiency in a word processing, spreadsheet, and presentation software.

President's/Dean's List Eligibility

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

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

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

Highest Academic Award

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

Academic Probation Policy

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

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

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

If, upon receipt of grades, a student learns that he is on academic probation, he must schedule an appointment with his advisor/counselor immediately. The purpose of this conference is to assist the student in assessing academic problems and exploring ways of improving the student's academic status. As long as the student remains on academic probation, his advisor/counselor will make recommendations concerning the course load for which the student should register.

Academic Suspension Policy

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

A student may be considered for reentrance after one term of suspension by completing a readmission form and having it approved by the department chairperson, a counselor, and the Dean of Student Services or the Vice President for Educational and Student Support Services. ACA 090 will be required during the term of suspension or the term of reentrance.

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

successfully complete ACA 090. This extension of probation must be approved by the department chairperson of the new curriculum and by the Vice President for Educational and Student Support Services or the Dean of Student Services. Failure to obtain at least a 2.0 GPA during the subsequent term will result in academic suspension for one term.

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

Eligible Veterans or Dependents - A student who is receiving Veterans Administration educational benefits will have such aid suspended after two consecutive terms of academic probation if his/her cumulative grade point average is less than 2.0.

A student may be recertified as eligible to receive benefits by achieving the satisfactory academic standing as described above.

Financial Aid Recipients - A student who is receiving financial aid will have such aid suspended after one term of academic probation if his term grade point average is less than 2.0.

A student may be recertified as eligible to receive aid by achieving the satisfactory academic standing as described in the Financial Aid Policy on Satisfactory Progress. This document may be obtained from the Financial Aid Office in Student Development Services.

Repeating a Course

A student may repeat a course to eliminate a failing grade, to attempt to earn a higher grade, or earn credit for which transfer credit has not been granted. All course grades will be recorded on the transcript; however, the highest grade will be used for computing total credit hours attempted and passed, total grade points, and grade point averages. No course may be counted more than once for graduation. No course, except developmental courses, may be repeated more than twice. Courses that receive a "W" grade may be repeated more than twice with approval of the dean.

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

Removal of Incomplete

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

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

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

If the student fails to complete requirements necessary to remove the Incomplete when prescribed, and/or the instructor fails to turn in a final grade on an Instructor's Grade Change report by the midterm date of the next (Fall, Spring, Summer)

term as specified in the College calendar, a grade of "F" will be assigned by the Registrar and computed in the student's cumulative grade point average.

Withdrawal

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

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

All courses dropped after the first 12 weeks will be dropped with a "WF" except in the case of hardship/medical withdrawal from the College. A hardship/medical withdrawal must be requested from and documented with the Vice President for Educational and Student Support Services before the end of the term.

When a student has not attended class for two consecutive weeks, has not contacted the instructor, and has not completed an official withdrawal form, the faculty will complete and submit to the Registrar a student termination form. The grade assigned to the student on the termination form will be determined by the last day of attendance; i.e., a "W" if the last day of attendance was on or before the 12 week date or a "WF" if the last date of attendance was after the 12 week date.

Readmission

When a student withdraws from the College, he may apply for readmission at the beginning of the next term in which courses are offered and for which he is eligible. A student who is dismissed for unsatisfactory progress may be readmitted after the department chairperson, a counselor, and the Dean of Student Services or the Vice President for Educational and Student Support Services has granted approval.

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

Transcripts

Students may request in writing that a signed and sealed official copy of their transcript be sent to another institution, agency, or prospective employer. Students also may request, for their own use, unofficial transcripts from the Registrar's Office. These requests will be filled by the Registrar's Office on Tuesdays and Fridays and will be mailed as requested. There is no charge for transcripts. There will be a two-day processing time for transcript requests. On-demand transcript requests will cost \$5 for each transcript. This applies only to CCCC transcripts. The College cannot release transcripts (originals or copies) received from other educational institutions. The College does not fax transcripts.

In accordance with the Family Educational Rights and Privacy Act of 1974, only Directory Information will be released without the written consent of the student. Such information may be released at the discretion of the Vice President for Educational and Student Support Services.

Directory Information includes name, address, academic

major, enrollment periods, hours earned, degrees awarded and awards received. However, a student may request in writing to the Vice President for Educational and Student Support Services that such information be withheld. Such requests will be honored.

Graduation

Graduation exercises are held annually at the close of the spring and summer terms. The student must apply for his degree or diploma by the midterm of the term in which course work is scheduled for completion.

A \$20 graduation fee will be charged to students who participate in graduation exercises. A \$5 fee will be charged to graduates who do not participate in graduation exercises. Students must pay \$5 for each additional diploma or degree received. Graduation fees are used to cover costs for degrees, diplomas, certificates, caps, gowns, honorariums, flowers, etc. In compliance with the Student-Right-To-Know and Campus Security Act of 1991, the College's graduation rate is available on request from Student Development Services.

Certificate Renewal for Public School Personnel

Certificate renewal courses and workshops are cosponsored and cooperatively planned by the public school administrative units of Chatham, Harnett and Lee Counties and CCCC.

Courses and workshops must be relevant to professional responsibilities and/or certificate field(s). They are scheduled at convenient times and locations.

Public school personnel must have prior approval from their respective school system to receive certificate-renewal credit and must complete forms required by the local school system and the Department of Public Instruction.

Curriculum credit courses offered by CCCC may be used for certificate-renewal credit provided prior approval has been obtained from the local school system.

Conduct and Student Due Process

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

Attendance

Students are expected to attend all scheduled classes for which they are registered. Although special circumstances may cause students to be absent, regular attendance is essential to satisfy required course objectives. All work missed during absences must be made up to the satisfaction of the instructor. Failure to make up work which is missed will adversely affect the student's final grade. At the discretion of the instructor, a student may be referred to the Student Development Counselor for counseling relative to absenteeism. The visit must be documented prior to reentry in the class. To receive credit for a course, students must attend a minimum of 85% of class, lab and shop hours. In extenuating circumstances the instructor, with approval by the instructional dean, may make an exception to the 85% rule.

Students who anticipate an absence should contact their instructor before the class meets. Should this prior notice to the instructor be impossible, students should expect to explain their absence upon return to class.

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

Dropping Students from Class Roll

Curriculum Students: State policy requires that a student be dropped when the student gives notice of withdrawal or has been absent from class for two consecutive weeks without making personal contact with the instructor indicating intention to continue in the course. Absence must be for a valid reason and the student must make personal contact with the instructor to give or receive information or assignments relative to the course. All work missed during the period of absence must be made up to the satisfaction of the instructor.

A student dropped for two consecutive weeks of absences without contact or for any other reason may be readmitted through Student Development Services. Permission to reenroll will be given only with approval of the instructor. All work missed must be made up.

A student may be dropped from a course for disciplinary reasons.

Student Rights, Responsibilities and Judicial Procedures

I. Preamble

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

lations and the law, the College may take disciplinary action independent of that taken by legal authorities.

II. Student Rights

A. Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided for by the College. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

B. Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to reasonable and nondiscriminatory rules and regulations regarding time, place, and manner. Freedom of expression must conform to generally recognized community standards of decency and morality.

C. Students have the right to inquire about and to propose improvements in policies, regulations and procedures affecting the welfare of students through established student government procedures, campus committees, and College officers.

D. The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of and access to student records, and this Act will be adhered to by the College. Students and former students have the right to review their official records and to request a hearing if they challenge the contents of these records. Only directory information will be released without the written consent of the student. Directory information includes name, address, academic major, enrollment periods, hours earned, degrees awarded and awards received. However, a student may request in writing to the Vice President for Educational and Student Support Services that directory information be withheld. The College will not sell mail address lists of any current students, previous students, or graduates.

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

F. Grade Appeal — Students have the right to appeal an assigned final course grade within fifteen (15) working days after the postmarked date of the grade. Students must follow the student grievance procedure outlined under Section VI. Student Grievance Procedure and Section VII. Appeals Procedure—Sanctions or Disciplinary Actions.

III. Student Code of Conduct

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

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

The following regulations set forth rules of conduct

which prohibit certain types of student behavior. Violation of one or more of the following regulations may result in one of the sanctions described in Section V. This code should not be considered an exclusive list of acceptable and unacceptable behavior.

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

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

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

Other academic honesty violations include allowing others to copy one's work, providing one's work to others for submission as their own, lying to improve one's grade or others' grades, changing a graded work and submitting it for regrading, stealing or destroying others' work, collaborating on work without instructor approval, impersonating another and 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 the assignment, receive an "F" in the course, 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 his/her actions. Furthermore, no one with the smell of alcohol on him, or whose observable behavior leads a College official to believe he is under the influence of alcohol or other drugs, will be allowed at the College or at any College activity. NOTE: Parents are notified when students under age 21 violate drug and/or alcohol laws.

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

E. Mental or physical abuse of any person on College premises or at College-sponsored or College-supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such persons or which promote hatred or racial prejudice is prohibited. NOTE: A student who poses a serious risk of imminent harm i.e., threat of a violent act against students/or staff, will be expelled immediately. Personal combat will not be tolerated.

F. Any act, comment, or behavior which is of a sexually suggestive or harassing nature and which in any way interferes with a student's or an employee's performance or creates an intimidating, hostile or offensive environment is prohibited.

G. Intentional obstruction or disruption of teaching, research, administration or disciplinary proceedings, or other College activities, including public service functions and other duly authorized activities on College premises is prohibited.

H. Occupation or seizure in any manner of College property, a College facility or any portion thereof for a use inconsistent with prescribed, customary, or authorized use is prohibited. In addition to usual disciplinary measures, violation of this rule will result in revocation of all scholarships and grants.

I. Participating in or conducting an assembly, demonstration or gathering in a manner which threatens or causes injury to person or property; which interferes with free access to, ingress or egress of College facilities; which is harmful, obstructive or disruptive to the educational process or institutional functions of the College; and remaining at the scene of such an assembly after being asked to leave by a representative of the College staff are prohibited.

J. Possession or use of a firearm, incendiary device, explosive or any weapon, except in connection with a College-approved activity is prohibited. This also includes unauthorized use of any instrument capable of inflicting serious bodily injury to any person.

K. Setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment is prohibited.

L. Illegal gambling is prohibited.

M. Smoking (and/or using other forms of tobacco products), eating, or drinking beverages in classrooms, shops, and labs or other unauthorized areas is prohibited.

N. Vehicles must be parked in designated areas with the rear of the vehicle exposed so that the parking permit is visible. Vehicles must be operated safely, moderately and courteously. The speed limit on all campuses is 10 MPH. Vehicles must be registered with the Business Office (Lee County campus) or the front office (Chatham and Harnett County campuses) at the first occasion they are used on campus grounds. No fee is required to register vehicles, but all vehicles parked at the College must be registered. 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 pass-

ing of worthless checks to College officials is prohibited.

S. Violation of local, state, or federal criminal law on College premises or while attending College activities is prohibited.

T. Students are expected to dress appropriately for the occasion. This includes covering the torso and wearing shoes or sandals. Lewd, indecent, or offensive wording on clothing will not be tolerated.

U. Students are not to bring children to the campus while attending classes or other activities or using the library. Children should not be left unattended in cars while parents attend class or attend to campus business.

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

Pagers must be set on the "vibrate" mode or turned off during class time. Cellular phones must be turned off completely during class time.

Students will not exit class to respond to messages or calls. If it is an emergency situation, students must notify their instructor prior to exiting class.

If a student's pager or cellular phone emits an audible sound, he will be asked to remove the pager or cellular phone from class.

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

IV. Disciplinary Procedures

A. Immediate Suspension

If an act of misconduct threatens the health or well-being of any member of the academic community or seriously disrupts the function and good order of the College, an instructor or administrative officer may direct students involved to cease and desist such conduct and advise them that failing to cease and desist will result in immediate suspension. If the students fail to cease and desist, the instructor or administrative officer may then suspend them from the class, the activity, or the College until a resolution of the matter can be made.

The instructor or administrative officer invoking such suspension shall notify the Vice President for Educational and Student Support Services in writing of the individuals involved and the nature of the infraction as soon as possible but no more than two days following the incident. The Vice President for Educational and Student Support 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 for Educational and Student Support Services is responsible for implementing student discipline procedures. (Throughout this code, VP for Educational and Student Support Services refers to the Vice President for Educational and Student Support Services.)

C. Disciplinary Procedures

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

1. Charges: Any administrative official, faculty member, staff member or student may file charges with the VP for Educational and Student Support Services against any student

or student organization for violations of College regulations. The individual(s) making the charge must notify the VP for Educational and Student Support 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: Within 5 working days after the charge is filed, the VP for Educational and Student Support 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 VP for Educational and Student Support 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 VP for Educational and Student Support Services shall be presented to the student in writing within five days following the meeting with the student. In instances where the student cannot be reached to schedule an appointment with the VP for Educational and Student Support Services or where the student refuses to cooperate, the VP for Educational and Student Support Services shall send a certified letter to the student's last known address providing the student with a list of the charges, the VP for Educational and Student Support 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 (2) 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 (2) terms.

C. Restrictive Probation: Restrictive Probation results in loss of good standing and becomes a matter of record. Restrictive conditions may limit activity in the College community and/or access to specified College facilities. Generally the individual will not be eligible for initiation into any local or national organization, and may not receive any College award or other honorary recognition. The individual may not occupy a position of leadership or responsibility within the College or with a student organization, publication, or activity. This probation will be in effect for not less than two (2) terms. Any violation of Restrictive Probation may result in immediate .

D. Restitution: Paying for damaging, misusing, destroying, or losing property belonging to the College, College personnel, or students.

E. Interim Suspension: 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: Imposed as a result of academic dishonesty.

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

H. Suspension: Exclusion from the College and all activities of the College for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation, or for repeated misconduct. Students who receive this sanction must get specific, written permission from the VP for Educational and Student Support Services before returning to campus.

I. Expulsion: 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: 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: 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: Removal of College recognition for a group, club, society, or other organization for a minimum of two years. Re-charter after that time must be approved by the President.

VI. Student Grievance Procedure

A. Purpose:

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

B. Procedures:

1. First, the student must go to the instructor or staff member with whom the problem originated and attempt to resolve the problem at this level. In extreme cases such as alleged sexual harassment, the student may go directly to the VP for Educational and Student Support Services or any other College official with whom the student feels comfortable.

2. If the grievance is not resolved in step one, the student may appeal to the department chair or dean responsible for the student's curriculum. The department chair or the dean will attempt to resolve the conflict.

3. If the grievance is not resolved in step two, the student may appeal to the responsible Vice President who will attempt to resolve the conflict.

VII. Appeals Procedure — Sanctions or Disciplinary Actions

A student who disagrees with the decision of the VP for Educational and Student Support Services may request a hearing before the Judicial Committee. This request must be submitted in writing to the VP for Educational and Student Support Services within 6 working days after the receipt of the VP for Educational and Student Support Service's decision. The VP for Educational and Student Support 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 VP for Educational and Student Support Service's investigation.

A. Committee Composition

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

1. Three faculty or staff members appointed by the Chief Academic Officer of the College.
2. Three student members who are unfamiliar with the student or the complaint, appointed by the Student Activities Coordinator. New students may be selected for each hearing.
3. A College faculty or staff member appointed by the President to serve as committee chairperson, who will vote only in case of a tie. A new chairperson may be appointed for each hearing.
4. The student activities coordinator as an ex officio, non-voting member serving as an impartial observer to insure that the student's rights are protected.

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

B. Procedures for Hearings Before the Judicial Committee

1. Procedural Responsibilities of the VP for Educational and Student Support Services include the following:

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

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

2. Basic procedural rights of students include the following:

a. The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the Committee. If the student opts to bring counsel, the student must inform the VP for Educational and Student Support Services of this intention when the request for the hearing is filed. If the student brings counsel to the hearing without so informing the VP for Educational and Student Support Services, the committee chairperson will give the student the option of proceeding without counsel or postponing the hearing for 5 working days.

b. The right to request that the Committee chairperson disqualify any member of the committee for prejudice or bias. If a member is disqualified, the Committee must still have five members (see VII. A. 5.) to conduct business.

Additionally, if a faculty or staff member is the defendant, the faculty or staff member also has the right to request that a Committee member be disqualified for prejudice or bias.

- c. The right to present evidence (including witnesses).
- d. The right to face the person(s) bringing the charge(s).
- e. The right to hear witnesses on behalf of the person bringing the charges.

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

g. The right to appeal the decision of the Committee to the President who will review the official record of the hear-

ing. The appeal must be in writing, and it must be made within 10 working days of the completion of the hearing.

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

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

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

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

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

(4) Witnesses who shall:

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

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

b. The hearings will be tape recorded. Tapes will become the property of the College 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 VP for Educational and Student Support Services will keep copies of all correspondence and rulings surrounding the hearing for three years.

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

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

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

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

g. Within 4 working days after the decision of the Committee, the VP for Educational and Student Support 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 within 10 working days after receipt of the Committee's decision. The President shall have the authority to:

1. Review the findings of the proceedings of the Committee.

2. Hear from the student, the VP for Educational and Student Support Services and the members of the Committee before ruling on an appeal.

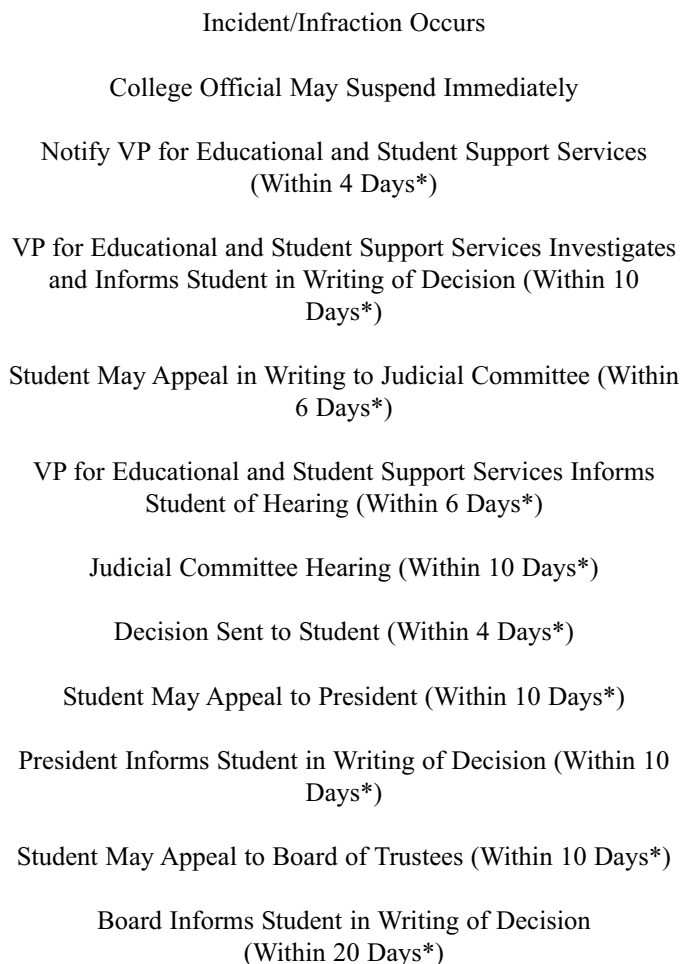
3. Approve, modify, or overturn the decision of the Committee.

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

D. Appeal to the Board of Trustees

The complainant or the defendant in the matter may request in writing a hearing before the Board of Trustees as an appeal of the President's decision within 10 working days of that decision. The Board of Trustees or a committee of the Board may review information to date and render a decision without the personal appearance before them of the parties of the Judicial Committee hearing or they may choose to have the parties involved in the hearing appear before them before rendering a decision. The decision of the Board will be made within 20 working days and will be final.

Diagram of Student Due Process Procedure



*Working days, not calendar days

Campus Sex Crimes Prevention Act Information

The "Campus Sex Crimes Prevention Act" is a federal law that requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by the state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student.

Information regarding individuals on the registered sex offenders' list can be obtained from: The local sheriff's department. Central Carolina Community College campuses are located in Lee, Harnett, and Chatham Counties.

The North Carolina Department of Corrections website <http://www.doc.state.nc.us/> provides access to search offender information about the offense committed, the county the offense was committed, the date of admission to a correctional facility, and the offender's status and release date.

Veterans Information

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

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

1. Notify the Veterans Coordinator of intent to apply for VA benefits.
2. Select a program and apply for admission to the College. All admission requirements must be completed before application for VA benefits can be processed. Submission and evaluation of all transcripts of prior training must be completed within the first semester of attendance in order to continue receipt of benefits.
3. During registration, contact the Veterans Coordinator to insure that all enrollment and VA document data are correct and complete. Students must inform the Veterans Coordinator of their class schedule each semester. Failure to inform the Veterans Coordinator of changes in students' majors or class schedules may result in a lapse of educational benefits.

Standards of Progress, Attendance and Conduct

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

1. Unsatisfactory Progress

A final 2.0 cumulative grade point average is required for graduation in all programs, and a student is expected to maintain this average to be considered in good academic standing. (See Academic Probation Policy. See page 16) This policy is used as the basis for determining a student's status for enrollment certification purposes to the Veterans Administration.

Veterans who have been decertified may be recertified when their cumulative grade point average meets or exceeds the established standard or when approval has been granted by the Veterans Administration.

2. Attendance Requirements

Classroom attendance requirements are the same for veterans and non-veterans and are covered elsewhere in this catalog. (See page 18) Veterans, who receive educational benefits and are dropped from class due to inadequate attendance, may be terminated from receiving educational benefits. Failure to notify the Veterans Coordinator of any change in total semester hours may result in an overpayment in educational benefits and a debt for students.

Summary of Regulations

Reasons for Probation (Eligible for Benefits):

1. Low grade point average
2. Poor attendance or poor conduct

Reasons for Termination (Without Benefits):

1. Low grade point average for two consecutive terms
2. Poor attendance or poor conduct
3. Enrolled in courses not required in approved major of study

Serviceman's Opportunity College (SOC)

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

Under the Serviceman's Opportunity College program, servicemen are encouraged to submit evaluations of CLEP test results, DANTES test results, military service school records, Military Occupation Specialty (MOS) evaluations and prior college course work for transfer credit.

CLEP/DANTES must meet the recommended American Council on Education (ACE) minimum scores. All course work considered for transfer must be equivalent to CCCC courses appropriate to the student's program of study.

Associate in Applied Science Degree (AAS) Transfer

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

Student Activities

Central Carolina Community College, in cooperation with the Student Government Association, attempts to enrich the academic and social growth of the student with a wide range of student activities. Students are encouraged to participate in as many activities as time permits. Membership in all student organizations shall be open to all students without regard to race, sex, color, creed, age, disability, religion or national origin.

Student Center

Student Centers are located on all three campuses to provide an area for students to relax while not attending class. Student Centers house a food service area, a TV area and a student lounge. Students are encouraged to use the Centers as places to meet, chat, eat and relax. The Centers are open the following hours:

Monday - Thursday, 7:30 a.m. - 9 p.m.
Friday, 7:30 a.m. - 2:30 p.m.

Alumni

Alumni are those persons who have successfully completed a certificate, diploma or degree program at Central Carolina Community College. The College awards an Alumni /Alpha Theta Tau Scholarship.

Ambassador Scholarship Program

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

Student Government Association (SGA)

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

The SGA's organizational structure consists of an Executive Committee with the officers of President, Vice President, Secretary, Treasurer and a Student Senate com-

posed of elected representatives from each curriculum. The SGA President and Vice President are elected in the spring term of the preceding year. The other officers and representatives are elected during the fall term by the first week in October. The President of the SGA, who serves as a nonvoting member of the Board, represents the students on the CCCC Board of Trustees.

The Chatham and Harnett County campuses elect an SGA Vice President and senate representatives for their individual campuses and assist the Student Activities Director with student activities on their campuses.

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

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

1. SGA Student Calendar/Handbook

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

2. Activity Days

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

3. Bowling

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

4. 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.

5. Softball

CCCC sponsors men and/or women's softball teams in intercollegiate play when there is sufficient student interest. The financial support for the teams comes mainly from the student fee.

6. Volleyball

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

7. Other Athletics

Other athletic teams may be formed for men and women's sports as dictated by student interest.

8. Dances

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

9. Special Events

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

10. Other Activities

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

11. SGA Voting Rules

SGA elections are held twice a year. An election for SGA President is held in the spring term of the previous school year. The offices of Vice President, Secretary and Treasurer are elected by the first week in October. The following rules have been adopted by the SGA to insure fairness to all candidates:

1. Voting times for each election will be announced at least one week before the election.
2. No campaigning shall be permitted within 25 feet of the voting polls.
3. No campaign poster will be permitted within 25 feet of the voting polls.
4. Voting will be by secret ballot. Simple majority will elect officers.
5. All currently enrolled curriculum students may vote.
6. In the absence of an Elections Committee, the SGA President and Advisor will be responsible for the election process.
7. Any campaign violations should be immediately reported to the SGA Advisor in the Student Center.

12. Who's Who

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

13. Student Association of Veterinary Technicians

The Student VMT Association is made up of all members of the Veterinary Medical Technology curriculum. The purpose is to (1) give the students a place to share their feelings and discuss problems of mutual interest, (2) promote better understanding between members of the various VMT classes and the staff, and (3) instill in the students the need for membership in professional organizations following graduation.

14. Association of Nursing Students

The North Carolina Association of Nursing Students promotes interest in nursing organizations, prepares students for participation and membership in professional nursing organizations, enhances graduate-student relationships, promotes unity and fellowship and encourages student government in schools of nursing. The association prepares the student and graduate for problems affecting nursing and community

affairs, becomes familiar with parliamentary procedures, and stimulates leadership through cooperation with the professional organizations in recruitment of nursing students, and affords opportunity to discuss student problems. For further information, contact the Nursing Department.

15. The Alpha Theta Tau Society

The Alpha Theta Tau Society inducts new members each spring. It is an honor organization to recognize academic excellence of students who meet the following requirements:

1. Must have accumulated a minimum of 16 semester credit hours.
2. Must have earned a minimum "Major" grade point average of 3.75 to be inducted. A member must maintain a 3.75 average to remain in the society.
3. Must be enrolled in a degree or diploma program for at least six hours per term.
4. Must be a student in good standing. Members of Alpha Theta Tau are honored at their graduation ceremonies by a special seal on their diploma and a sash worn over their graduation robes.

Library Services

The Library Building on the Lee County campus encompasses the Library, the Information and Marketing Services Department and the CCCC Foundation offices.

In addition to the Lee Campus library, libraries are also located on the Harnett County campus and on the Chatham County campus. All libraries provide assistance to students, faculty, and community patrons. Library cards are required for everyone. The student I.D. card is also a library card. Community patrons are issued a community card free of charge during their first visit. Students receive library orientation through curriculum classes. Library patrons may request individual orientation instruction when needed.

A variety of print and electronic library resources is available to supplement the curriculum offerings of the College. The staff is available to assist students, faculty, and community patrons with reference questions, research or other library needs. The Lee campus library staff can be reached by phone: 919-718-7244, fax: 919-718-7378 or e-mail through the library web page at www.cccc.edu/library.html.

Library services and resources are available at the Lee County campus in Sanford from 7:30 a.m. to 9:00 p.m. Monday through Thursday and 7:30 a.m. to 3:30 p.m. on Friday except during semester breaks and holidays. The Chatham campus in Pittsboro and the Harnett campus in Lillington provide services and resources from 7:30 a.m. to 8:00 p.m., Monday through Thursday and from 7:30 a.m. to 3:30 p.m. on Friday. Summer hours and semester break hours at the satellite campuses vary and are posted at each campus library.

The three CCCC libraries have a combined collection of over 43,000 books, over 250 periodicals, and over 6,500 audiovisuals. Our electronic resources via the Internet include several subscription databases and the NC LIVE collection of approximately 60 databases providing access to over 16,000 full-text periodicals and over 25,000 electronic books. Students may access some of the electronic resources from home. Contact the library staff about off-campus access and to obtain instruction in the use of these resources. The Lee campus also contains an extensive law library. In addition, the college participates in NCKnows to provide Internet, chat-based reference assistance 24 hours a day and seven days a week.

The online catalog or CCLINC, a central database containing the holdings of CCCC and 44 other North Carolina community college libraries, provides easy and free access to additional resources. Cooperative agreements giving students borrowing privileges exist between the CCCC libraries and the public libraries in Lee, Harnett, and Chatham counties and Campbell University. The library also participates in interlibrary loan services with other types of libraries in North Carolina and throughout the country, who have holdings in the OCLC World Cat database.

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 Miriello Building on the Harnett County campus, in the Health and Small Business Building on the Chatham County campus, and in the Guided Studies Building on the Lee County campus.

Academic Assistance Center

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

Information and Marketing Services

The Information and Marketing Services Department (IMS) coordinates numerous College functions. IMS assists faculty and staff in the design and production of instructional, marketing and recruiting materials. Additionally, the department writes and distributes news releases and feature articles; designs, updates and maintains the college website; scripts, films, edits and produces promotional videos and DVD's as well as television and movie theatre advertisements; and manages copying, courier, and mailroom services for the college.

The department develops marketing strategies, creates advertising campaigns, makes all advertising purchases, and supervises the marketing and advertising budgets of the College. Additionally, the department writes and graphically designs all College publications and supervises the College printing budget.

The IMS staff is available to assist in editing objectives, developing instructional materials, writing news releases, brochures and advertisements. Other services of the department include photography, lamination, multimedia and web site development and design, event planning, and sign making.

Continuing Education

Continuing Education is organized to help fulfill the otherwise unmet educational needs of the community as they are identified or anticipated. It provides opportunities for adults, regardless of educational backgrounds, to retrain and update themselves in employment, develop leadership and civic responsibility, improve in-home and community life, expand knowledge in general education and develop creativity in the fine arts.

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

Preparatory or Developmental Programs provide adults with a second chance to obtain basic skills through the Adult Basic Education Program or to complete their High School Diplomas through the GED High School Equivalency Program and/or the Adult High School Diploma program.

Community Service Programs provide adults with an opportunity to pursue a course of study in the areas of the humanities, philosophy, politics, social sciences and sciences.

Occupational Extension Programs provide pre-employment, on-the-job, and in-service training of personnel for area businesses and industries. Occupational extension courses have been or can be developed for any industrial training need, which can be addressed in a classroom or lab environment. These courses may be offered "on site" or at one of the College's three campuses. Course content can be tailored to meet a particular company's needs. A group of at least 10 people is required. Cost is per student \$50 for courses 0 - 10 hrs., \$55 for courses 11 - 30 hrs., \$60 for courses 31 - 100 hrs., and \$65 for courses 101 - up, plus books and other materials.

Small Business Assistance Center Programs provide an extremely broad range of short courses and seminars that deal with business operations and management. Training is provided for individuals who are starting a business or are operating an on-going business. Because almost all of the industries in Chatham, Harnett and Lee Counties meet the definition of a small business, these courses, workshops and seminars are available to the industrial community. Instruction can be designed to meet the unique needs of a given industry.

The Focused Industrial Training Program (FIT) is designed to provide certain tailored training for existing industries. Training can be "at the machine," in the classroom or a combination of the two. A major strength of this program is that training can be provided for a small group and is usually company specific/job specific. The company and the College usually jointly plan the program. The College can hire a company employee, or the College can reimburse the company for the portion of the employee's time actually devoted to teaching. The cost is \$50 - \$60 per student dependent upon length of the course, plus cost of books or other materials.

New and Expanding Industry Training Programs are established whenever a new industry or an existing industry expands by as many as 12 employees. The cost of training these employees can be borne by the State through the community college. Support includes the salary for the instructor

and per diem, if necessary. Funds may also be provided to lease space so that training can proceed while a plant is being built or expanded.

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

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

Adult Basic Education

Adult Basic Education is offered to individuals, 16 years of age or older, who have been out of school at least six months and who desire to improve basic skills in reading, writing, arithmetic and related subjects. Classes are offered on a non-fee basis in both the day and evening programs at sites throughout Chatham, Lee and Harnett Counties. The intent is to raise the educational standards of individuals to meet the demands of today's world.

Individuals are tested, counseled and placed in informal classes where they may progress in each subject area at their own individual rate. These ungraded and noncredit classes are taught with an adult approach on the following levels:

Beginning Level

This level is for the student who has difficulty in recognizing words. A variety of materials and methods designed to help the individual learn to read as quickly as possible are used. Mathematics and English are introduced as the student progresses. Some consumer education is offered.

Intermediate Level

At this level, the student continues to build vocabulary and to expand word recognition skills. Reading comprehension is stressed. Mathematics, English and consumer education are continued to the high school level. History, science, and current events are included.

High School Completion

Admission

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

Purpose of Programs

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

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

GED - High School Equivalency

The GED program allows an adult to take a series of tests to demonstrate that he has attained the basic skills of the high school graduate without having attended four years of regular high school. The GED includes a test in each of the five gen-

eral areas of learning: writing skills, social studies, science, reading skills and mathematics. The tests determine an individual's ability to think clearly and evaluate information critically.

Test Subjects

1. Writing Skills - identifying errors in capitalization, punctuation, usage and spelling and measuring the ability to use correct and effective English in written expression.
2. Social Studies - interpreting passages and graphs in economics, geography, political science, history and behavioral science.
3. Science - reading and understanding passages in biology, earth science, chemistry and physics.
4. Reading Skills - reading and understanding passages in general reading, prose literature, poetry and drama.
5. Mathematics - solving practical problems using fractions, decimals, percentages, graphs, algebra and geometry.

Preparation for the GED

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

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

Adult High School Diploma

A student may earn units of credit and receive a diploma that is issued from a local school board. The number of credits to be earned is determined after an evaluation of the transcripts from all previously attended schools. Credit for each course is earned through the use of traditional and nontraditional methods of instruction in the Continuing Education classes organized in Chatham, Harnett and Lee Counties. Performance on standardized tests or an average of grades received on sectional tests in courses of study determines whether credit will be given. In addition, each student is required to pass the N.C. Competence Test. Requirements include:

Required Units	Number
English	4
Social Studies	3
Science	3
Mathematics	3
Health	1
Electives	6 to 14

The Instructional Program

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

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

The College reserves the right to cancel any course or program in cases of low enrollment or decreased budget. The College reserves the right to change any curriculum, and such changes may be made without prior notice. This handbook is not to be read as part of a contractual relationship between the College and a student or prospective student.

2006 Performance Measures Report

In February 1999, the North Carolina State Board of Community Colleges adopted twelve performance measures for accountability. These twelve measures capture the essential elements of the mission of all community colleges in North Carolina, focus primarily on student success, and serve as the System's major public accountability tool. Measures and standards for both Central Carolina Community College (CCCC) and the North Carolina Community College System (NCCCS) are provided below.

Progress of Basic Skills Students – Basic skills students include all adult literacy students. This is a composite measure that includes the percentage of students progressing within a level of literacy, the percentage of students completing a level entered or a pre-determined goal, and the percentage of students completing the level entered and advancing to a higher level.

Performance Standard – 75% for the composite measure
NCCCS Performance – 81%
CCCC Performance – 91%

Passing Rates on Licensure & Certification

Examinations – The percentage of first-time test takers from community colleges passing an examination required for North Carolina licensure or certification prior to practicing the profession. A licensure requirement for an occupation is one that is required by state statute for an individual to work in that occupation. Certification is generally voluntary but may be required by employers or an outside accrediting agency. Purely voluntary examinations are not reported.

Performance Standard – The performance standard for the aggregate institutional passing rate is 80%. In addition, the minimum accepted performance on any single reported examination is 70%.

NCCCS Performance – 85%

CCCC Performance – 88% (Aggregate institutional passing rate). None of the five exam categories reported had passing rates averaging less than 70%.

Goal Completion of Completers – The proportion of graduates of certificate, diploma, and degree programs who report that their primary goal in attending has been met.

Performance Standard – 95%

NCCCS Performance – 99%

CCCC Performance – 99%

Employment Status of Graduates – The proportion of identified community college completers who are employed within one year of last attendance.

Performance Standard – 95%

NCCCS Performance – 99.58%

CCCC Performance – 99.53%

Performance of College Transfer Students- College transfer programs provide educational experiences that enable transfer students to make the transition to a baccalaureate program and perform as well as the students who enroll as first-time freshmen at universities. The performance of community college associate degree students (Associate in Arts, Associate in Science, and Associate in Fine Arts), who transfer to public North Carolina universities, is compared with the performance of students native to the four-year institutions.

Performance Standard – 87.1% of community college transfer students identified in two cohorts will have a GPA greater than or equal to 2.0 after two semesters at a UNC institution. Cohort 1 includes college transfer degree recipients (AA, AS, AFA) at the end of two semesters at the public university (compared to the performance of native juniors). Cohort 2 includes college transfer students completing at least 24 hours or more of college transfer courses at a community college but not completing the degree (compared to the performance of native sophomores).

NCCCS Performance – 85.5% (2003 – 2004 NCCCS Students)

CCCC Performance – 83.3%

Passing Rates of Students in Developmental Courses –

The proportion of students who complete developmental English, mathematics, or reading courses with a grade of “C” or better.

Performance Standard – 70%

NCCCS Performance – 81%

CCCC Performance – 84%

Success Rate of Developmental Students in

Subsequent College-level Courses – The performance of developmental completers in subsequent college-level courses is compared with the performance of non-developmental students in those courses. Specifically, performance of students in English 111 is used to assess developmental English; performance in the first college-level mathematics course is used to assess developmental mathematics; and performance in the first humanities course is used to assess developmental reading.

Performance Standard – That there be no statistically significant difference in the performance of developmental students as compared to non-developmental students. (As long as the performance of the developmental group exceeds 85%, even though there is a statistically significant difference between the two groups, the institution meets the standard.)

NCCCS Performance – 86% of the students who completed a developmental course(s) had a grade of “C” or better in subsequent college-level courses, and 87% of the non-developmental students performed at the same level.

CCCC Performance – 91% of the students who completed a developmental course(s) had a grade of “C” or better in subsequent college-level courses and 94% of the non-developmental students performed at the same level.

Satisfaction of Completers and Non-completers – This indicator reports the proportion of graduates and early-leavers who indicate that the quality of the college programs and services met or exceeded their expectations.

Performance Standard – 90% of the combined respondents will report being satisfied with the quality of the college’s programs and services.

NCCCS Performance – 97%

CCCC Performance – 98%

Curriculum Student Retention and Graduation – This composite indicator consists of: (1) the number of individuals completing a curriculum program with a certificate, diploma, or degree; and (2) the number of individuals who have not completed a program but who are continuing enrollment in either curriculum or occupational extension programs. The sum of the two indicators is divided by the total number of curriculum students in the cohort to compute an indicator of

curriculum student progress and success.

Performance Standard – 60% of the fall cohort will either have completed their program or still be enrolled the following fall at the community college.

NCCCS Performance – 63%

CCCC Performance – 63%

Employer Satisfaction with Graduates– The percentage of a sample of businesses employing individuals trained or educated by a community college indicating that they are satisfied with the quality of those employees as it relates to the community college training and education.

Performance Standard – 85% of employers surveyed will report satisfaction with the skills of employees trained or educated by community colleges.

NCCCS Performance – 95%

CCCC Performance – 97%

Client Satisfaction with Customized Training – The percentage of businesses/industries who have received services from a community college indicating that their expectations have been met.

Performance Standard – 90% of businesses/industries surveyed will report satisfaction with the services provided by community colleges.

NCCCS Performance – 100%

CCCC Performance – 100%

Program Unduplicated Headcount Enrollment – A minimum three-year annual unduplicated headcount enrollment in a curriculum program.

Performance Standard – Three-year average annual headcount of a minimum of ten students.

NCCCS Performance – 44 of 58 community colleges met the standard.

CCCC Performance – Met the standard; all curriculum programs identified under this measure had a minimum of ten students.

Curriculum Listing

<u>Code</u>	<u>Program</u>	<u>Page</u>
Agriculture and Natural Resources33		
A1541000	Sustainable Agriculture Degree	33
C1541010	Agricultural Sustainability Certificate	33
C1541020	Sustainable Livestock Systems Certificate	34
C1541030	Sustainable Vegetable Production Certificate	34
Allied Health Technologies35		
A4510000	Associate Degree Nursing	35
D4524000	Dental Assisting Diploma	36
	<i>--- Pending ADA approval</i>	
A4526000	Dental Hygiene Degree	38
	<i>--- Pending ADA approval</i>	
A4538000	Human Services Technology Degree	40
C4539000	Licensed Practical Nurse Refresher Certificate	41
A4540000	Medical Assisting Degree	42
D4540000	Medical Assisting Diploma	43
C4540000	Medical Insurance Coding Certificate	44
D4566000	Practical Nursing Diploma	44
A4578000	Veterinary Medical Technology Degree	46
Arts and Sciences (College Transfer)47		
A1010000	Associate in Arts Degree (AA)	48
A1010B00	Pre-Business Administration	50
A1010C00	Pre-Business Education and Marketing Education	51
A1010D00	Pre-Criminal Justice	52
A1010O00	Pre-Communication	53
A1010R00	Pre-Elementary Education	54
A1010E00	Pre-English	57
A1010F00	Pre-English Education	58
A1010H00	Pre-History	59
A1010I00	Pre-Nursing	60
A1010J00	Pre-Physical Education	61
A1010K00	Pre-Political Science	62
A1010L00	Pre-Psychology	63
A1010M00	Pre-Social Science Secondary Education	64
A1010Q00	Pre-Social Work	65
A1010N00	Pre-Sociology	67
A1010S00	Pre-Middle Grades and Special Education	68
D1010000	Diploma of Transfer Readiness	69
A1040000	Associate in Science Degree (AS)	70
A1040A00	Pre-Biology and Biology Education	72
A1040B00	Pre-Chemistry and Chemistry Education	73
A1040D00	Pre-Engineering	74
A1040E00	Pre-Mathematics	75
A1040F00	Pre-Mathematics Education	76
D1040000	Diploma of Transfer Readiness	78
Business Technologies78		
A2510000	Accounting Degree	78
D2510000	Accounting Diploma	79
C25100T0	Income Tax Preparer Certificate	80
C25100P0	Payroll Accounting Certificate	80
C25100S1	Small Business Financial Advisor I Certificate	81
C25100S2	Small Business Financial Advisor II Certificate	81
A2512000	Business Administration Degree	82
D251200	Business Management Diploma	83
C25120M0	Manager Trainee Certificate	83
C25120E0	Entrepreneur Certificate	84
A2526000	Computer Information Technology Degree	84
C25260DP	Database Programming Certificate	85
C25260SS	Software Specialist Certificate	86
C25260IC	IC3 – Internet and Computing Core Certificate	86
C25260NT	Network Technologist Certificate	86
C25260HT	Computer Hardware/Troubleshooting Repair Certificate	87
A2512C00	Human Resources	87
D2512C00	Human Resources Management Diploma	88
C2512C00	Human Resources Management Certificate	89
A2531000	Medical Office Administration Degree	89
C25310T0	Medical Transcription Certificate	90
A2534000	Network Technology	91
C25340NI	Network Infrastructure Certificate (Cisco)	92
C25340SE	Network Security Certificate	92
C25340WN	Wireless Networking Certificate	93
C25340SH	Small Office / Home Office Certificate (SOHO)	93
C25340TL	Voice Over IP Certificate	93
A2536000	Office Systems Technology Degree	94
D2536000	Office Systems Technology Diploma	95
C25360W0	Information and Word Processing Certificate	95
C25360R0	Receptionist Certificate	96
A2512G00	Operations Management Degree	96
D2512G00	Operations Management Diploma	97
C2512G00	Operations Management Certificate	98
C2512G01	Business Operations Certificate	98
A2538000	Paralegal Technology Degree	98
D2538000	Paralegal Technology Diploma	99
A2512H00	Public Administration Degree	100
C2512H00	Public Administration Certificate	101
Commercial and Artistic Production Technologies101		
A3012000	Broadcasting Production Technology Degree	101
D3012010	Radio Broadcasting Diploma	103
D3012020	Television Broadcasting Diploma	103
A3015000	Community Journalism Degree	104
D3015000	Community Journalism Diploma	105
C30150NW	News Writing Certificate	106
C30150PJ	Photojournalism Certificate	106
A3029000	Professional Arts and Crafts: Sculpture Degree	106
D3029000	Professional Arts and Crafts: Clay Sculpture Diploma	107
C3029000	Professional Arts and Crafts: Metal Sculpture Certificate	108
Engineering Technologies108		
A4016000	Computer Engineering Technology Degree	108
A4020000	Electronics Engineering Technology Degree	109
C4020000	Electronics Technology Certificate	110
A4028000	Laser and Photonics Technology Degree.	111
A4032000	Mechanical Engineering Technology Degree	112
D4032000	Mechanical Engineering Technology Diploma	113
C4032001	Computer Aided Drafting Certificate	113
C4032002	Computer Aided Manufacturing Certificate	114
A40320M0	Mechanical Engineering Technology/ Mechatronics Systems Degree	114
D40320M0	Mechanical Engineering Technology/ Mechatronics Systems Diploma	115

Industrial Technologies	116
A5044000 Bioprocess Technology Degree	116
C5044000 Bioprocess Certificate	117
A50440QA BioQuality Technology Degree	117
C50440QA BioQuality Technology Certificate	118
D5017000 Facility Maintenance Worker Diploma	119
C5017000 Facility Maintenance Helper Certificate	119
A5024000 Industrial Systems Technology Degree	120
D5024000 Industrial Systems Technology Diploma	121
A502400B Industrial Systems Technology/ Bio-maintenance Degree	122
C5024010 Electrical Controls Certificate	123
C5024020 Industrial Hydraulics Certificate	123
C5024030 Progr. Logic Controller Certificate	123
C5024040 Welding Certificate	124
A5030A00 Machining Technology Degree/ Tool, Die and Mold Making	124
D5030000 Machining Technology Diploma	125
C5030000 Machining Technology Certificate	126
D5038000 Telecommunications Installation and Maintenance. Diploma	126
C5038000 Telecommunications Installation and Maintenance Certificate	127
A5528000 General Occupational Technology Degree	128
Public Service Technologies	128
D5511000 Barbering Diploma	128
C5511000 Barbering Certificate	129
C5512000 Basic Law Enforcement Training Certificate	129
D5514000 Cosmetology Diploma	130
C5514000 Cosmetology Certificate	130
C5516000 Cosmetology Instructor Certificate	131
A5518000 Criminal Justice Technology Degree	131
A5522000 Early Childhood Associate Degree	133
D5522000 Child Care Worker Diploma	134
C5522000 Child Care Worker Certificate	134
C5529000 Infant/Toddler Care Certificate	135
A5522B00 Early Childhood /Teacher Associate Degree	135
C5523000 Esthetics Certificate	136
C5527000 Esthetics Instructor Certificate	136
A5531000 Library and Information Technology Degree	137
D5531000 Library and Information Technology Diploma	138
C55310C0 Library Cataloging Certificate	138
C55310L0 Library Programs Certificate	139
C55310P0 Library Public Services Certificate	139
C55310T0 Library Technical Services Certificate	139
C55310G0 Library Basics Certificate	140
Transport Systems Technologies	140
D6014000 Automotive Restoration Technology Diploma	140
C6014000 Automotive Restoration Technology Certificate	141
A6016000 Automotive Systems Technology Degree	141
D6016000 Automotive Systems Technology Diploma	142
C6016000 Automotive Systems Technology Certificate	143
D6026000 Motorcycle Mechanics Diploma	143
C6026000 Motorcycle Mechanics Certificate	144

Programs at Harnett Correctional Institution

Business Technologies

A25120PO Business Administration, Associate in Applied Science Degree	145
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Construction Technologies

D35180PO Carpentry Diploma	146
D35220PO Electrical/Electronics Diploma	146
D35280PO Masonry Diploma	147

Industrial Technologies

D50120PO Electronic Servicing Technology Diploma	147
D50420PO Welding Technology Diploma	148

Public Service Technologies

D55250PO Foodservice Technology Diploma	148
C55250PO Foodservice Technology Certificate	148

Transport Systems Technologies

C60160PO Automotive Repair Certificate	149
C60280PO Small Engine / Equipment Repair Certificate	149