CENTRAL CAROLINA COMMUNITY COLLEGE

STUDENT PLANNER and Handbook 14 15

CENTRAL CAROLINA
COMMUNITY COLLEGE

Central Carolina Community College in the palm of your hand!

Maps – Find out where you are and where you need to go in our three counties.

Courses – Plan your semester on the go. Browse and search offerings, view class times, locations, and more.

Directory – Search the public directory for faculty, and staff. Send an email, place a call, and save contact information right to your phone's address book.

Events – Always know what's happening on or around the college. Browse concerts, lectures, exhibits, and more.

News – Get the latest headlines and browse recent articles to stay informed about the most important campus news.

Library – Access library hours, locations, resources, and services at your fingertips.

Images – Search, browse, download, and share images from the college's collections.

Videos – Recent speakers, college events, podcasts, and more are available to watch whenever – and wherever you like.

Get Help – Access important numbers when you need them. Call to report an emergency or get information from CCCC.

Blackboard Learn – Get instant access to all of your Blackboard Learn™ courses on the go. Check grades, post to discussion forums, view important class announcements, read and download assignments, upload content, and more.

Search "CCCC" or "Central Carolina Community College" or use the QR codes below.

ANDROID APP ON Google play

Available on the App Store

www.cccc.edu/bbmobile

CENTRAL CAROLINA COMMUNITY COLLEGE

Student Government Association (SGA) Orientation, Planner, and Handbook

The Central Carolina Community College SGA has published this planner and handbook to assist you in meeting your educational goals at CCCC. Please note the information on each date and review the Handbook portion. If you are a new student, please look at the academic orientation section starting on page 148.

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

SGA Advisors:

Chatham Campus:
Rhonda Jones, (919) 545-8025, email: rjones@cccc.edu

Harnett Campus:
Timothy Eyring, (910) 814-8867, email: teyring@cccc.edu
Trinnette Nichols-Jones, (910) 814-8827, email: tnichols@cccc.edu

Lee Campus:
Mike Neal, (919) 718-7337, email: mneal@cccc.edu

STUDENT ORIENTATION

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Campus Lingo

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

Academic Probation – Students who do not earn a 2.0 grade point average for any semester will be placed on academic probation. A student on academic probation will be required to enroll in ACA 090 to be removed from probation status.

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

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

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

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

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

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

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

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

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

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

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

Certificate Program – A one to two semester program of study intended for occupational training.

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

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

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

Cougar Mail – The email system used by the college.

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

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

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

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

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

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

Diploma Program – A three to four semester program designed for workforce or vocational training.

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

FACTS – The deferred payment plan is administered through the FACTS website. Students can use during the Fall and Spring semesters only.

FAFSA – Free Application for Federal Student Aid; the application completed by students for need-based financial aid.

FERPA – Federal Educational Rights and Privacy Act; protects the privacy of student education records.

Financial Aid – Need-based monetary assistance awarded in the form of a grant, scholarship, or other sponsorship.

Financial Aid Probation – A student on financial aid probation who has not attained at least a 2.0 GPA and/or does not successfully complete 67% of all hours attempted will be placed on financial aid termination. A student who has reached their maximum number of allowable credit hours for their curriculum will also be terminated from financial aid.

Financial Aid Warning – A student receiving financial aid who does not maintain at least a 2.0 GPA and/or does not successfully complete 67% of all hours attempted will be placed on financial aid probation.

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

Grade Point Average (GPA) – Measures a student's academic achievement; calculated by dividing the total number of quality points by the total number of credit hours attempted.

Hybrid Course – These courses blend traditional class meetings with the online component of the course.

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

Official Transcript – A transcript in a sealed envelope that is sent from the credit earning institution. An official transcript can be delivered by the student or sent through an institution's official electronic mailing service.

Online Course – The courses are offered completely online via the Internet and Blackboard.

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

Placement Test – A computerized test that accesses the student's level in reading, sentences, arithmetic, and algebra.

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

Prerequisite – A course that must be taken prior to another course.

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

Semester – The length of the academic term; the fall and spring are 16 weeks and the summer is either 8 or 10 weeks.

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

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

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

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

Web-Assisted Course – These courses blend traditional class meetings with the online component of the course.

Withdrawal – The administrative procedure taken with an admissions counselor to be officially dropped from a course or all courses at the college.

Your First Year Experience

CCCC offers a First Year Experience (FYE) program that prepares students for college life and helps them develop the skills necessary to be successful. The CCCC FYE program is designed to provide support and encouragement to new students at CCCC and help set them on the path to personal and academic success. This CCCC First Year Experience includes the following components:

1. **ACA First Year Success Courses (ACA 115, ACA 122)**

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

2. **College Success Workshops**

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

The College Experience

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

Differences in Classes	
In High School	*In College*
Students can spend an average of 6 hours a day, 30 hours a week in class.	Students can spend as little as 12 to 16 hours a week in class for a full-time load if no lab classes.
Each day students proceed from one class to another and have only a few minutes between classes	Students can have an hour or more between classes. Schedules vary each day and each semester.
Studying time outside of class may be limited each week.	Studying time should be at least two to three hours outside of class for every hour spent in class.
The high school provides students with the textbooks and needed materials for each class.	Students are responsible for purchasing their own textbooks, supplies, uniforms, and other materials to accompany their classes. Textbooks can be $200-$500 per semester.
Classes are scheduled for the student based upon track and grade level.	Students will consult with their academic advisor each semester to select classes appropriate for their major.
Teachers carefully monitor class attendance.	There is a college attendance policy outlined in the catalog and student handbook. Always remember that class attendance is critical to success.
Differences in Grades and Testing	
In High School	*In College*
Extra credit projects are often available to help students raise the grade.	Extra credit projects are seldom available.
Grades are given for most assignments.	Assigned work may not be graded or reviewed.
Consistently good homework may help raise the student's overall grades even when test results have low grades	Students should check the course syllabus for how assignments are weighted. Results on tests, major projects, or papers usually carry more weight in the overall course grade.
Testing is frequent and covers small amounts of material.	Testing is usually infrequent and may be cumulative, covering large amounts of material.
Make up tests are often available.	Make up tests are seldom an option.
Initial test grades may not have an adverse effect on the student's final grade.	The first test may count for a substantial part of the final grade. If students are not doing well, it is their responsibility to get assistance.
Differences in Responsibility	
In High School	*In College*
Parents can talk to their child's teachers about their grades and can have access to their records.	The Family Educational Rights and Privacy Act (FERPA) governs college policies regarding student's records and, without the student's written permission, parents are not allowed access to them.
The high school counselor can register students in classes.	An academic advisor can help students select courses and develop an educational plan, but students are responsible for enrolling and managing schedules.
Students can count on parents and teachers to remind them of responsibilities and provide guidance as they set their priorities.	Students will be faced with a large number of decisions. Students must balance their responsibilities and set priorities on their own.
Students will usually be told what to do and corrected if their behavior is out of line.	Students are expected to take responsibility for what they do and don't do, as well as for the consequences of their decisions.

Sources:

How is College Different From High School? (n.d) Retrieved from Southern Methodist University http://smu.edu/alec/transition.asp

How is College Different From High School (n.d) Retrieved from GTCC Student Orientation handbook www.gtcc.edu/media/152185/student%20orienation%20handbook.pdf

Reaching Academic Success

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

• Complete all admission requirements in a timely manner. You should complete all admission requirements in order to be officially accepted into your curriculum. Financial aid will not be awarded to eligible students until all requirements are complete.

• Apply early for financial aid. Whether you're applying for federal grants, veteran's benefits, or other sponsorship, the process can take a considerable amount of time. Be sure to apply early to avoid the possibility of paying out-of-pocket for your expenses.

• Know the campus resources that are available to you. You are highly encouraged to explore the free support services we offer such as career exploration, academic tutoring, special populations assistance, library services, open computer labs, and resume building.

• Follow your curriculum guide. Each curriculum has a guide that details the courses needed to complete the program. Pursuing the courses listed on your curriculum guide is the quickest way to obtaining your education in a timely manner.

• Complete all developmental courses in your first year. You may need multiple courses taken in sequence before taking your curriculum's English and/or Math requirement. Developmental courses are meant to refresh your skills so that you will be successful in your English, Math, and other curriculum classes.

• See your academic advisor each semester and register early. Each student is assigned an academic advisor. Consultations with your advisor will give you the most updated and pertinent information that you need. Registering during the designated early registration dates will ensure that your classes are available.

• Be familiar with the student handbook and know deadlines. You are urged to review the college policies and the calendar in your student handbook. Failure to follow policy could result in financial and academic penalties. The calendar details important dates you should know such as registration, drop/add, etc.

• Read and follow each course syllabus. Your course syllabi will contain important information regarding the course objectives, assignments, and other college policies to include attendance and plagiarism.

• Attend and participate in class. Regular attendance is required and demonstrates a commitment to educational achievement. Be an active learner.

• Get involved and make connections. Seek out opportunities to participate in campus organizations and other events. These opportunities will assist you in learning valuable leadership skills and in meeting other students, faculty, and staff.

• Manage your time wisely, take care of your health, and don't overload your schedule. Consider work, family, and social obligations when registering for your courses. Be sure to get enough rest, eat well, and exercise regularly.

Academic Advising

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

During the first semester of enrollment, you will confer with an admissions counselor in Student Services to assist you in the admissions process, program of study advisement, and early registration. For your second semester until you graduate, you are assigned an academic advisor and success coach that will serve as your primary contact for the remainder of your academic activities while enrolled at the college. You are expected to confer periodically with your advisor (at least twice per semester) regarding academic standing, early registration, and any other areas of concern.

You can expect your advisor/success coach to:

- Assist in formalizing an educational plan that matches your capabilities and interests
- Understand and communicate the curriculum, requirements, and academic policies and procedures
- Provide information on and recommend campus support services
- Assist in selection of courses, adjust schedules as needed, and accurately monitor your progress toward program completion
- Maintain confidentiality
- Be accessible for advising during documented office hours and by appointment

Your advisor/success coach will expect you to:

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

Advisement Resources

Advisor Listing – A comprehensive advisor listing for each program of study can be viewed at www.cccc.edu/advising/pdfs/StudentAdvisorListing.pdf.

Central Carolina Community College Website – Our college website, www.cccc.edu, is the access point for the college catalog, curriculum guides, WebAdvisor, and other resources.

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

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

Aviso – Students can use AVISO to collaborate with their faculty advisors and success coaches to develop a comprehensive academic success plan for current and future semesters. AVISO also provides students with access to transcripts, plans of study, and other important advising information. Aviso can be accessed once you are registered for classes at https://cccc.avisoapp.com/aviso/login.jsp.

Getting Connected

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

Central Carolina Community College Website – Our website, www.cccc.edu, is the access point for the campus technologies you will use. It encompasses a webpage for most college departments and services, current events, important announcements, and curriculum information.

Distance Education – Distance education courses use the World Wide Web, 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. These courses are not self-paced; students follow a structured assignment and exam schedule. Further, information regarding distance education courses can be viewed in the "Distance Education" section of this orientation handbook or at www.cccc.edu/distanceeducation.

Library Resources – The CCCC libraries contain a variety of electronic resources, a print collection of over 32,000 titles, 2,000 audiovisual titles, and over 150 magazine and newspaper subscriptions. The library website available at www.cccc.edu/library/ has links to our online catalog and electronic resources you will use in gathering information, as well as guides and tutorials to assist you in your research.

Smarthinking – Smarthinking provides CCCC students with free online tutoring. The service is available 24 hours a day, seven days a week. Students can access live tutorials in writing across all subjects, math, accounting, statistics, economics, chemistry, physics, and biology as well as a full range of study resources, including writing manuals, same problems, research tools, and study skills manuals. Further information regarding this service can be viewed at www.cccc.edu/studentservices/academicassistance/smarthinking.

CCCC has sites on various social media:

Facebook – www.facebook.com/iamcccc
Twitter – www.twitter.com/iamcccc
YouTube – www.youtube.com/centralcarolinacc
LinkedIn – www.linkedin.com/in/centralcarolinacc

WDCC 90.5 FM – Our college radio station broadcasts to Lee, Harnett, Chatham, Moore, and portions of Wake and Cumberland counties. Students can call in to the request line at (919) 718-7382.

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

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

LOGGING INTO WEBADVISOR

Students are able to view admissions, registration, course grades, and other account information through WebAdvisor. WebAdvisor can be accessed from the login option located in the upper right corner of www.cccc.edu.

1. Select WebAdvisor and then Log In
2. In the User ID field, type in your user id: the first initial of your first name, the first four letters of your last name, and the last three digits of your CCCC student ID. For example, Jane Smith ID# 1234567 would be user id: jsmit567
3. In the Password field, type in your birth date in MMDDYY format. For example, January 2, 1956 would be password 010256
4. Select Submit
5. Upon log in, you will be prompted to change your password to a unique password that you create. You have the option of entering a password hint to assist you the next time you log in.
6. Select OK.
7. Select Current Student to access admissions, registration, and other account information.

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

LOGGING INTO COUGAR MAIL

CCCC provides each student with an email account. You must be registered for courses to have access. The college will send announcements and important college information to your Cougar Mail account. Cougar Mail can be accessed from the login option located in the upper right corner of www.cccc.edu.

1. In the Username field, type in your username: the first initial of your first name, the first four letters of your last name, and the last three digits of your CCCC student ID. For example, Jane Smith ID# 1234567 would be user name: jsmit567@cougarmail.cccc.edu.

2. In the Password field, type in your birth date in MMDDYYYY format. For example, January 2, 1956 would be password 01021956.

3. Your email account will appear. You have the ability to forward your Cougar Mail to another email account as well as change your email settings. These settings can be changed by selecting the gear icon beside your email address at the top right corner of the page.

The Cougar Mail Help Desk can be contacted for troubleshooting at (919) 718-7397 or (800) 682-8353, ext. 7397.

LOGGING INTO BLACKBOARD

CCCC uses Blackboard for the instruction of all distance education courses and to supplement traditional seated courses. Blackboard can be accessed from the login option on www.cccc.edu or at ccccblackboard.blackboard.com.

1. Your username is the first initial of your first name, the first four letters of your last name, and the last three digits of your CCCC Student ID. For example, Jane Smith ID# 1234567 would be jsmit567.

2. Your password is your date of birth in MMDDYYYY format. For example, Jane Smith's date of birth is January 2, 1956. Her password would be 01021956.

3. A link to your course(s) will appear in the "My Courses" module after 9:00 a.m. on the first day of distance education classes. Traditional seated supplement courses are made available by the instructor.

4. All online, hybrid, and web-assisted courses have a required orientation quiz that must be completed in Blackboard by 11:59 p.m. on the 10% census date.

24/7 Blackboard technical assistance can be reached toll-free at (866) 834-6894. You may also contact the Distance Education department for assistance at (919) 718-7529, toll free at (800) 682-8353 extension 7529, or by email at destaff@cccc.edu.

LOGGING INTO AVISO

AVISO is an online academic planning tool that students use to communicate with their academic advisor or success coach, create an academic success plan, and to plan for upcoming registrations. Aviso can be accessed once you are registered for classes at https://cccc.avisoapp.com/aviso/login.jsp or through the login option in the upper right corner of www.cccc.edu.

1. Open your Cougarmail account using the login instructions above before accessing your Aviso account.

2. Access the Aviso website and select the "Sign in with Google Apps" icon.

3. You should be automatically signed into your Aviso account.

Helpful tutorials can be accessed through your Aviso account by selecting the "Visit our help documentation" link. Technical assistance can be reached at (919) 718-7397 or (800) 682-8353, extension 7397.

Student Resources

ACADEMIC ASSISTANCE CENTER

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

Sanford: (919) 718-7361 **Lillington: (910) 814-8809** **Pittsboro: (919) 545-8029**

Website: www.cccc.edu/studentservices/academicassistance
Further information in handbook: Page 171

ADMISSIONS

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

Sanford: (919) 718-7300 **Lillington: (910) 814-8863** **Pittsboro: (919) 545-8025**

Website: www.cccc.edu/admissions
Further information in handbook: Page 137

BOOKSTORE

The Bookstore offers textbooks, course supplies, seasonal merchandise, and gifts.
Students will need to present their schedule to the bookstore for on campus purchases.

Sanford: (919) 718-7275 **Lillington: (910) 814-8810** **Pittsboro: Online**

Website: www.cccc.edu/bookstore
Further information in handbook: Page 140

BUSINESS OFFICE

The Business Office collects tuition, fees, parking fines, and issues parking permits.
Students must pay to be officially registered. A student is officially registered if the following criteria have been met: paid in full ($0.00 balance); pending financial aid (as shown in the student's account); officially enrolled in the deferred payment plan; or sponsorship letter on file and any remaining balance paid in full.

Sanford: (919) 718-7310 **Lillington: (910) 893-9101** **Pittsboro: (919) 545-6495**

Website: www.cccc.edu/collegeservices/businessoffice
Further information in handbook: Page 140

CAREER CENTER

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

Sanford: (919) 718-7396 **Lillington: (910) 814-8802** **Pittsboro: (919) 545-8054**

Website: www.cccc.edu/studentservices/careercenter
Further information in handbook: Page 139

COLLEGE SUCCESS CENTER

The College Success Center supports students' needs as they persist towards their academic goals and develop into lifelong learners. Students may visit with the College Success Center for individual academic coaching sessions, advising sessions, and/or group advising sessions. All students are encouraged to visit the College Success Center if they have academic issues or experience barriers to their college attendance.

Your Success Coach can help you to:

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

For more information, contact the College Success Center at (919) 718-7485 or at (800) 682-8353 ext. 7485.
Further information in handbook: Page 170

DISTANCE EDUCATION

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

- Minimum Requirements for distance education courses: Access to a personal computer with the following: Windows Media Player, Apple QuickTime, Adobe Reader, Adobe Flash, Java, Microsoft Office, Mozilla Firefox, use of Cougar Mail account for email, and a reliable Internet connection.
- Tutoring and services through the Writing and Reading Center are available to distance education students.
- Campus phone number: (919) 718-7529
- 24/7 Blackboard technical assistance: (866) 834-6894

Further information in handbook: Page 149

FINANCIAL AID OFFICE
The Financial Aid Office offers individual assistance for students who have questions regarding grants, scholarships, and work study opportunities

- Campus phone number: (919) 718-7229
- Website: www.cccc.edu/studentservices/financialaid
- Further information in handbook: Page 144 – 147

HOUSING ASSISTANCE
On-campus housing is not available at Central Carolina Community College. Our Housing Officer maintains a listing of companies and/or persons in the area who wish to rent to students. Students are provided information such as realtors, landlords, maps, and individuals looking for roommates.

- Campus phone number: (919) 718-7300
- Website: www.cccc.edu/studentservices/housing
- Further information in handbook: Page 141

LIBRARY
The CCCC Libraries contain print collections of over 32,000 books, over 150 magazine, journal, and newspaper subscriptions, and audiovisual collections of over 2,000 items. Online resources include databases with complete articles, eBooks, and eVideos. Study rooms, computers, research assistance, and interlibrary loan services are also available. A library is located in each county of our service area.
Sanford: (919) 718-7244 Lillington: (910) 814-8843 Pittsboro: (919) 545-8084

Website: www.cccc.edu/library
Further information in handbook: Page 169

PLACEMENT TESTING OFFICE
The Placement Testing Office administers the Accuplacer and the Test of Essential Academic Skills (Nursing and Dental students only). Students must make an appointment for testing.

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

Sanford: (919) 718-7300 Lillington: (910) 814-8802 Pittsboro: (919) 545-8029

Website: www.cccc.edu/studentservices/placementtesting
Further information in handbook: Page 139

REGISTRAR'S OFFICE
The Registrar's Office maintains all student records, evaluates transfer credit, releases official transcripts, and conducts graduation.
All Campuses: (919) 718-7201

Website: www.cccc.edu/registrar

SECURITY OFFICE
The Security office is responsible for security and emergency response.
Sanford: (919) 718-7512 Lillington: (910) 814-8895 Pittsboro: (919) 545-8011

Website: www.cccc.edu/collegeservices/campussecurity/securityReport
Further information in handbook: Page 172

SPECIAL POPULATIONS OFFICE
The Special Populations Office coordinates services and accommodations between students with disabilities and the college faculty.
All Campuses: (919) 718-7416

Website: www.cccc.edu/studentservices/specialpopulations
Further information in handbook: Page 171

SPECIAL PROGRAMS OFFICE
The Special Programs Office assists eligible students with child care and students who are training in non-traditional occupations.

- Child care assistance is available for low-income students who are attending Central Carolina Community College. The goal of this program is to provide low-income students with young children accessible and affordable child care as well as provide them with the information they need to feel confident and competent about their ability to parent. The program is funded through state and local agencies. Students who are full-time with 12 or more credit hours, are enrolled in a curriculum program, and have low income may qualify.
- Central Carolina Community College offers financial assistance through the Carl Perkins Technical/Vocational Act to women/men who are training in non-traditional occupations. Women/men in training programs for occupations with less than 25% females/males in the workforce may qualify for additional financial assistance.

All Campuses: (919) 718-7276

Website: www.cccc.edu/financialaid/types
Further information in handbook: Page 146

STUDENT ACTIVITIES OFFICE
The Student Activities Office oversees student activities such as the Student Government Association, the Student Ambassador Program, Phi Theta Kappa, student athletics, student organizations, and other on-campus activities.
All Campuses: (919) 718-7337

Website: www.cccc.edu/studentservices/studentlife
Further information in handbook: Page 168

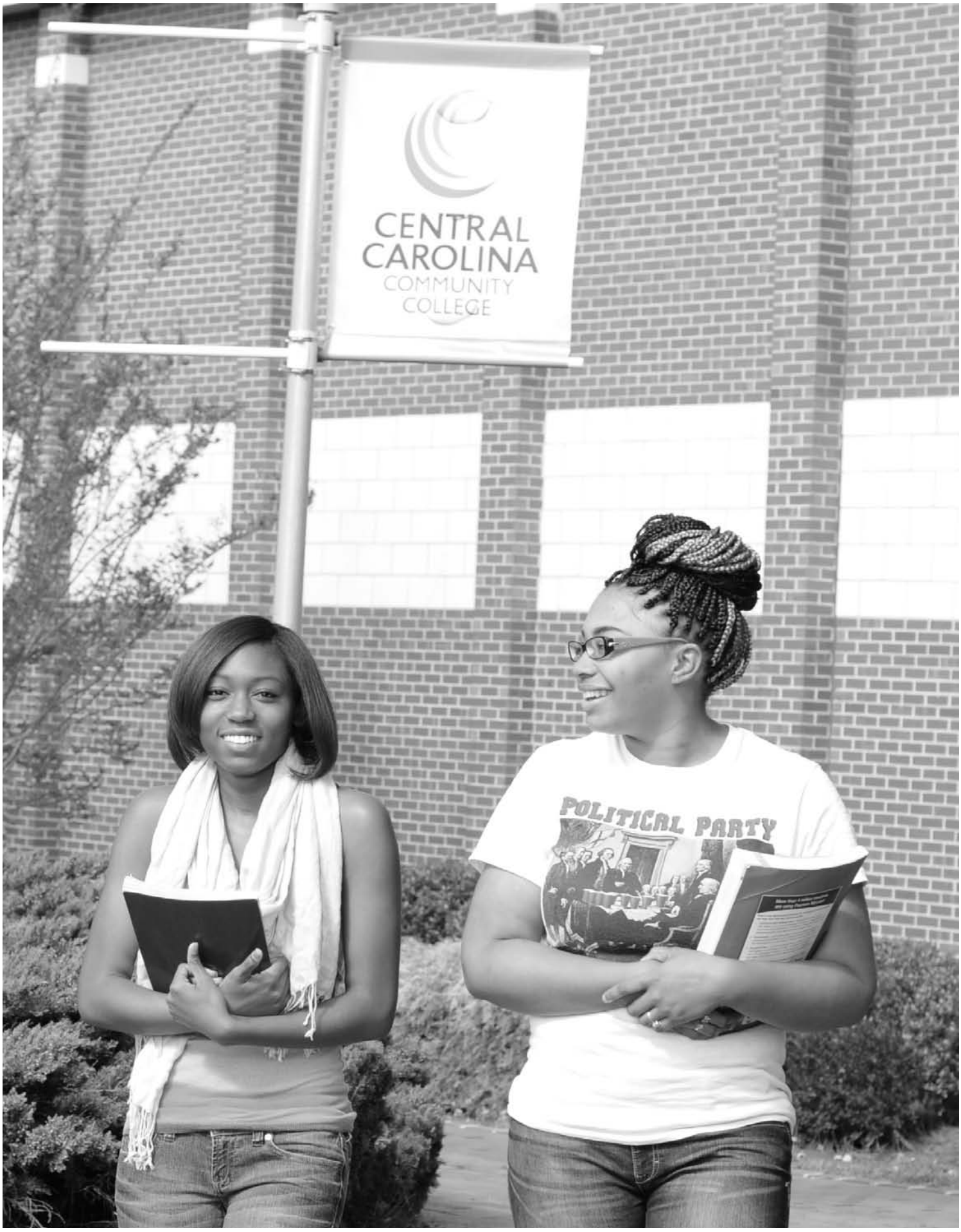
VETERAN AFFAIRS OFFICE
The Veteran Affairs Office assists veterans and their eligible dependents in processing their applications to receive VA educational benefits.
All Campuses: (919) 718-7233

Website: www.cccc.edu/admissions/audience/military
Further information in handbook: Page 165

VETERANS UPWARD BOUND
Veterans Upward Bound is designed to motivate and assist veterans in the development of academic and other requisite skills necessary for acceptance and success in a program of postsecondary education. The program provides assessment and enhancement of basic skills through counseling, mentoring, tutoring and academic instruction in the core subject areas.
All Campuses: (919) 718-7463

WRITING & READING CENTER
The Writing & Reading Center helps students to develop their writing and reading skills with free services such as one-on-one tutoring, group tutoring sessions, and content-specific workshops. Appointments are preferred, but walk-in assistance is offered is space is available.
Sanford: (919) 718-7210 **Lillington: (910) 814-8858** **Pittsboro: (919) 718-7361**

Further information in handbook: Page 170


CENTRAL
CAROLINA
COMMUNITY
COLLEGE
POLITICAL PARTY

Fall Semester 2014 Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM					
9:00 AM					
10:00 AM					
11:00 AM					
12:00 PM					
1:00 PM					
2:00 PM					
3:00 PM					
4:00 PM					
5:00 PM					
6:00 PM					
7:00 PM					
8:00 PM					
9:00 PM					

Course Number	Instructor Name	Instructor Contact Info

Spring Semester 2015 Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM					
9:00 AM					
10:00 AM					
11:00 AM					
12:00 PM					
1:00 PM					
2:00 PM					
3:00 PM					
4:00 PM					
5:00 PM					
6:00 PM					
7:00 PM					
8:00 PM					
9:00 PM					

Course Number	Instructor Name	Instructor Contact Info

Summer Semester 2015 Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM					
9:00 AM					
10:00 AM					
11:00 AM					
12:00 PM					
1:00 PM					
2:00 PM					
3:00 PM					
4:00 PM					
5:00 PM					
6:00 PM					
7:00 PM					
8:00 PM					
9:00 PM					

Course Number	Instructor Name	Instructor Contact Info

Fall Semester 2015 Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM					
9:00 AM					
10:00 AM					
11:00 AM					
12:00 PM					
1:00 PM					
2:00 PM					
3:00 PM					
4:00 PM					
5:00 PM					
6:00 PM					
7:00 PM					
8:00 PM					
9:00 PM					

Course Number	Instructor Name	Instructor Contact Info

COUGARS
34
COUGARS
34
RST BANK

August 2014

AUGUST

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

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

July 2014

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

September 2014

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

Notes:

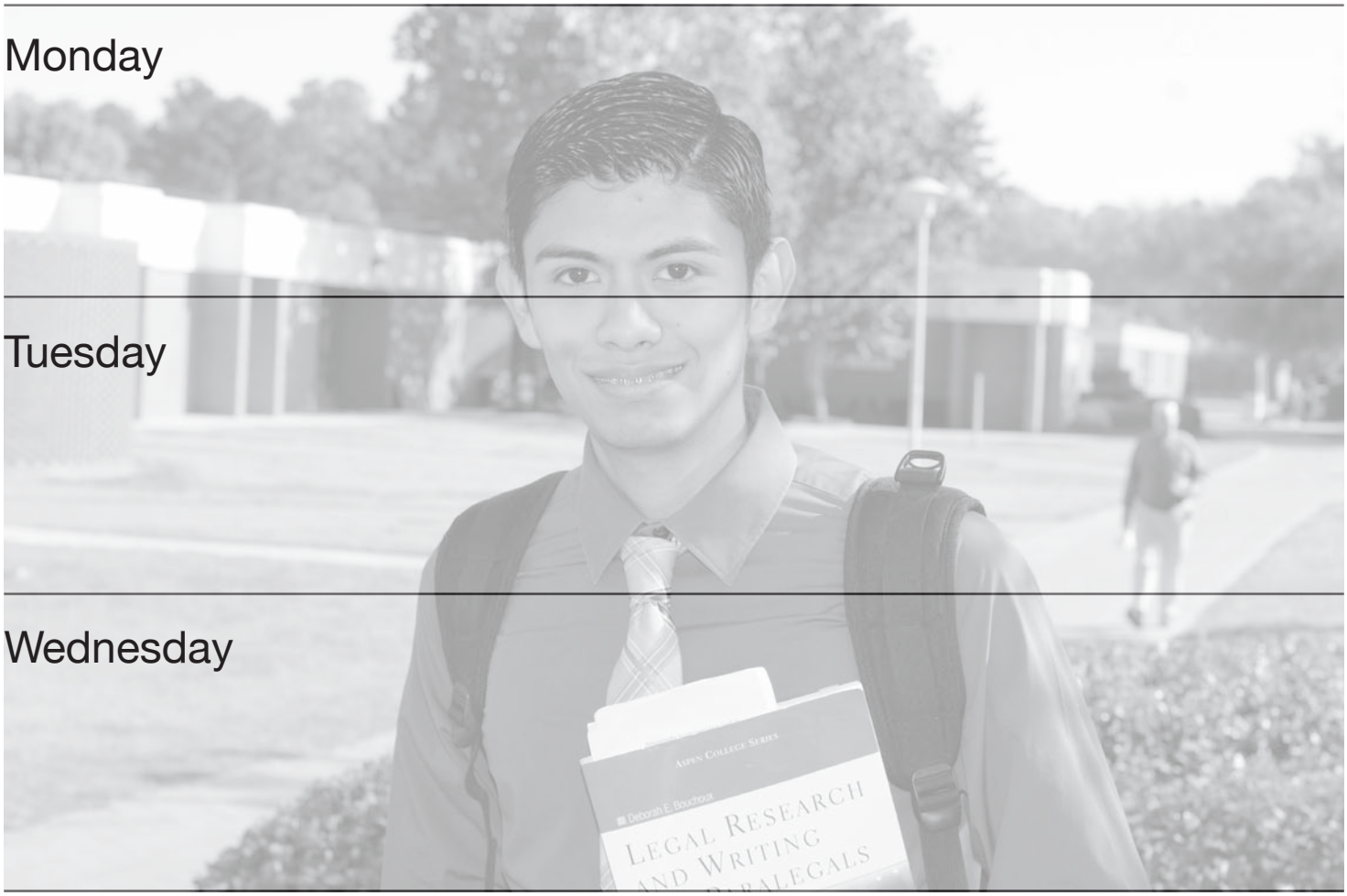
Volleyball and Golf begin in August

See Athletic Office for details (919) 718-7337

August

Week of 1 – 3

Monday



Tuesday

Wednesday

Thursday

July 31: Last Day to Pay Fall 2014 Preregistration
Tuition by 12:00pm

1 Friday

Preregistration Ends at 12:00pm
Grades Due to the Registrar's Office by 8:00 a.m.

2 Saturday

3 Sunday

Week of 4 – 10

August

Monday 4

SGA Meetings (see your campus for specific dates)
Open Registration Begins – Payment Due Immediately

Tuesday 5

Lee Early College Classes Begin

Wednesday 6

Thursday 7

Friday 8

Open Registration Ends at 12:00 p.m.

Saturday 9

Sunday 10

August

Week of 11 – 17

11 Monday

SGA Meetings (see your campus for specific dates)

12 Tuesday

Late Registration at All Campuses, 9:00 a.m. – 7:00 p.m.

13 Wednesday

14 Thursday

15 Friday

Late Registration Period Ends at 12:00 p.m.
Last Day to Withdraw and Receive a 100% Refund for 16-week Classes

16 Saturday

17 Sunday

August

Monday 18

SGA Meetings (see your campus for specific dates)
Fall 2014 Classes Begin
SGA Welcomes Students

Tuesday 19

Last Day to Add First 8-week Class
Developmental Math Module (DMA-1) census/75% Refund
SGA Welcomes Students
Extended Bookstore Hours

Wednesday 20

Developmental Reading and English Module (DRE-1) Census/75% Refund
Last Day to Add a 16-week Class
Last Day to Drop a First 8-week Class
Extended Bookstore Hours

Lee Early College – Teacher Workday, No Classes

Thursday 21

Last Day to Withdraw and Receive a 75% Refund for First 8-week Classes
Distance Education 10% Point/Last Day for DE Students to Complete Orientation Quiz (First 8-week Classes)
Extended Bookstore Hours

Friday 22

Last Day to Drop a 16-week Class

Saturday 23

Sunday 24

August

Week of 25 – 31

25 Monday

SGA Meetings (see your campus for specific dates)

26 Tuesday

27 Wednesday

Distance Education 10% Point/Last Day for DE Students to Complete Orientation Quiz (16-week Classes)
Last Day to Withdraw and Receive a 75% Refund for 16-week Classes

28 Thursday

29 Friday

30 Saturday

31 Sunday

September 2014

SEPTEMBER

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

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

August 2014

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

October 2014

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

Notes:

Basketball Practice

begins October 1

See Athletic Office for

details (919) 718-7337

September

Week of 1 – 7

1 Monday

Labor Day Holiday, No Classes

Lee Early College – Labor Day Holiday, No Classes

Labor Day

2 Tuesday

Classes Resume

3 Wednesday

4 Thursday

5 Friday

SGA Officer Petitions Due

6 Saturday

7 Sunday

Week of 8 – 14

September

Monday 8

SGA Meetings (see your campus for specific dates)
Developmental Math Module (DMA-1) Last Day to Withdraw without a "WF"

Tuesday 9

Wednesday 10

Developmental Math Module (DMA-1) Ends

Thursday 11

Friday 12

Saturday 13

Sunday 14

September

Week of 15 – 21

15 Monday

SGA Meetings (see your campus for specific dates)
First 8-week Class Midterm

16 Tuesday

12-week & Developmental Math Module (DMA-2) Classes Begin

17 Wednesday

Developmental Math Module (DMA-2) Census/75% Refund
SGA Fall Elections

Constitution and Citizenship Day

18 Thursday

Last Day to Add a 12-week Class
SGA Fall Elections
Bloodmobile on Sanford Campus, 10:00 a.m. – 2:30 p.m., CFC Gym

19 Friday

Last Day to Drop a 12-week Class

20 Saturday

21 Sunday

Monday 22

SGA Meetings (see your campus for specific dates)

Tuesday 23

Distance Education 10% Point/Last Day for DE Students to Complete Orientation Quiz (12-week Classes)
Last Day to Withdraw and Receive a 75% Refund for 12-week Classes

Wednesday 24

Developmental Reading and English Module (DRE-1) Last Day to Withdraw without a “WF”

Thursday 25

Friday 26

Saturday 27

Sunday 28

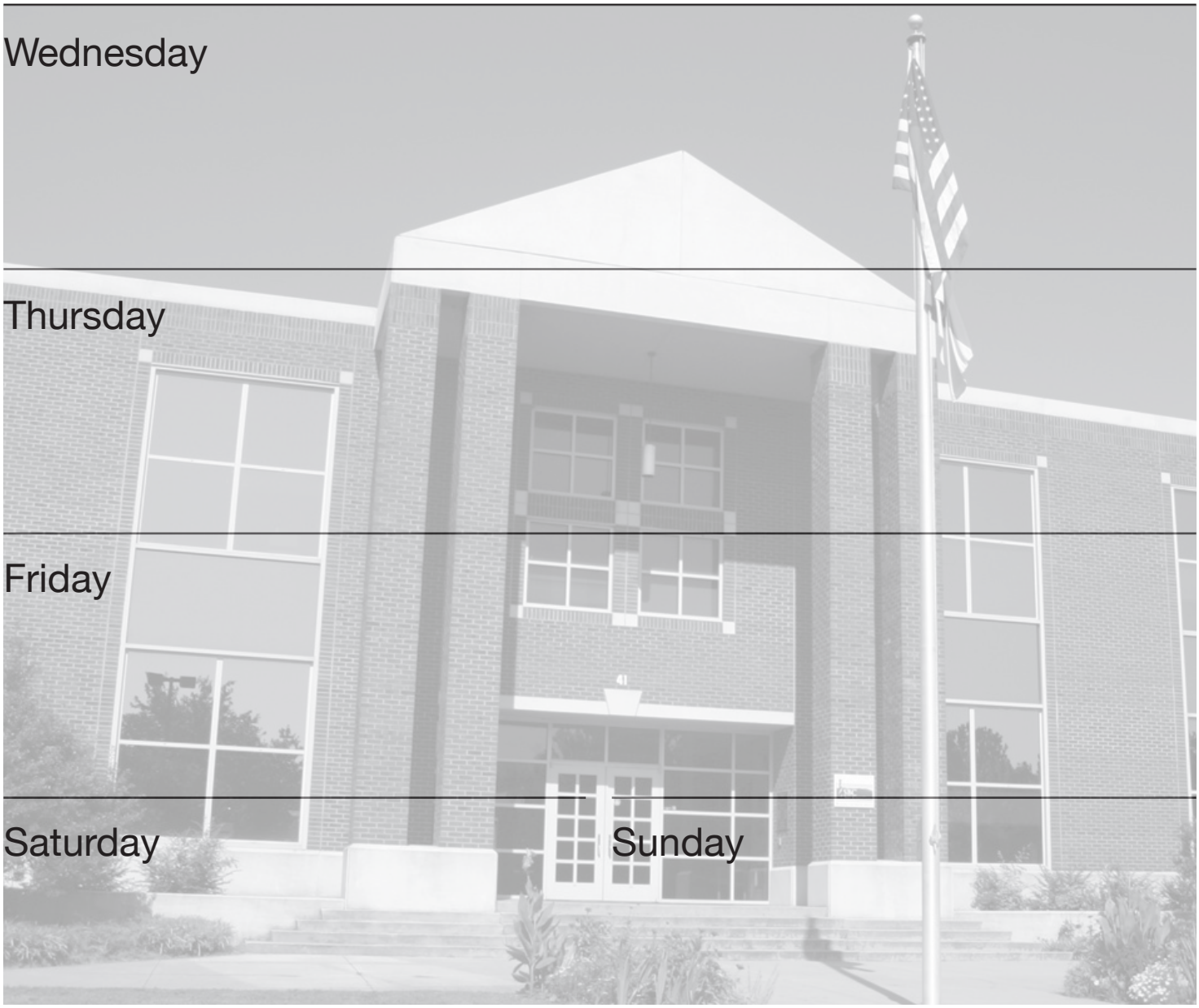
September

Week of 29 – 30

29 Monday

SGA Meetings (see your campus for specific dates)
Last Day to Withdraw without a “WF” for First 8-week Classes

30 Tuesday



Wednesday

Thursday

Friday

Saturday

Sunday

October 2014

OCTOBER

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

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

September 2014

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

November 2014

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

Notes:

Basketball Practice

begins October 1

See Athletic Office for

details (919) 718-7337

October

Week of 1 – 5

Monday

Tuesday

1 Wednesday

2 Thursday

3 Friday

4 Saturday

5 Sunday

Monday 6

SGA Meetings (see your campus for specific dates)
Developmental Math Module (DMA-2) Last Day to Withdraw without a "WF"
Developmental Reading and English Module (DRE-1) Ends

Tuesday 7

Wednesday 8

Developmental Math Module (DMA-2) Ends

Lee Early College – End of 1st Quarter

Thursday 9

Student Break, No Classes

Lee Early College – Teacher Workday, No Classes

Friday 10

Student Break, No Classes

Lee Early College – Teacher Workday, No Classes

Saturday 11

Sunday 12

October

Week of 13 – 19

13 Monday

SGA Meetings (see your campus for specific dates)
Faculty Will Notify Students of Midterm Grades

14 Tuesday

Faculty Will Notify Students of Midterm Grades
Fall Activity Day/Evening on the Harnett Campus, No Classes
12:00 p.m. – 5:00 p.m.

15 Wednesday

Last Day to Remove Incomplete from the Fall 2014 Semester
First 8-week Classes End
Faculty Will Notify Students of Midterm Grades
Fall Activity Day/Evening on the Lee Campus, No Classes
12:00 p.m. – 5:00 p.m. (Telecommunications Date to be Announced)

16 Thursday

Second 8-week & Developmental Math Module (DMA-3) Classes Begin
Faculty Will Notify Students of Midterm Grades
Fall Activity Day/Evening on the Chatham Campus, No Classes
12:00 p.m. – 5:00 p.m.

17 Friday

Last Day to Add a Second 8-week Class
Developmental Math Module (DMA-3) census/75% Refund
Faculty Will Notify Students of Midterm Grades

18 Saturday

19 Sunday

Monday 20

SGA Meetings (see your campus for specific dates)
Last Day to Drop a Second 8-week Class
Distance Education Midterm Exams (online exam dates may vary) – Sanford (Civic Center)

Tuesday 21

Distance Education 10% Point/Last Day for DE Students to Complete Orientation Quiz (Second 8-week Classes)
Last Day to Withdraw and Receive a 75% Refund for Second 8-week Classes

Developmental Reading and English Module (DRE-2) census/75% refund

Wednesday 22

Thursday 23

Lee Early College – Report Cards

Friday 24

Last Day to Apply and Pay Fees for Graduates (Fall Completers)

Saturday 25

Sunday 26

October

Week of 27 – 31

27 Monday

SGA Meetings (see your campus for specific dates)
Preregistration Advisement Begins

28 Tuesday

29 Wednesday

Midterm for 12-week Classes

30 Thursday

31 Friday

Halloween

Saturday

Sunday

Leela Rao
VMT Studen
11th ed
SUDZ
Publishing
Publishing

November 2014

NOVEMBER

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

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

October 2014

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

December 2014

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

Notes:

November

Week of 1 – 2

Monday

Tuesday

Wednesday

Thursday

Friday

1 Saturday

2 Sunday

Daylight Saving Time Ends

Week of 3 – 9

November

Monday 3

SGA Meetings (see your campus for specific dates)
Returning Student Preregistration for Spring 2015 Begins

Tuesday 4

Election Day

Wednesday 5

Developmental Math Module (DMA-3) Last Day to Withdraw without a "WF"

Thursday 6

Friday 7

Saturday 8

Sunday 9

November

Week of 10 – 16

10 Monday

SGA Meetings (see your campus for specific dates)
Developmental Math Module (DMA-3) Ends

11 Tuesday

Veterans Day Holiday, No Classes

Lee Early College – Veterans Day Holiday, No Classes

Veterans Day

12 Wednesday

Classes Resume

13 Thursday

Last Day to Withdraw without a “WF” for 16-week Classes
Midterm for Second 8-week Classes

14 Friday

15 Saturday

16 Sunday

Week of 17 – 23

November

Monday 17

SGA Meetings (see your campus for specific dates)
Developmental Math Module (DMA-4) Begins
New Student Preregistration for Spring 2015 Begins

Tuesday 18

Wednesday 19

Scholarship Luncheon, Civic Center

Thursday 20

Last Day to Withdraw without a “WF” for 12-week Classes
Bloodmobile on Sanford Campus, 10:00 a.m. – 2:30 p.m., CFC Gym

Friday 21

Saturday 22

Sunday 23

November

Week of 24 – 30

24 Monday

SGA Meetings (see your campus for specific dates)

25 Tuesday

Developmental English and Reading Module (DRE-2) Last Day to Withdraw without a “WF”

26 Wednesday

Thanksgiving Holiday, No Classes

Lee Early College – Thanksgiving Holiday, No Classes

27 Thursday

Thanksgiving Holiday, No Classes

Lee Early College – Thanksgiving Holiday, No Classes

Thanksgiving Day

28 Friday

Thanksgiving Holiday, No Classes

Lee Early College – Thanksgiving Holiday, No Classes

29 Saturday

30 Sunday

REVEALED

December 2014

DECEMBER

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

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

November 2014

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

January 2015

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

Notes:

Book Buyback at

Bookstore

SGA Ski Trip

December

Week of 1 – 7

1 Monday

SGA Meetings (see your campus for specific dates)
Classes Resume

2 Tuesday

Last Day to Withdraw without a “WF” for Second 8-week Classes

3 Wednesday

4 Thursday

5 Friday

6 Saturday

7 Sunday

December

Monday 8

SGA Meetings (see your campus for specific dates)
Distance Education Final Exams (online exam dates may vary) –
Sanford (Civic Center)

Tuesday 9

Developmental Math Module (DMA-4) Last Day to Withdraw
without a “WF

Wednesday 10

Thursday 11

Developmental Math Module (DMA-4) Ends

Friday 12

Spring 2015 Tuition Due by Noon

Saturday 13

Sunday 14

December

Week of 15 – 21

15 Monday

SGA Meetings (see your campus for specific dates)

16 Tuesday

Fall Semester 8-week, 12-week, and 16-week Classes End

Start of Hanukkah

17 Wednesday

Grades Due to Registrar's Office by 8:00 a.m.
SGA Ski Trip

18 Thursday

19 Friday

Lee Early College – End of 2nd Quarter, Early Dismissal Day

20 Saturday

21 Sunday

Monday 22

College Closed

Lee Early College – Christmas Holiday, No Classes

Tuesday 23

College Closed

Lee Early College – Christmas Holiday, No Classes

Wednesday 24

College Closed

Lee Early College – Christmas Holiday, No Classes

Last Day of Hanukkah

Thursday 25

College Closed

Lee Early College – Christmas Holiday, No Classes

Christmas Day

Friday 26

College Closed

Lee Early College – Christmas Holiday, No Classes

Saturday 27

Sunday 28

December

Week of 29 – 31

29 Monday

College Closed

Lee Early College – Christmas Holiday, No Classes

30 Tuesday

College Closed

Lee Early College – Christmas Holiday, No Classes

31 Wednesday

College Closed

Lee Early College – Christmas Holiday, No Classes

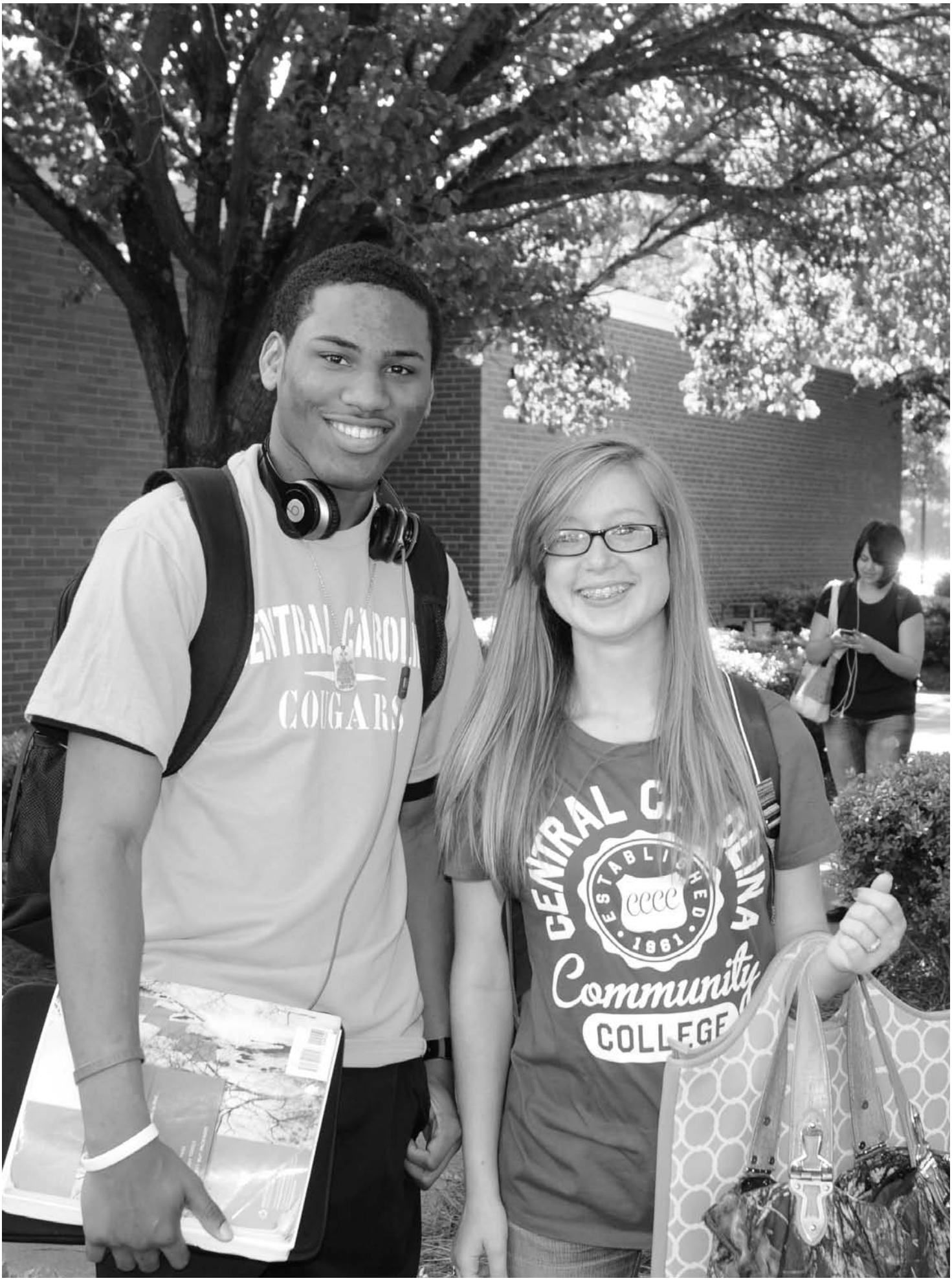
New Year's Eve

Thursday

Friday

Saturday

Sunday


COUGARS
Community
COLLEGE

January 2015

JANUARY

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

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

December 2014

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

February 2015

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

Notes:

Golf begins in January

See Athletic Office for

details (919) 718-7337

January

Week of 1 – 4

Monday

Tuesday

Wednesday

1 Thursday

College Closed

Lee Early College – Christmas Holiday, No Classes

New Year's Day

2 Friday

College Closed

Lee Early College – Christmas Holiday, No Classes

3 Saturday

4 Sunday

January

Monday 5

Lee Early College – Christmas Holiday, No Classes

Tuesday 6

Late Registration for Spring, All Campuses, 9:00 a.m. – 7:00 p.m.
(students must pay at time of registration)

Lee Early College – Christmas Holiday, No Classes

Wednesday 7

Lee Early College Classes Resume

Thursday 8

Friday 9

Late Registration Period Ends at 12:00 p.m. – Tuition Due as Keyed
Last Day to Withdraw and Receive a 100% Refund (12:00 noon)

Saturday 10

Sunday 11

January

Week of 12 – 18

12 Monday

SGA Meetings (see your campus for specific dates)
Spring 2015 Classes Begin

13 Tuesday

Last Day to Add First 8-week Class
Developmental Math Module (DMA-1) Census/75% Refund
Extended Bookstore Hours

14 Wednesday

Last Day to Drop First 8-week Class
Last Day to Add a 16-week Class – Tuition Due as Keyed
Extended Bookstore Hours
Developmental Reading and English Module (DRE-1)
Census/75% Refund

15 Thursday

Last Day to Withdraw and Receive a 75% Refund for First 8-week Classes
Distance Education 10% Point/Last Day for DE Students to Complete Orientation Quiz (First 8-week Classes)
Extended Bookstore Hours

16 Friday

Last Day to Drop 16-week Classes

17 Saturday

18 Sunday

Monday 19

Martin Luther King Jr. Holiday, No Classes

Lee Early College – Martin Luther King Jr. Holiday, No Classes

Martin Luther King Jr. Day

Tuesday 20

Classes Resume
Classes Follow a Monday Schedule

Wednesday 21

Thursday 22

Last Day to Withdraw and Receive a 75% Refund for 16-week Classes
Bloodmobile on Sanford Campus, 10:00 a.m. – 2:30 p.m., CFC Gym
Distance Education 10% Point/Last Day for DE Students to Complete Orientation Quiz (16-week Classes)

Friday 23

Saturday 24

Sunday 25

January

Week of 26 – 31

26 Monday

SGA Meetings (see your campus for specific dates)

27 Tuesday

28 Wednesday

29 Thursday

30 Friday

31 Saturday

Sunday

February 2015

FEBRUARY

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

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

January 2015

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

March 2015

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

Notes:

February

Week of 1

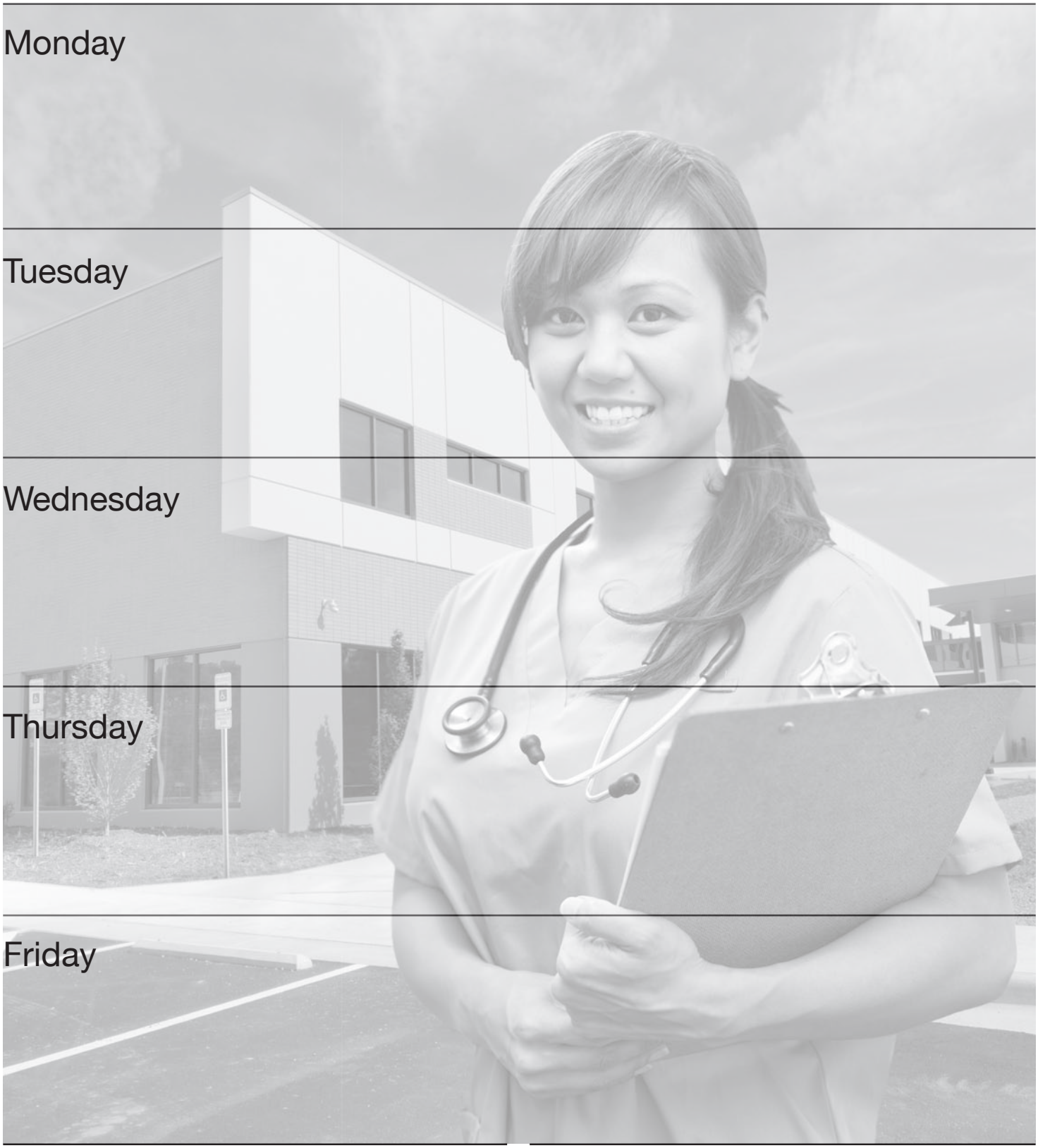
Monday

Tuesday

Wednesday

Thursday

Friday



Saturday

1 Sunday

Week of 2 – 8

February

Monday 2

SGA Meetings (see your campus for specific dates)
Developmental Math Module (DMA-1) Last Day to Withdraw without a "WF"

Groundhog Day

Tuesday 3

Wednesday 4

Developmental Math Module (DMA-1) Ends

Thursday 5

Friday 6

Late Registration Period Ends at 12:00 p.m. (12-week Classes)

Saturday 7

Sunday 8

February

Week of 9 – 15

9 Monday

SGA Meetings (see your campus for specific dates)
Midterm for First 8-week Classes

10 Tuesday

12-week & Developmental Math Module (DMA-2) Classes Begin

11 Wednesday

Developmental Math Module (DMA-2) Census/75% Refund

12 Thursday

Last Day to Add 12-week Classes

13 Friday

Last Day to Drop 12-week Classes

14 Saturday

Valentine's Day

15 Sunday

Monday 16

SGA Meetings (see your campus for specific dates)

Presidents Day

Tuesday 17

Last Day to Withdraw and Receive a 75% Refund for First 12-week Classes

Developmental Reading and English Module (DRE-1) Last Day to Withdraw without a “WF”

Wednesday 18

Thursday 19

Chinese New Year

Friday 20

Saturday 21

Sunday 22

February

Week of 23 – 28

23 Monday

SGA Meetings (see your campus for specific dates)
Last Day to Withdraw without a “WF” for First 8-week Class

24 Tuesday

25 Wednesday

26 Thursday

27 Friday

28 Saturday

Sunday

March 2015

MARCH

Sunday	Monday	Tuesday	Wednesday
1	2	3	4
8	9	10	11
15	16	17	18
22	23	24	25
29	30	31	

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

February 2015

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

April 2015

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

Notes:

SGA Ski Trip

See Athletic Office for details (919) 718-7337

March

Week of 1

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

1 Sunday

Week of 2 – 8

March

Monday 2

SGA Meetings (see your campus for specific dates)
Developmental Math Module (DMA-2) Last Day to Withdraw without a "WF"
Developmental Reading and English Module (DRE-1) Ends

Tuesday 3

Wednesday 4

Developmental Math Module (DMA-2) Ends
Classes follow Friday Schedules

Thursday 5

Student Break, No Classes
SGA Ski Trip

Lee Early College – No Classes

Friday 6

Student Break, No Classes

Lee Early College – No Classes

Saturday 7

Sunday 8

Daylight Saving Time Begins

March

Week of 9 – 15

9 Monday

SGA Meetings (see your campus for specific dates)
Distance Education Midterms Exams (online exam dates may vary), Sanford (Civic Center)
Faculty Will Notify Students of Midterm Grades

10 Tuesday

Faculty Will Notify Students of Midterm Grades

11 Wednesday

Faculty Will Notify Students of Midterm Grades
Last Day to Remove an Incomplete from Fall 2014 Semester
Midterm for 16-week Classes
First 8-week Classes End

12 Thursday

Classes Begin
Faculty Will Notify Students of Midterm Grades
Second 8-week, Developmental Reading and English Module (DRE-2), and Developmental Math Module (DMA-3) Begin

13 Friday

Faculty Will Notify Students of Midterm Grades
Last Day to Add Second 8-week Class

14 Saturday

15 Sunday

March

Monday 16

SGA Meetings (see your campus for specific dates)
Last Day to Drop Second 8-week Class
Developmental Math Module (DMA-3) Census/75% refund

Lee Early College – End of 3rd Quarter

Tuesday 17

Distance Education 10% Point/Last Day for DE Students to Complete Orientation Quiz (Second 8-week Classes)
Developmental Reading and English Module (DRE-2) Census/75% Refund

St. Patrick's Day

Wednesday 18

Last Day to Withdraw and Receive a 75% Refund for Second 8-week Classes

Thursday 19

CCCC Career Fair, Civic Center, 10:00 a.m. – 2:00 p.m.

Friday 20

Last Day to Apply and Pay Fees for Graduation

Saturday 21

Sunday 22

March

Week of 23 – 29

23 Monday

SGA Meetings (see your campus for specific dates)
Preregistration Advising Begins

24 Tuesday

25 Wednesday

Midterm for 12-week Classes

26 Thursday

Bloodmobile on Sanford Campus, 10:00 a.m. – 2:30 p.m., CFC Gym

Lee Early College – Report Cards

27 Friday

28 Saturday

29 Sunday

Week of 30 – 31

March

Monday 30

SGA Meetings (see your campus for specific dates)

Tuesday 31

Wednesday

Thursday

Friday

Saturday

Sunday

April 2015

APRIL

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

Thursday	Friday	Saturday
2	3	4
9	10	11
16	17	18
23	24	25
30		

March 2015

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

May 2015

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

Notes:

April

Week of 1 – 5

Monday

Tuesday

1 Wednesday

Developmental Math Module (DMA-3) Last Day to Withdraw without a "WF"

April Fool's Day

2 Thursday

3 Friday

Easter Holiday, No Classes

Lee Early College – No Classes

Good Friday

4 Saturday

5 Sunday

Easter Sunday

Monday **6**

SGA Meetings (see your campus for specific dates)
Easter Holiday, No Classes

Lee Early College – No Classes

Easter Monday

Tuesday **7**

Classes Resume
Developmental Math Module (DMA-3) Ends
Returning Student Registration for Summer 2015 and Fall 2015 Begins

Wednesday **8**

Thursday **9**

SGA Officer Petitions Due

Friday **10**

Midterm for Second 8-week Classes
Last Day to Withdraw without a “WF” for 16-week Classes

Saturday **11**

Sunday **12**

April

Week of 13 – 19

13 Monday

SGA Meetings (see your campus for specific dates)
Developmental Math Module (DMA-4) Begins

14 Tuesday

Spring Activity Day/Evening on the Harnett Campus, No Classes
12:00 p.m. – 5:00 p.m.
Developmental Math Module (DMA-4) Census/75% Refund

15 Wednesday

Spring Activity Day/Evening on the Lee Campus, No Classes
12:00 p.m. – 5:00 p.m. (Telecommunications Date to be Announced)

Tax Day

16 Thursday

Spring Activity Day/Evening on the Chatham Campus, No Classes
12:00 p.m. – 5:00 p.m.

17 Friday

Last Day to Withdraw without a “WF” for 12-week Classes

18 Saturday

19 Sunday

Monday 20

SGA Meetings (see your campus for specific dates)
New Student Preregistration for Summer 2015 Begins
Developmental Reading and English Module (DRE-2) Last Day to Withdraw without a “WF”

Tuesday 21

Graduation Practice, Civic Center, 1:00 p.m. or 5:30 p.m.

Wednesday 22

SGA Spring Officer Elections

Earth Day

Thursday 23

SGA Spring Officer Elections

Friday 24

Last Day to Withdraw without a “WF” for Second 8-week Classes

Saturday 25

Sunday 26

April

Week of 28 – 30

27 Monday

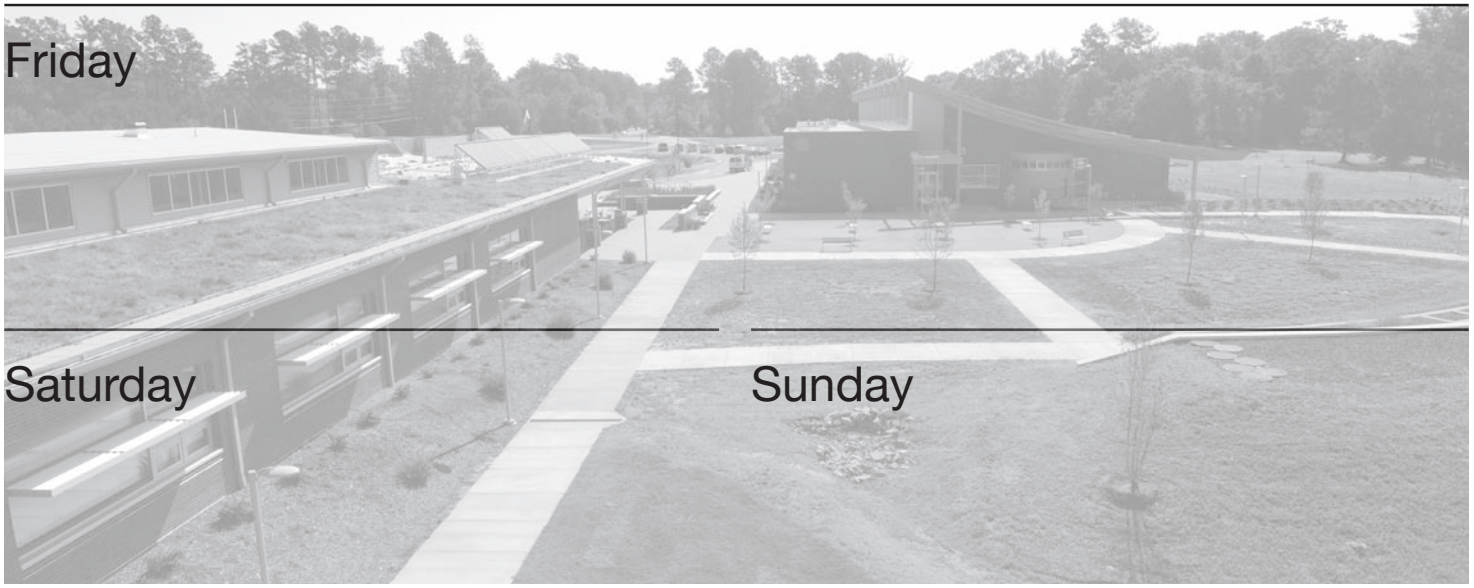
SGA Meetings (see your campus for specific dates)

28 Tuesday

29 Wednesday

30 Thursday

Developmental Math Module (DMA-4) Last Day to Withdraw without a “WF”
Developmental Reading and English Module (DRE-2) Ends



Friday

Saturday

Sunday

CCCC
EST. 1961

May 2015

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

MAY

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

April 2015

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

June 2015

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

Notes:

Book Buyback at

Bookstore

May

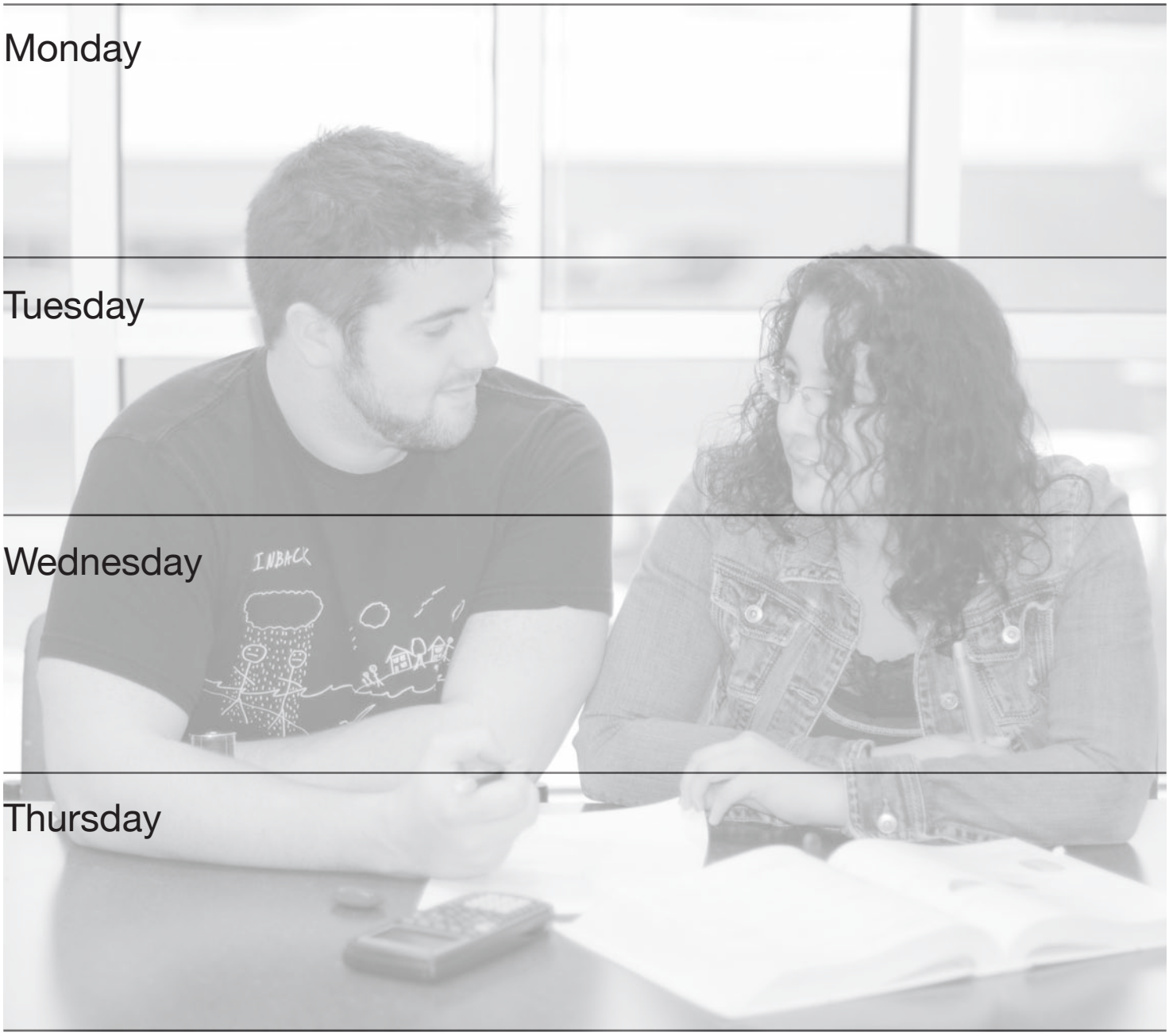
Week of 1 – 3

Monday

Tuesday

Wednesday

Thursday



1 Friday

2 Saturday

3 Sunday

May

Monday 4

SGA Meetings (see your campus for specific dates)
Distance Education Final Exams (online exam dates may vary),
Sanford (Civic Center)

Tuesday 5

Developmental Math Module (DMA-4) Ends

Wednesday 6

Thursday 7

Friday 8

Summer Preregistration Tuition Due by 12:00 p.m.
Spring 2015 Classes End

Saturday 9

Sunday 10

Mother's Day

May

Week of 11 – 17

11 Monday

SGA Meetings (see your campus for specific dates)
Grades Due to Registrar's Office by 8:00 a.m.
Open Summer Registration (payment due immediately)

12 Tuesday

Open Summer Registration (payment due immediately)

13 Wednesday

Open Summer Registration (payment due immediately)

14 Thursday

Open Summer Registration (payment due immediately)
Spring Graduation, Civic Center, 9:00 a.m.,11:30 a.m., and 3:00 p.m.

15 Friday

Summer Open Registration Ends – Payment Accepted until 12:00 p.m.
Last Day to Withdraw for 100% Refund – Payment Accepted until 12:00 p.m.

16 Saturday

17 Sunday

Monday 18

SGA Meetings (see your campus for specific dates)
Summer Classes Begin
Developmental Math Module (DMA-1) Census/75% Refund

Tuesday 19

Wednesday 20

Last Day to Add/Drop Classes by 12:00 p.m. – Tuition Due as Keyed
Developmental Reading and English (DRE) Census/75% Refund

Thursday 21

Distance Education 10% Point/Last Day for DE Students to Complete Orientation Quiz (8-week and 10-week Classes)
Last Day to Withdraw and Receive a 75% Refund for all Summer Classes (8-week and 10-week Classes)
Bloodmobile on Sanford Campus, 10:00 a.m. – 2:30 p.m., CFC Gym

Friday 22

Lee Early College – Last Day of Classes

Saturday 23

Sunday 24

May

Week of 25 – 31

25 Monday

Memorial Day Holiday, No Classes

Memorial Day

26 Tuesday

Classes Resume

27 Wednesday

28 Thursday

Developmental Math Module (DMA-1) Last Day to Withdraw without a “WF”

29 Friday

30 Saturday

31 Sunday

NC STATE
Get Involved
Go Team!

June 2015

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

JUNE

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

May 2015

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

July 2015

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

Notes:

College closed on Fridays during the months of June and July.

June

Week of 1 – 7

1 Monday

Developmental Math Module (DMA-1) Ends

2 Tuesday

New Student Priority Registration Begins

3 Wednesday

4 Thursday

Developmental Math Module (DMA-2) Begins
Developmental Math Module (DMA-2) Census/75% Refund

5 Friday

College Closed

6 Saturday

7 Sunday

Week of 8 – 14

June

Monday **8**

Tuesday **9**

Wednesday **10**

Thursday **11**

Friday **12**

College Closed

Saturday **13**

Sunday **14**

Flag Day

June

Week of 15 – 21

15 Monday

Faculty Will Notify Students of Midterm Grades

16 Tuesday

Faculty Will Notify Students of Midterm Grades
Developmental Math Module (DMA-2) Last Day to Withdraw without a “WF”

17 Wednesday

Faculty Will Notify Students of Midterm Grades

18 Thursday

Faculty Will Notify Students of Midterm Grades
Last Day to Remove an Incomplete From Spring 2015 Semester
Developmental Math Module (DMA-2) Ends

19 Friday

College Closed

20 Saturday

21 Sunday

Father’s Day

Monday 22

Midterm Point for 10-week Classes

Tuesday 23

Developmental Reading and English Module (DRE) Last Day to Withdraw without a “WF”

Wednesday 24

Developmental Math Module (DMA-3) Begins
Developmental Math Module (DMA-3) Census/75% Refund

Thursday 25

Friday 26

College Closed

Saturday 27

Sunday 28

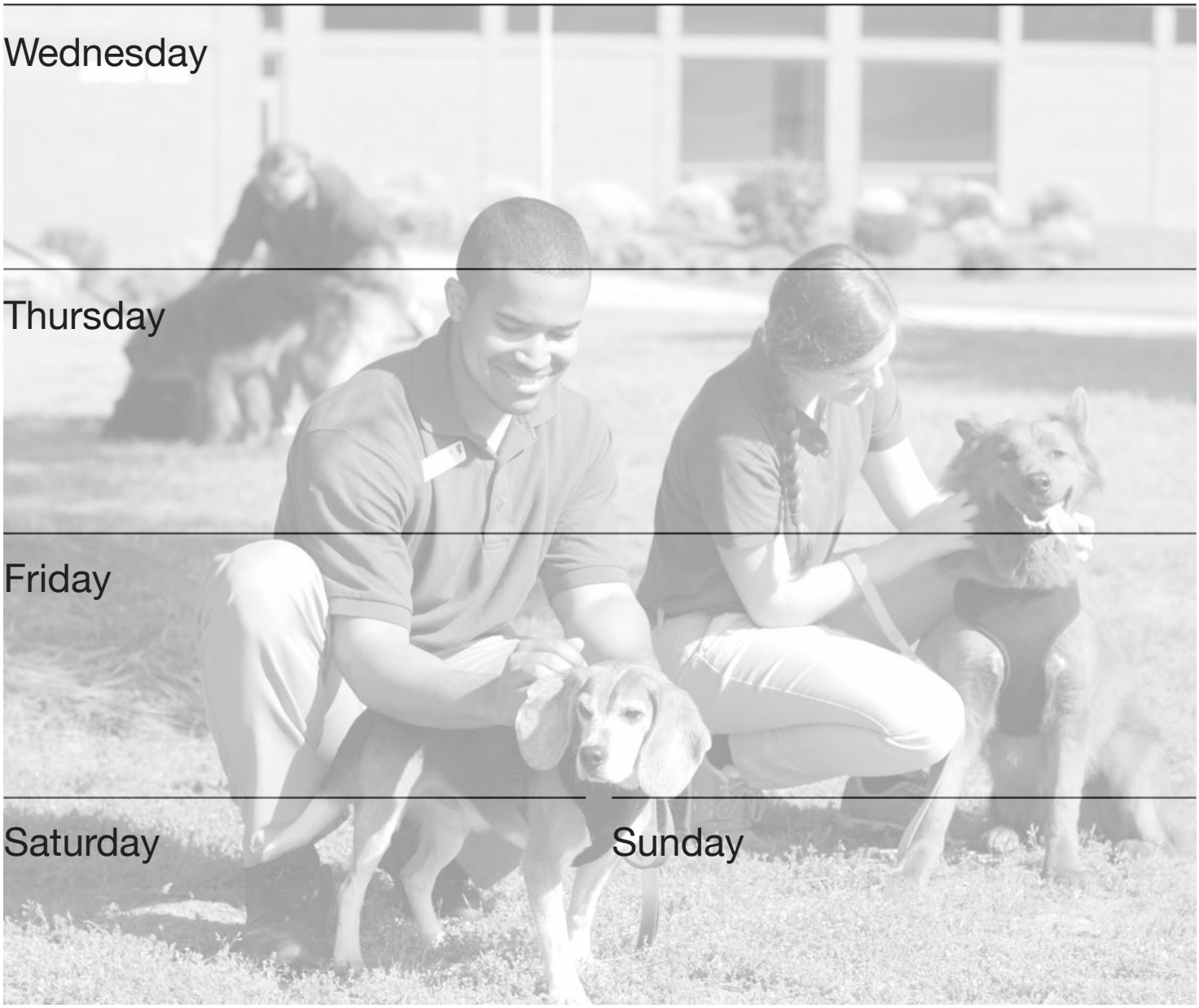
June

Week of 29 – 30

29 Monday

Last Day to Withdraw without a “WF” for 8-week Classes

30 Tuesday



Wednesday

Thursday

Friday

Saturday

Sunday

July 2015

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

JULY

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

June 2015

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

August 2015

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

Notes:

College closed on Fridays during the months of June and July.

July

Week of 1 – 5

Monday

Tuesday

1 Wednesday

Student Break, No Classes

2 Thursday

Student Break, No Classes

3 Friday

College Closed

4 Saturday

5 Sunday

Independence Day

Week of 6 – 12

July

Monday 6

Classes Resume

Tuesday 7

Wednesday 8

Developmental Reading and English Module (DRE) Ends
Developmental Math Module (DMA-3) Last Day to Withdraw without a “WF”

Thursday 9

Friday 10

College Closed

Saturday 11

Sunday 12

July

Week of 13 – 19

13 Monday

Last Day to Withdraw without a “WF” for 10-week Classes
Developmental Math Module (DMA-3) Ends

14 Tuesday

15 Wednesday

Summer 8-week Classes End

16 Thursday

17 Friday

College Closed

18 Saturday

19 Sunday

July

Monday **20**

Tuesday **21**

Wednesday **22**

Thursday **23**

Friday **24**

College Closed

Saturday **25**

Sunday **26**

July

Week of 27 – 31

27 Monday

28 Tuesday

29 Wednesday

Summer 10-week Classes End
Fall Preregistration Tuition Due – Payment Accepted
until 12:00 p.m.

30 Thursday

Grades Due in Registrar's Office by 8:00 a.m.

31 Friday

College Closed

Saturday

Sunday

COUGARS
44

August 2015

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

AUGUST

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

July 2015

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

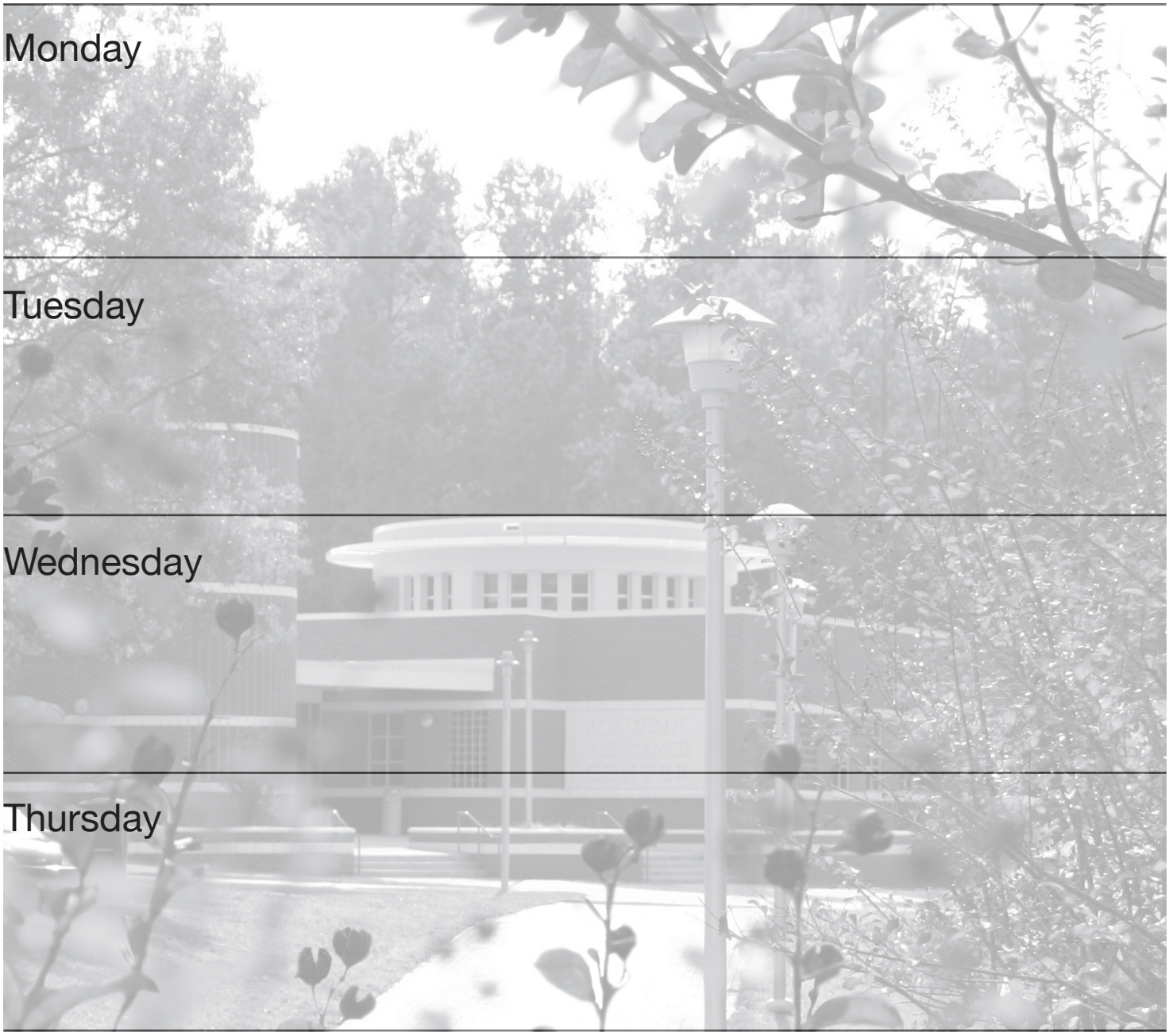
September 2015

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

Notes:

August

Week of 1 – 2



Monday

Tuesday

Wednesday

Thursday

Friday

1 Saturday

2 Sunday

Week of 3 – 9

August

Monday **3**

Tuesday **4**

Wednesday **5**

Thursday **6**

Friday **7**

Saturday **8**

Sunday **9**

August

Week of 10 – 16

10 Monday

11 Tuesday

12 Wednesday

13 Thursday

14 Friday

15 Saturday

16 Sunday

Week of 17 – 23

August

Monday **17**

Tuesday **18**

Wednesday **19**

Thursday **20**

Friday **21**

Saturday **22**

Sunday **23**

August

Week of 24 – 30

24 Monday

25 Tuesday

26 Wednesday

27 Thursday

28 Friday

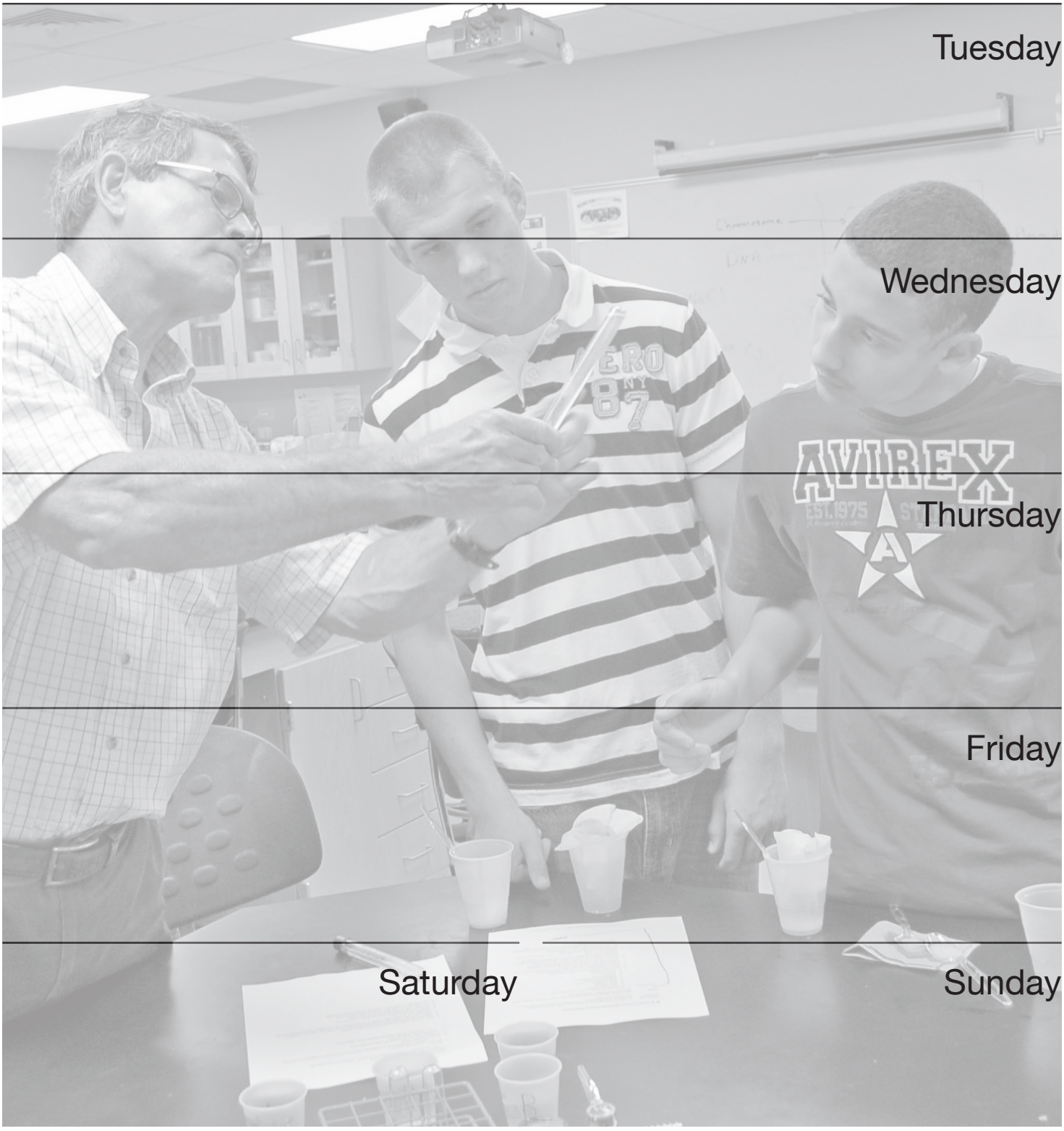
29 Saturday

30 Sunday

Week of 31

August

Monday **31**



Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

September 2015

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

Thursday	Friday	Saturday
3	4	5
10	11	12
17	18	19
24	25	26

August 2015

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

October 2015

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

Notes:

September

Week of 1 – 6

Monday

1 Tuesday

2 Wednesday

3 Thursday

4 Friday

5 Saturday

6 Sunday

Week of 7 – 13

September

Monday **7**

Labor Day

Tuesday **8**

Wednesday **9**

Thursday **10**

Friday **11**

Saturday **12**

Sunday **13**

September

Week of 14 – 20

14 Monday

15 Tuesday

16 Wednesday

17 Thursday

18 Friday

19 Saturday

20 Sunday

Week of 21 – 27

September

Monday **21**

Tuesday **22**

Wednesday **23**

Thursday **24**

Friday **25**

Saturday **26**

Sunday **27**

September

Week of 28 – 30

28 Monday

29 Tuesday

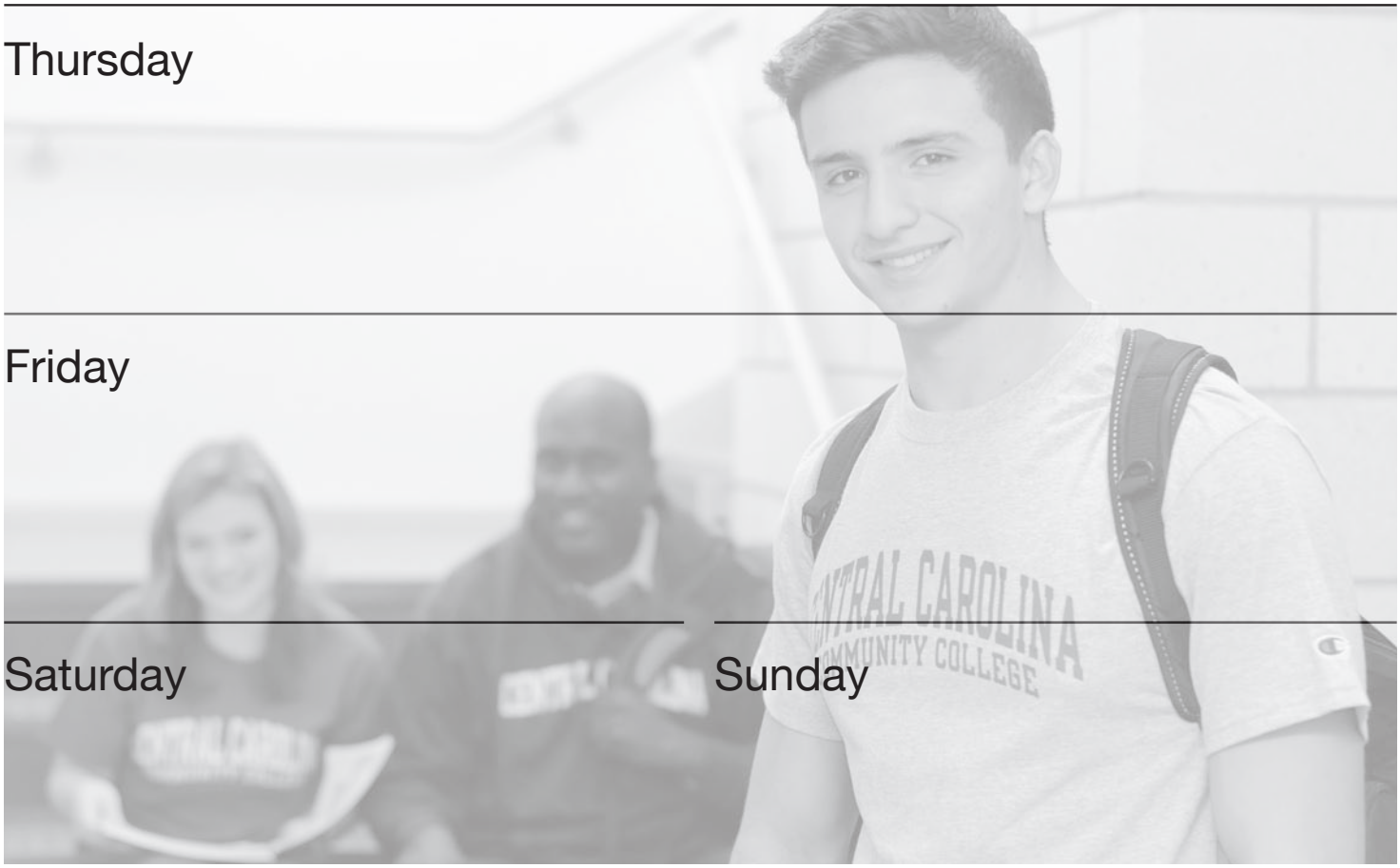
30 Wednesday

Thursday

Friday

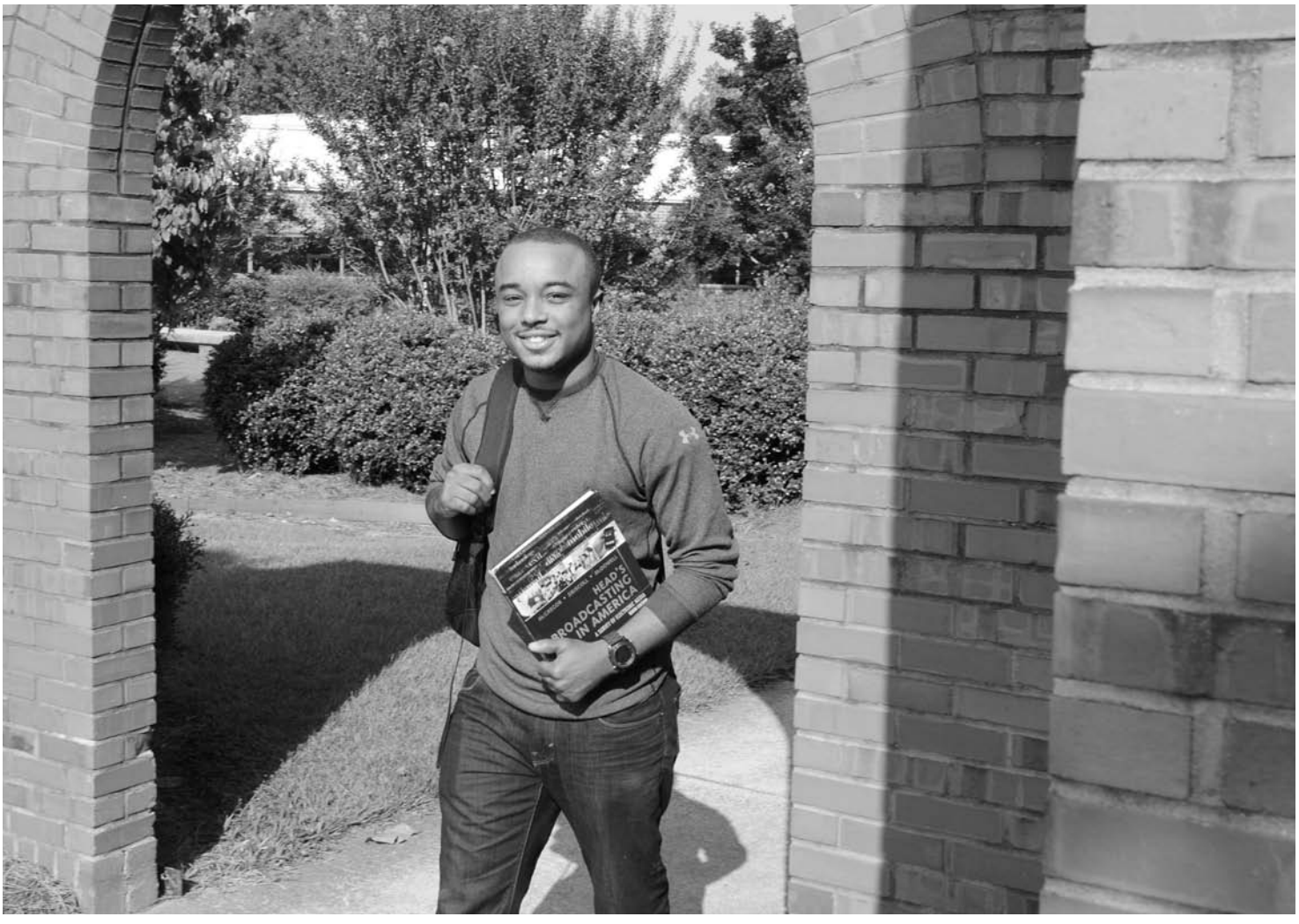
Saturday

Sunday



CENTRAL CAROLINA COMMUNITY COLLEGE

Student Government Association (SGA) Planner and Handbook



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

Welcome to CCCC

Welcome to Central Carolina Community College, a top-rated community college within the North Carolina Community College System.

Central Carolina Community College was established to help you achieve your educational goals, whether finishing high school, learning a valuable vocational skill, or completing the first two years of college–at minimal cost–before transferring to a university or four-year college.

At Central Carolina Community College, you can explore different kinds of job opportunities, identify your personal strengths, and start on the path toward new levels of success.

The foundation of Central Carolina Community College's strength is a competent and caring faculty, staff, and administration. We genuinely want to see the student succeed and are willing to go the extra mile to ensure that success. Another part of our commitment to student success is a comprehensive program of student financial and academic assistance.

We are committed to helping our students become well-rounded individuals, so we offer a diversified program of student activities designed to develop social and leadership skills and to make the learning experience more enjoyable.

College Mission, Vision, & Values

Mission

Central Carolina Community College serves as a catalyst for personal, community, and economic development by empowering people through education and training.

Vision

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

Values

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

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

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

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

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

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

Sustainability – We are committed to achieving sustainability by implementing best practices in policies and operations and in the identification of priorities. We

CCCC is an Equal Opportunity College

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

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

Programs

Student success, community service, and educational leadership distinguish Central Carolina Community College. The college takes great pride in its long history of innovative program development to meet the ever-changing educational needs of its students and the communities and businesses it serves.

Curriculum

Central Carolina Community College offers Associate in Arts, Associate in Fine Arts, and Associate in Science degree programs that transfer to four-year colleges and universities, two-year programs that lead to an Associate in Applied Science degree, and one-year programs that

lead to a diploma and/or a certificate. Articulation agreements with four-year colleges and universities enable graduates to move seamlessly into additional education, if that is their goal.

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

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

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

Non-curriculum

The college also offers non-curriculum courses in basic education, technical, vocational, enrichment, and general interest areas. These non-curriculum courses do not count toward a college degree or diploma, but a certificate of completion is given and continuing education units are awarded. The Adult High School/GED program awards a diploma or certificate. Continuing Education classes award a diploma or certificate with continuing education units.

Lee Early College

The college's Lee County Campus is home to Lee Early College, an innovative partnership with Lee County Schools. Students earn both a high school diploma and an associate degree in five years. The student body is diverse, but its members are united by their personal motivation and ability to thrive in a college setting.

Confucius Classroom

Central Carolina Community College offers a Confucius Classroom through an agreement with North Carolina State University's Confucius Institute. An instructor from a Chinese university teaches Chinese language, history, and culture.

Facilities

Central Carolina Community College has full-service campuses in Chatham, Harnett and Lee counties as well as multiple centers that provide environments conducive to learning.

History and Leadership

For more than 50 years, Central Carolina Community College has thrived on an ongoing vision of leadership, service, and success. Over the years, that vision has been transformed into reality by planning, commitment, hard work, and community support.

From a single extension class offered in 1961 in Lee County, the school has grown to a fully accredited community college of high reputation serving the people, businesses, and industries of Chatham, Harnett, and Lee counties. Its distance education programs reach far beyond those physical boundaries to enrich students' lives around the world.

In 1958, the North Carolina State Board of Education chartered the institution as Lee County Industrial Education Center. The first classes were held in 1961. Two years later, it became a part of the North Carolina Department of Community Colleges.

In 1965, the Center became Central Carolina Technical Institute, with authority to award associate degrees. The name was changed to Central Carolina Technical College in 1979 and then to its current name, Central Carolina Community College, in 1988.

A spirit of leadership spans the college's history. Back in 1965, it was the first community college in the state to offer an Animal Hospital Technician curriculum, now Veterinary Medical Technology. In 2002, it became the first community college in the nation to offer an Associate in Applied Science in Sustainable Agriculture. Leadership is also shown in programs such as Laser and Photonics Technology, which is one of only about a dozen nationwide that trains on high-power lasers. The college is nicknamed "Green Central" for its commitment to environmentally friendly sustainable education.

In 2010, the U.S. Department of Energy recognized Central Carolina Community College as "a strong force for educational opportunities, economic progress and cultural enrichment in the communities it serves." Also in 2010, Central Carolina Community College was ranked among the top 50 community colleges in the nation by Washington Monthly magazine.

The college is committed to sustainability in its programs and on its campuses. It is a signatory to the American College & University Presidents' Climate Commitment (ACUPCC). It was the first North Carolina community college to sign on to the Association for the Advancement of Sustainability in Higher Education STARS rating system on sustainability. In 2011, it received a Silver ranking from AASHE for its achievements in this area. Only 61 colleges and universities in the United States and Canada earned this ranking, which was the highest awarded.

Central Carolina Community College's educational, cultural, and economic impact is far-reaching. Its graduates, both curriculum and continuing education, give back to their communities through myriad careers from which the economic fabric of every community is woven. Many of its graduates continue their education and enter the workforce as highly educated professionals who strengthen their communities,

counties, state, and nation.

The Central Carolina Community College family of administrators, faculty, staff, and students are building on the strong foundations laid in the past to achieve even greater accomplishments in the present and future. Welcome to our family!

Accreditations

Central Carolina Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Central Carolina Community College.

Note: The Commission on Colleges should be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

The college was accredited by the North Carolina State Board of Education in 1970, by the Southern Association of Colleges and Schools in 1972 and reaffirmed in 1976, 1987, 1997, and 2008.

CCCC is a member of the American Association of Community Colleges. Its trustees are members of the Association of Community College Trustees.

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

- The Barbering program is approved by the North Carolina State Barbering Board.
- The Basic Law Enforcement Training program is accredited by the North Carolina Criminal Justice Education and Training Standards Commission.
- The Cosmetology program is approved by the North Carolina State Board of Cosmetic Arts.
- The Dental Assisting program is accredited by the Commission on Dental Accreditation.
- The Dental Hygiene program is accredited by the Commission on Dental Accreditation.
- The Machining Technology program is accredited by the National Institute for Metalworking Skills (NIMS).
- The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs and the American Association of Medical Assistants.
- The Associate Degree Nursing and Practical Nursing Programs are accredited 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 AVMA.

Student Services Division

The purpose of the Student Services Division is to assist students with various aspects of their education, from admissions through graduation and job placement. More specifically, the Student Services Division 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 for Admissions are Monday through Thursday, 7:30 a.m. to 8:00 p.m., and Friday, 7:30 a.m. to 3:30 p.m.
- The hours of operation for Financial Aid are Monday and Wednesday, 8:00 a.m. to 5:00 p.m., Tuesday and Wednesday, 8:00 a.m. to 7:00 p.m., and Friday, 8:00 a.m. to 3:30 p.m.
- Summer hours of operation are Monday through Thursday, 7:00 a.m. to 7:00 p.m. The college is closed on Friday during June and July.

Visitors

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

Intellectual Property Rights/Ownership

Distance education course sites and content, programs, materials, instructional aides, strategies, methods, techniques, devices, artifacts, software, or any item or content that may be classified as "intellectual property" developed as an employee or student of Central Carolina Community College becomes the property of the college. CCCC will be granted a non-exclusive perpetual license to use any part of any category mentioned above without charge to the college. Such developed property includes materials and objects developed for, or as the result of, an instructional exercise.

Employees or students who engage in such development activities will retain their rights to continue to use and profit from the intellectual property even when they are no longer associated with CCCC.

Employees, full-time or part-time, further agree, in consideration upon entering the employment relationship, to grant the college a non-exclusive perpetual

license to use distance education course sites and content, programs, materials, instructional aides, strategies, methods, techniques, devices, artifacts, software, or any item or content that may be classified as "intellectual property" developed prior to employment by CCCC.

Admissions

General Information

All students are admitted to the college without regard to Race, Color, National Origin, Religion, Age, Sex and Sexual Orientation, Gender, Family status, Disability status, Veteran status, or any Health or Genetic Information. Under administrative code 23 NCAC 02C.301(a) students may be admitted as an special credit student to the college if they are over 18 or a high school graduate.

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

Home-schooled Applicants

Home-schooled applicants must provide the following documentation for admission:

• Proof of listing with the N.C. Division of Non-Public Education (DNPE).

• A copy of the Certificate of Inspection issued by North Carolina.

• A full, final high school transcript (including a list of all courses taken, final course grades, and a final grade point average). The transcript should include the official school name and the principal's signature (usually one of the parents or guardians is the principal).

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

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

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

General Admissions

General Admissions Standards and Procedures

All applicants to CCCC will be provisionally admitted to the college. To be officially accepted into a curriculum program, a student must complete all curriculum program admission requirements. Only students who have been officially accepted into a curriculum program will be eligible to receive federal aid, Veteran's benefits, or third party sponsorship.

1. Complete and return the admission application.

2. Submit a high school transcript, high school equivalency scores, and college transcript(s) if student desires evaluation of any previous coursework for transfer credit. 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 using VA benefits must obtain all college transcripts from all previously attended institutions of higher education. Students applying for all health science programs including Nursing, Dental, Vet Med, and Physical Therapy Assistant must obtain all college transcripts.)

3. Take the placement test. Minimum placement test scores are required to take entry-level curriculum English and mathematics courses.

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

• Students who have already completed a degree.

• Students who have acceptable SAT scores.

• Students who have acceptable ACT scores.

• Students who have transfer credits for English and Mathematics courses required for the curriculum major. (If students switch to a major requiring additional English and/or mathematics courses for which they do not have transfer credits, they must take the placement test to determine appropriate proficiency level.)

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

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

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

descriptions for information.

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

Admissions and the Open Door Policy

All 58 campuses of the North Carolina Community College System operate under an "open door" admissions policy. This means that any person, whether a high school graduate or non-graduate, who is eighteen years old or older and who is able to profit from further formal education, will be served by the institution. An "open door" policy, however, does not mean that an applicant will not have to meet additional admissions requirements set for specific, individual curriculum programs. Such requirements can be found in the College Catalog (available online), a curriculum guide sheet, or from an admissions counselor. Students that withdraw from such programs must meet these specific program admissions requirements, plus any new or modified ones, again should they wish to attempt to re-enter the program. The College reserves the right to limit enrollment in a curriculum program to a number that can be accommodated by the resources of the College and to satisfy accreditation standards.

The College may refuse admissions to applicants who meet at least one of the following exceptions:

1. Admissions may be denied to any applicant during any period of time that he/she is suspended or expelled from any other educational entity.

2. Admission may be denied to any applicant to protect the safety of the applicant, student body, faculty/staff, and library patrons when there is an articulable, imminent, and significant threat by documenting (a) the detailed facts supporting the rationale for denying admission, (b) the time period within which the refusal to admit the applicant shall be applicable, and (c) the conditions upon which the applicant would be eligible to be admitted.

The Dean of Admissions, working through the Admissions staff, will recommend to the Vice president of student services if an applicant should be denied admission based on safety concerns. The Vice president of student services, who is designated as the Chief Admissions Officer of the College, will then notify the applicant in writing of the College's admissions decision. Any appeals of admission denials should be made in writing directly to the Office of the College President.

Communicable Diseases

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

Students who know that they are infected are to share this information on a confidential basis with the vice president of student 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.

Career and College Promise

Career and College Promise provides seamless dual enrollment educational opportunities tuition-free for eligible North Carolina high school students in order to accelerate completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills. Central Carolina offers Career and College Promise pathways aligned with the K-12 curriculum and career and college ready standards adopted by the State Board of Education.

International Students

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

Special Credit Student(s)

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

Counseling

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

Testing

Student Services administers the North Carolina Diagnostic Assessment and Placement (NC DAP) test to students enrolled in a curriculum program or to special credit students interested in taking English, Mathematics, or other courses that require an English or Mathematics prerequisite/corequisite. The purpose of the test is to assess a student's ability and readiness for the requirements of the curriculum. Placement test scores are used for academic advisement and course placement, to include developmental courses if needed. Students are highly encouraged to study prior to testing. Please see "General Admission Standards and Procedures" for testing exemptions.

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

The following placement testing policies will apply:

1. Students must present photo identification in order to take the NC DAP.

2. NC DAP scores will be valid to use for placement for five (5) years.

3. Students are permitted to take the NC DAP twice within five (5) years. If a student retests, the highest score on each section will be used for advisement and course placement.

4. Students are not permitted to take the NC DAP if they are currently enrolled in a developmental course.

5. NC DAP scores are transferable to other colleges with permission of the student.

6. Additional testing may be required for students, who based upon placement test scores, are placed into Mastering Mathematics.

7. It is the discretion of the Dean of Admissions and/or the Vice President of Student Services to grant or deny further retesting attempts or testing exemptions.

Career Counseling/Services

Career counseling is available through the Career Center in Student Services. The Career Center assists students in selecting and preparing for a career and setting life goals. The center offers online career assessments, a reference library, Internet research stations, and workshops and individual one-on-one sessions covering areas such as resume writing, cover letters, thank you notes, interviewing techniques, and job searches.

The Career Center maintains partnerships and provides referrals to other agencies such as the Employment Security Commission, Social Security Administration, Social Services, Vocational Rehabilitation, Veterans Office, and County and State Health Departments.

Residence Status for Tuition Payment

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

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

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

Information relating to claimed North Carolina residence for tuition purposes will be required from all applicants claiming to be North Carolina residents, and a determination will be made by the vice president of student services or the registrar as to whether or not the applicant qualifies for in-state tuition rates. Should the ruling be contrary to the applicant's expectation, it may be appealed to the Residence Status Committee of the institution. Individuals on active military duty in North Carolina and their dependents are considered in-state for tuition purposes.

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

Applicants with questions not covered by this section

should contact the vice president of student services or the college registrar. The Residency Status form is a part of the application; however, applicants will be required to complete a more in-depth form if additional information is needed.

Expenses

Business Office

Receipt of tuition and fees, collection of parking fines, receipt of loans, and payment of refunds are major responsibilities of the Business Office. The Business Office is open between 8:00 a.m. and 5:00 p.m. daily, Monday through Thursday, and between 8:00 a.m. and 3:30 p.m. on Friday, excluding holidays. The Business Office is also open during evening hours during the registration period at the beginning of each term.

Tuition

The tuition rate is set by the North Carolina General Assembly and is subject to change for the 2014-2015 academic year. Visit the Business Office website: www.cccc.edu/collegeservices/businessoffice/tuition for the most up-to-date information.

Persons 65 years of age or over are currently exempt from tuition fees up to six credit hours per semester.

Refund Policy – Tuition

A tuition refund shall not be made except for the following circumstances:

1. A 100% refund shall be made if the student officially withdraws prior to the first day of the academic semester as noted in the college calendar. Also, a student is eligible for a 100% refund if the class in which the student is officially registered fails to "make" due to insufficient enrollment.

2. A 75% refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10% point of the semester.

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

Bookstores

The Bookstores on the Lee County Campus and the Harnett County Campus are operated by Follett Higher Education Group. Students may come on campus to purchase books and supplies or they may use our website www.centralcarolina.bkstr.com to purchase books and course materials and have them shipped directly to their home.

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

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

The hours of operation are posted on the bookstore website listed above and also on the college's website www.cccc.edu.

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

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

Special Apparel and Equipment

Students enrolled in the Automotive Technician, Barbering, Basic Law Enforcement Training, Cosmetology, Dental Assisting, Dental Hygiene, Esthetics, Industrial Plant Maintenance, Machining, Medical Assisting, Motorcycle Mechanics, Associate Degree Nursing, Practical Nursing, Tool and Die Making, and Veterinary Medical Technology curriculums will be required to purchase special items of apparel and/or equipment, such as uniforms, lab jackets, tools, gloves, etc. Most of these items may be purchased in the college Bookstore.

Fees

Student Insurance

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

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

Malpractice Insurance

A $5.00 malpractice insurance fee will be charged for the fall and spring semesters for students enrolled in applicable programs (total fee of $10.00 per academic year). There will be no malpractice insurance charged for the summer semester. For questions regarding the malpractice insurance policy, please contact the Business Office.

Breakage Fee

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

Student Fee

Students registering for credit classes on campus during the fall and spring semesters are charged a student fee of $14 for six hours or less; those taking seven hours or more are charged $28. Summer term student fees are $4 per semester hour.

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

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

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

Computer Use and Technology Fee

The computer use and technology fee is used to supportthe procurement, operations, and repair of computer and other instructional technology including supplies and materials that support technology.

Curriculum students enrolled in 12 or more credit hours will be charged $16 per semester. Curriculum students enrolled in fewer than 12 credit hours will be charged $8 per semester. Occupational extension students will be charged $5 per fiscal year.

Distance Education Fee

A $15 distance education fee will be charged for each course taken online. Hybrid, web-assisted, and lab corequisite courses are exempt from this fee. This fee is used to support the licensing, hosting, and maintenance of online technologies used in distance education including the learning management system, plagiarism detection service, and streaming video content.

While no separate fees or costs associated with verification of student identity are required, students in select distance education courses who reside outside the three-county service area may elect, at instructor permission and their own expense, to utilize the web-based proctoring service offered by ProctorU. More information about the optional ProctorU service can be obtained by contacting the distance education office on the Sanford campus.

Graduation Fee

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

Student Housing

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

Vehicle Registration

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

• Students are required to park in the white-lined spaces only.

• Students will be assessed a $5.00 fine when parking in the faculty and staff spaces or other designated, re-

served, or no parking area (such as cosmetology patron parking or visitor parking). *See the maps at the back of the Handbook.*

Policy on Student Publications

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

The advisor is responsible for the content of the student publications and should consult with the vice president of student 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 though the CCCC Marketing and Public Affairs Department.

Policy on Solicitation and Fund Raising

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

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

Policy on Internet Acceptable Use

Faculty, staff, students and community patrons are responsible for good behavior on College computer networks. Communications on the network are often public in nature. General College rules for behavior and communications apply. The network is provided for faculty and students to conduct research and communicate with others. Independent access to network services is provided to faculty and students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Access entails responsibility. Individual users of the institution's computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with the institution's standards and will honor the agreements they have signed. Users are advised that they may encounter materials which may be considered offensive or objectionable in nature or content. Central Carolina Community College is unable to influence content on the World Wide Web and does not assume responsibility for any of these sources.

Network storage areas may be treated as public space. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on the institution's servers will always be private.

RULES:

The following are not permitted:

1. Sending or displaying obscene messages or pictures

2. Using obscene language

3. Harassing, insulting, or attacking others

4. Damaging computers, computer systems, or computer networks

5. Violating copyright laws

6. Using others' passwords

7. Trespassing in others' folders, work, or files

8. Intentionally wasting limited resources

9. Employing the network for commercial purposes

SANCTIONS:

1. Violations may result in a loss of access.

2. When applicable, law enforcement agencies may be involved.

Policy on Copyright – Computer Software

The college will rigidly comply with all copyright laws including that which applies to computer software. It is against college policy to utilize software in a college-owned or leased computer unless an individual site license, receipt or letter of permission from the copyright owner is on file in the Computer Resource Center.

RULES:

1. College employees and students shall not reproduce copyrighted software without the written permission of the copyright owner nor shall the computer be linked or otherwise configured to circumvent copyright law.

2. College employees and students shall not enter copies of "personal" programs into a college computer without permission from the director of computer services.

3. Purchase receipt or other evidence of compliance with copyright law is required before entering "personal" programs into a college-owned or leased computer.

4. Failure to comply with this policy could result in punitive action by the college and/or the copyright owner.

Policy on Copyright – Printed Material

The college will comply with the copyright limitations set forth in federal legislation for protection of original works of authorship.

DEFINITIONS:
Copyright protection: governs exclusive right of copyright owners to literary works, musical works, dramatic works, pantomime and choreographic works, pictorial/graphic/sculptural works, motion pictures and other audiovisual works and sound recordings. Fair use: (not susceptible to definition) involves the allowance of copying without permission from, or payment to, the copyrighted owner where the use is reasonable and not harmful to the rights of the copyrighted owner.

Brevity:

1. Poetry

A. A complete poem if less than 250 words and if printed on not more than two pages, or
B. From a longer poem, an excerpt of not more than 250 words

2. Prose

A. Either a complete article, story or essay of less than 2,500 words, or

B. An excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words (Each of the numerical limits stated in "a" and "b" above may be extended to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph)

3. Illustration - one chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue

4. "Special" works – certain works in poetry, prose or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience but fall short of 2,500 words in their entirety. Paragraph "b" above notwithstanding, such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text, thereof, may be reproduced.

Spontaneity:

1. The copying is at the instance and inspiration of the individual teacher, and

2. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect:

1. The copying of the material is for only one course in the school in which the copies are made.

2. Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical column during one class term.

3. There shall not be more than nine instances of such multiple copying for one course during one class term. (The limitations stated in 2 and 3 above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.)

PROCEDURES:

1. Fair use: Single copying for teachers
single copy may be made of any of the following by or for a teacher at his individual request for his scholarly research or use in teaching or preparation to teach a class:

A. A chapter from a book

B. An article from a periodical or newspaper

C. A short story, short essay or short poem whether or not from a collective work

D. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, newspaper.

2. Fair use: Multiple copies for classroom use
Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that the following three requirements are met:

A. The copying meets the tests of brevity and spontaneity as defined

B. The copying meets the cumulative effect test as defined

C. Each copy includes a notice of copyright

RULES:

1. Infringement of copyright is subject to the principal remedies of injunction, damages, profits, and attorney's fees.

2. U.S. Government works are excluded from copyright limitations.

3. Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacement or substitution may occur whether copies of various works or excerpts there from are accumulated or are "reproduced and used" separately

4. There shall be no copying of or from works intended to be "consumable" in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.

5. Copying shall not substitute for the purchase of books, publisher's reprints or periodicals.

6. Copying shall not be directed by higher authority.

7. Copying shall not be repeated with respect to the same item by the same teacher from term to term.

8. No charge for copying shall be made to the student beyond the actual cost of the photocopying.

9. The responsibility of employee and student copyright obligations is the federal legislation, The Copyright Act of 1976.

Policy on Copyright – Video

The college will comply with video copyright limitations set forth in federal legislation for protection of original work of authorship.

DEFINITIONS:
Broadcast programs are television programs transmitted by television stations for reception by the general public without charge. School days are school session days which means one does not count weekends, holidays, vacations, examination periods, or other scheduled interruptions.

PROCEDURES:
A video broadcast program may be recorded off-air simultaneously with broadcast transmission and retained by an educational institution for a period of forty-five (45) consecutive calendar days after the date of recording. At the end of this time, all off-air recordings must be erased or destroyed immediately. Off-air recordings may be (a) used by individual teachers in the course of relevant teaching activities and (b) repeated only when instructional reinforcement is necessary. The use of the recording for instructional purposes must occur during the first ten (10) consecutive school days within the 45 calendar day retention period. After the first ten (10) consecutive school days, the off-air recording can only be used, up to the end of the 45 consecutive calendar days, for teacher evaluation purposes, (i.e., to determine whether to include the broadcast program) in the teaching curriculum and may not be used in the recording institution for student exhibition or any other non-evaluation purpose without authorization.
Off-air recordings may:

1. be made only at the request of an individual teacher
2. be used only by an individual teacher
3. not be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy is subject to all provisions governing the original recording. Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recording may not be physically or electronically combined or merged to constitute teaching anthologies or compilations. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

RULES:
Copying and using audiovisual material is governed by specific licensing agreements provided by the seller.

Financial Aid

Financial aid options are available at Central Carolina Community College for degree-seeking students in qualified programs. CCCC awards federal and state grants, scholarships, and/or work-study employment. Eligible students may receive one or more of these types of financial aid to assist with tuition, fees, books, and other educational related expenses.

The Financial Aid Office utilizes the Free Application for Federal Student Aid (FAFSA) to determine student eligibility for financial aid. All students are encouraged to complete the FAFSA as early as possible each year.

Financial Aid Eligibility Requirements

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

- Be a U.S. citizen or eligible non-citizen;
- Not be in default of any prior student loan or owe monies to any Federal Student Aid Program;
- Be enrolled in an eligible degree program;
- Have a valid Social Security number;
- Demonstrate financial need;
- Not have a drug conviction for an offence that occurred while receiving federal student aid;
- Be registered with Selective Service if you are a male;
- Apply for Admissions to CCCC and have ALL Admissions requirements met;
- Provide an official copy of your high school, GED, or Adult High School transcript to the Registrar's Office;
- Provide an official copy of college transcripts to the Registrar's Office;
- Complete placement tests with the Placement Test Office; and
- Financial aid eligibility is also determined EVERY semester by the Financial Aid Office's Standards of Academic Progress (SAP). You can view these standards at: www.cccc.edu/financialaid/policies.

NOTE: Federal student loans must be repaid.

Dependency/Independency Status for Financial Aid

A student will need to determine whose information to report on the FAFSA. An independent student will report income and asset information for self and spouse (if married). A dependent student will report income and asset information for self and parents. Not living with parents or not being claimed by them on tax forms does not determine dependency status for federal student aid. For more information, you may view www.fafsa.gov.

Federal Aid Enrollment Status Determination for Clock Programs

The determination of enrollment status (full, 3/4, 1/2, or less) is, by federal regulations, different for the following programs of study:

- BLET-Basic Law Enforcement Training (C55120)
- Esthetics Certificate (C55230)

The programs are paid based on clock hours, not credit hours. For more information regarding clock hour programs, please see the Financial Aid Office.

Financial Aid Application Process

Students interested in applying for financial aid must complete the Free Application for Federal Student Aid (FAFSA). To complete the financial aid application process, follow these steps:

1. Obtain a Personal Identification Number (PIN) online at www.pin.ed.gov. This PIN will allow you to electronically sign your FAFSA. If you are a dependent student, your parent will also need to apply for a PIN.

2. Complete the FAFSA application. You have three options to complete the FAFSA:

A. Login to apply online (Recommended) at www.fafsa.gov

B. Complete a PDF FAFSA (Must be mailed for processing) at www.fafsa.gov

C. Request a paper FAFSA by calling 1-800-433-3242; for hearing impaired contact 1-800-730-8913. Make sure you put CCCC's school code: 005449 on your FAFSA!

3. Follow up. After submitting your FAFSA, the federal processor will mail a Student Aid Report (SAR) to you at the address you listed on your FAFSA and/or email the SAR to the email address you listed on your FAFSA. It is YOUR responsibility to check the information carefully and make sure it is correct. The Financial Aid Office will NOT import your SAR until you have been accepted to CCCC. Once you are accepted, the Financial Aid Office will use the SAR data to determine your financial aid eligibility. Students must complete a FAFSA each academic year.

Financial Aid Enrollment Classification

For all semesters of enrollment (fall, spring, summer), full-time credit hours in ONE major for financial aid is 12 or more credit hours. Financial Aid for students registered for fewer than 12 total credit hours in ONE major per semester will be prorated as follows:

- 9 to 11 credit hours = ¾ time or 75% of your award
- 6 to 8 credit hours = ½ time or 50% of your award
- Fewer than 6 credit hours = 25% of your award or less – **see below**

**Students who are enrolled for fewer than 6 credit hours in ONE major per semester may be eligible for only a small amount of Pell Grant or no Pell Grant at all. Students enrolled for less than 6 credit hours are NOT eligible to receive certain State and Federal grants. NC Community College Grant (NCCCG) and NC Education Lottery Grant (NCELS) are not awarded to students who are less than half-time credit hours. NCELS is awarded on a full or half-time amount only. NCELS and NCCCG are not funded in the summer.

Financial Aid Application Procedure

To apply for the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, and scholarships, a student should complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. In order to have the results of the FAFSA sent to CCCC, a student should list "CCCC" in the college release section of the application and include CCCC's Title IV Code number of 005449.

Financial Aid Award Process

Students are notified of financial aid award decisions for the academic year once the financial aid file is complete. The first notification will be mailed to student; after the first notification, all additional notifications will be emailed and available on WebAdvisor. To ensure prompt processing of the financial aid application, students must complete the FAFSA early and turn in all required paperwork to the CCCC Financial Aid Office by notated deadlines (available on the web site: www.cccc.edu/financialaid) each semester.

Types of Financial Aid

Financial aid is awarded based on student's individual financial need and eligibility, and may include various types of aid. Financial aid is contingent on maintaining satisfactory academic progress.

Grants: Need based gift aid that do not have to be repaid.

- Federal Pell Grants are awarded by the US Department of Education. Federal Pell Grants are the foundation of federal student financial aid. The amount of a student's Pell Grant award is based on the Expected Family Contribution (EFC), cost of attendance, enrollment status, and whether the student attends school for a full academic year or less. A student may not receive Pell Grant funds at more than one school at a time.
- Federal Supplemental Education Opportunity Grants (FSEOG) is grants for undergraduates with exceptional financial need; that is, students with the lowest estimated family contributions (EFC). Students must qualify for the Federal Pell Grant to be eligible for this program. Funding for this program is limited. Early filing is strongly recommended to see if you qualify.
- North Carolina Community College Grants (NCCCG) are for legal residents of North Carolina who

are enrolled at least half time (six semester hours) and are maintaining satisfactory academic progress.

• North Carolina Educational Lottery Grants (NCELS) are awarded to NC residents who enroll for at least six credit hours as an undergraduate at an eligible NC College.

• Federal Work-Study Program offers employment opportunities to eligible students who wish to earn money to assist with educational costs. This grant is administered based on the availability of funds. If interested in this program, students should indicate this interest when completing the FAFSA and/or contact the Financial Aid Office.

Loans: CCCC does NOT participate in the Direct Loan or Educational Loan Programs.

Other Financial Assistance

Veterans Benefits may be available to eligible active duty, veterans and their dependents. Please see the Veterans Information section of the CCCC catalog on our website for more information.

Child Care Assistance Program Grants are available for students enrolled full-time. Grants are limited and are based on greatest need. Contact the Special Programs Coordinator for additional information.

Scholarships at CCCC are considered gift aid based on academic performance, talent or achievement. For a complete list of scholarships, go to www.cccc.edu/financialaid/scholarships.

Other outside scholarships and funds may be available to assist students. Some of these include employer-paid tuition, the Workforce Investment Act through the Employment Security Commission, Vocational Rehabilitation, Department of Social Services, and the NC Veterans Administration. Please see the appropriate agency to determine qualification for any of these programs.

Financial Aid Satisfactory Academic Progress

The Department of Education requires colleges participating in Student Financial Assistance (SFA) Programs to monitor SFA recipients to ensure that they are meeting satisfactory academic progress standards. Satisfactory academic progress will be calculated at the end of each academic term and will include all periods of enrollment.

Regulations require a student's progress for financial aid purposes to be measured both quantitatively and qualitatively. In addition to a student's cumulative grade point average, students are also required to pass a percentage of all attempted coursework and to complete their program of study within the maximum time frame established by the institution. To reasonably measure a student's satisfactory academic progress for financial aid, the student's total academic record must be evaluated whether they received financial aid for periods of enrollment and include credit hours earned at other post-secondary institutions and transferred into the student's program of study at CCCC. This requirement applies to all students who apply for financial assistance from Federal, State, and Institutional aid.

In order to be eligible for financial aid, students must meet the following minimum guidelines:

1. Quantitative Standard: 67% Completion Rate and 150% Maximum Time Frame.

A. Completion Rate Requirement: Students must complete 67 percent of the total cumulative credit hours attempted to meet the minimum requirement. For example, if a student has attempted 50 credit hours, the student must earn credit for at least 33 hours (50 X .67 = 33). Course grades of AU, W, WF, F, and I are not considered completions and will adversely affect a student's satisfactory academic rate calculations. Course grades of CE and EL are calculated in quantitative standard, but will not be included in the financial aid award calculation. Successful completion is defined as receiving a grade of A, B, C, and D.

B. Maximum Time Frame: Students must complete an eligible program within a time frame not to exceed 1.5 times (150%) the normal published time frame. For example, if the academic program length is 70 credit hours, the maximum credit hours that may be attempted is 105 credit hours (70 X 1.5 = 105). One academic year of credit (30 credit hours) may be added for required remedial coursework.

2. Qualitative Standard: The minimum cumulative grade point average (GPA) requirement the student must maintain to receive and/or continue receiving financial aid assistance is 2.0. This includes all degree, diploma, and certificate programs.

Treatment of Selected Grades:

Withdrawals/Drops: Credit hours in which a student receives a grade of "W" and "WF" are included in the number of attempted hours, but do not count toward successfully completed hours. Students who withdraw may have difficulty meeting the satisfactory academic progress requirements.

Incompletes: Credit hours in which a student receives a grade of an "I" are included in the number of attempted hours, but do not count toward successfully completed hours. Student with incompletes may have difficulty meeting the satisfactory academic progress requirements at the time of evaluation, but may request re-evaluation upon completion.

Transfer Credit: Students transferring from another college will be considered making satisfactory progress at the time of enrollment at CCCC. A student's maximum time to receive financial aid will be reduced by the equivalent transfer of credit hours towards his/her degree.

Audit and Never Attend: An audit "AU" or never attended "NA" grade is not considered attempted course work. It is not included in the grade point average or completion rate determination. A student cannot receive

financial aid for courses that he/she audits or is considered a no show.

Repeat Courses: For financial aid purposes, all hours attempted will continue to be counted in the student's cumulative total of hours. Federal regulations will allow a student to repeat a "passed" course one time and still be eligible for financial aid.

Credit by Exam: While credit by exam "CE" is not included in enrollment status for purposes of awarding financial aid, the attempted and completed credits are counted in each component of the quantitative standard.

Eligibility Status:

Satisfactory: Satisfactory status is achieved when all criteria explained above is net.

Financial Aid Warning: Students who do not have the required grade point average and/or have not successfully completed 67% of their attempted credit hours will be placed on Warning Status for the following enrolled semester. A student may continue to receive financial aid for one semester while on financial aid warning provided they are otherwise eligible. Students should use this opportunity to re-establish satisfactory academic progress. If, at the end financial aid warning period, the student is meeting the minimum requirements for satisfactory academic progress, the financial aid warning is lifted. Students who fail to make satisfactory academic progress after the financial aid warning semester will be placed on probation and will be ineligible for financial aid until satisfactory progress has meet. A student may attend the next semester(s) (at the student's expense) in order to meet the minimum standards for satisfactory academic progress.

Satisfactory progress will be monitored at the end of the semester to determine if the student will meet the standards of progress and will be eligible to continue to receive financial aid.

Financial Aid Probation: Students on financial aid warning who have not attained at least a cumulative 67% completion rate and/or earned the minimum required grade point average of a 2.0 will be placed on Probation Status and have their financial aid suspended at the conclusion of the warning period. Students who have attempted the maximum allowable credit hours for their program of study will be placed on Probation Status and have their financial aid suspended. A student may attend the next semester(s) at the student's expense.

Notification of Financial Aid Warning and Probation: The Financial Aid Office will send a letter/email of notification to any student who is placed on Warning Status or Probation Status.

Remaining Eligibility: Students who attend CCCC, without Federal Financial Aid, may regain financial aid eligibility by achieving a 67% completion rate and earning the required GPA based on hours attempted. A student may request consideration of eligibility for financial aid by completing an Appeal Form and submitting the required documentation to the Financial Aid Office.

Students who have exceeded the 150% regulation may also appeal by completing an Appeal Form and submitting the required documentation to the Financial Aid Office.

Appeal of Satisfactory Academic Progress Standards: Students who have been suspended from receiving financial aid may appeal to the Financial Aid Office when there are extenuating circumstances beyond a student's control. A student may submit written documentation to the Financial Aid Office by completing the Satisfactory Academic Progress Appeal Request form explaining the circumstances that have affected academic performance and what has changed that will allow him/her to make Satisfactory Academic Progress in a reasonable period of time prior to program graduation. Supporting documentation must be presented. Circumstances that may be considered include death in the family, accident, illness, military deployment, or other serious personal problems that were beyond the control of the student and can be supported with proper documentation from involved third party sources.

Returning students are evaluated on a continuing basis from the first enrollment at CCCC unless a mitigating circumstance is considered. Returning students who were previously enrolled under an academic progress policy other than the current academic progress policy will be required to meet the standards of the current policy upon returning.

Appeal Process: A student may appeal in writing to the Financial Aid Office using the Satisfactory Academic Progress Appeal Request form explaining why satisfactory academic progress requirements were not met and what has changed that will allow him/her to make Satisfactory Academic Progress. Supporting documentation for the extenuating circumstance is required and specified according to the student's situation on the Satisfactory Academic Progress Appeal Request form. The Financial Aid Appeals Committee will review the appeal and a decision will be rendered within fifteen (15) business days of the next scheduled committee meeting. The student will be informed of the committee's appeal decision by letter. The decision of the Financial Aid Appeals Committee is final.

Return of Title IV/State Funds Policy

Students who withdraw from all classes prior to completing more than 60 percent of the semester will have their eligibility for financial aid recalculated and may be required to repay all or a portion of any federal and/or state financial aid funds received for that semester. This policy applies to all students who withdraw, drop out, or are suspended from CCCC and who have received Title IV/State funds. Students are responsible for paying this debt. Students' records will be placed on hold and he/she will not be allowed to register for classes until the bill is paid in full.

Standards of Progress, Attendance, and Conduct for Students receiving VA Educational Benefits

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 as follows:

I. Academic Progress for VA Educational Benefits recipients

Students receiving VA Educational Benefits must maintain a grade point average (GPA) of 2.0 each semester or term in which they are enrolled. Failure to maintain a GPA of 2.0 will result in probation for the subsequent term of enrollment. If, at the end of that probationary term the GPA is still less than a 2.0, VA Educational Benefits will be terminated. Benefits cannot be reinstated until such time as the student regains satisfactory academic progress. Information on CCCC's grade system and GPA calculation is located in the college catalog.

II. Attendance

Classroom attendance requirements are the same for veterans and non-veterans. Policies regarding class attendance are listed in the college catalog and the student handbook. Veterans who receive educational benefits and are dropped from class due to inadequate attendance may be terminated from receiving educational benefits. Failure to notify the veteran's coordinator of any change in classes, including class hours, may result in an overpayment in educational benefits and a debt for the student.

III. Conduct

Student conduct requirements are the same for veterans and non-veterans. Policies regarding student conduct are listed in the college catalog and in the student handbook.

Serviceman's Opportunity College (SOC)

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

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

Academic Information

Central Carolina Community College offers Associate in Arts, Associate in Fine Arts, Associate in Science, and Associate in Applied Science degrees, as well as diplomas and certificates.

Transfer to Four-Year Institutions

In accordance with the Comprehensive Articulation Agreement and Transfer Assured Admissions Policy between the North Carolina Community College System and the University of North Carolina (UNC) System, CCCC graduates who complete an Associate in Arts or Associate in Science degree are assured admission into one of the UNC system's 16 public universities. CCCC also has transfer agreements with several colleges and universities outside the UNC System. Check with your academic counselor for more information on transfer credits.

Associate in Applied Science Degree (A.A.S.) Transfer

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

Orientation

All new students are expected to participate in an orientation process that is intentionally planned and guided by administration, the College Success Center, the Student Services Department, the faculty, and the Student Government Association. CCCC's "extended orientation" model consists of: (1) an on-campus orientation that will help students make an initial connection to the campus, administration, faculty, students and services, and policies; and (2) ACA "first-year experience" courses designed with a common core curriculum that help to introduce students to more intensive academic and college-related concepts to encourage persistence and college/career success.

Registration

All curriculum students must register prior to or at the beginning of each term. All students are expected to register during the time specified for that purpose on the college calendar. Each semester, returning students are

encouraged to register early for the subsequent semester. Students are expected to pay tuition charges in full by the designated paydate. Failure to do so results in the student losing their schedule.

Course Load

Students enrolled for 12 or more semester credit hours during the fall and spring semesters are designated as full-time students.

No additional tuition is charged for credit hours over and above 16. Normally, the course load range is from 16-19 semester credit hours.

Students may take no more than 19 semester credit hours during fall or spring semester without special permission of their advisor and the chief academic officer or vice president of student services.

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

Students enrolled for six or more semester credit hours during the summer semester are designated as full-time students. Pell recipients must enroll in at least 12 semester credit hours to receive a full Pell award for a summer semester. Students may take no more than 12 semester credit hours during the summer semester without special permission of their advisor and the vice president Student Services or executive vice president of instruction. Students are not permitted to register for more than 14 semester credit hours during the summer semester.

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

Double Major

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

Distance Education

CCCC's comprehensive schedule of distance education courses provides a top-quality, fully-accredited educational alternative for the self-directed, independent learner who values quality, convenience, and flexibility. Distance education courses contain the same basic content, require the same academic rigor, and offer the same semester credits as traditional courses. The major difference between face-to-face courses and distance courses is the instructional delivery method. Courses are offered using three methods: online, hybrid, and web-assisted. Through distance education, travel to campus is minimal or not required at all. Hybrid and web-assisted deliveries reduce on-site sessions but still require regular on-campus meetings. Distance courses are learner-focused, challenging, and demand as much or more time than traditional courses. Students who are considering enrolling in a distance program or a distance course should work closely with their faculty advisor or counselor.

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

Distance Education Online Courses

Online courses use Blackboard, the Internet, email, and other electronic resources to provide opportunities for meaningful student-to-faculty and student-to-student interaction comparable to the traditional college classroom. Additional tools such as software applications, e-texts, and media-enriched digital content are common components. Students must have access to a reliable personal computer (home, office, or college campus) with Internet access and appropriate software and also have the ability to use it proficiently.

Online courses have LN1, LN2, LN3, etc. section numbers. These courses are not self-paced; students followed 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.

At the semester start, online courses are made available beginning at 9:00 a.m. on the first day of class. Students must complete a course-specific orientation by 11:59 p.m. on the 10% census date to remain enrolled in the course.

Distance Education Hybrid and Web-Assisted Courses

Hybrid Courses are facilitated and designed so that more time is spent online than required face-to-face class meetings. Web-assisted courses are facilitated and designed so that more time is spent in face-to-face class meetings than online.

Both delivery methods provide opportunities for student-faculty and student-student interaction. Requirements for these courses include attendance at regularly scheduled on-campus class meetings and access to a reliable personal computer (home, office, or college campus) with Internet access and appropriate software. Students need the ability to use technology for learning. Hybrid courses are denoted by LJ1, HJ2, PJ3, etc. section numbers. Web-assisted courses are coded as LM1, HM2, PM3, etc.

At the semester start, hybrid and web-assisted courses are made available beginning at 9:00 a.m. on the first day of class. Students must complete a course-specific orientation by 11:59 p.m. on the 10% census date to remain enrolled in the course. Failure to attend a

required class meeting or the completion of the orientation requirement prior to 11:59 p.m. on the 10% census date will result in being withdrawn from the course at the student's expense.

More complete information about course and credential offerings, requirements, and services can be found on the Distance Education webpage at www.cccc.edu/de.

Auditing Courses

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

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

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

The registrar will ensure that all faculty receive a copy of the completed Audit Declaration Form in order to know who is auditing their classes.

Course Substitution

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

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 to academic advisors and success coaches upon enrollment. The role of the advisor is to serve as the primary contact with the student for his or her total academic activities while enrolled at CCCC. The role of the success coach is to provide additional academic advising/coaching that supports the overall advising process.

The student is expected to confer periodically with his advisor and/or to visit the College Success Center for a success coaching appointment (at least twice each semester) regarding academic standing, early registration, or any other areas of concern.

Alternative Credit

A student may earn alternative credit in the following ways:

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

Amount of Alternative Credit Allowed

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

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

Resident Credit

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

Transfer Credit from Another Institution

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

- Higher education institutions (colleges) transfer credits may be accepted only from regionally accredited institutions.
- A course grade of "C" or better is required for all transfer credit.
- Students must request official transcripts to be sent to the Registrar's Office for evaluation.

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

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

• Credit will be granted on a course-by course basis for courses closely paralleling those offered at the college and must meet the credit hours of the CCCC course for which transfer credit is granted. 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 ten (10) years unless approved by the executive vice president of instruction.

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

• Such credit will not be calculated in the grade point average.

• An exam score of 3 or better is required to receive credit for an AP course.

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

Credit by Examination

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

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

• Obtain permission from the appropriate department chairperson or executive vice president of instruction.

• Register and pay tuition for the course.

• Take the Proficiency Test during the first week of the term.

• Earn a grade of "B" (86%) or better.

• Drop the course using the Drop/Add form if an acceptable score is earned and then add the course as Section "OP" (Proficiency) on the Drop/Add form.

• Credit granted through a proficiency exam will not be calculated in the grade point average.

• Proficiency demonstrations may be taken only one time for each course.

• Credit for proficiency demonstration may not be granted for a course being audited by the student.

• The instructor will complete a Student Termination form and assign a grade of "CE" (Credit by Examination). Reason for termination will be "Passed by Proficiency."

Credit by Experience

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

• Requests for credit by experience must be properly made and acted upon prior to the 10% point of the class and must be made in writing on the Request for Credit by Experience form.

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

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

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

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

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

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

• The approved credit recommendation should be submitted to the Registrar's Office.

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

• Documentation shall be kept on file for five (5) years in the Registrar's Office.

• Credit granted for experience will not be calculated in the grade point average.

Prerequisites/Corequisites

Prerequisites and corequisites serve as safeguards to successful course and program completion in that they ensure proper knowledge and background for higher-level courses. In the case of corequisites, the goal is to ensure a proper educational experience when two courses depend upon one another for coherence and knowledge application. In rare cases, prerequisites or corequisites may be waived upon review and recommendation by the department chair to the dean or provost and in consultation with the executive vice president of instruction. Permissible reasons for waiver of local prerequisites (course taken prior to another course)/ corequisites (course taken at the same time or prior to another course) are limited to the following:

• Grade of at least "C" in a course judged of similar or higher-level content to that of either the prerequisite/ corequisite or the requested course.

• Demonstrated competency in the content of the prerequisite/corequisite obtained through professional application. In this case, the student must request credit by experience.

• Life experiences that are deemed equivalent to or that supersede the prerequisite or corequisite; a formal review of course level outcomes would occur and be maintained in the student's records.

• Transfer in of a course that has a prerequisite or corequisite (example: a student transferring in with the local prerequisite of RED 090 would not have to take RED 090).

• Satisfactory completion of proficiency exams administered by CCCC (when such exams are available).

• Enrollment in another course deemed suitable to satisfy the corequisite.

• Student engaged in a job experience during the duration of the course that would provide a similar purpose of the corequisite.

• An associate or higher level degree when enrolling in beginning college level courses (e.g. ENG 111; PSY 150).

• For visiting students, written documentation from their college/university to enroll in a specified course that has a prerequisite.

Time Provisions for Completing a Curriculum Program

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

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

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

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

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

• When a student does not complete a program of study within five years, the department chair and appropriate faculty members may consider course-by-course credit within a student's program and grant appropriate substitutions and credit with review by the dean/provost and final approval by the executive vice president of instruction.

• Requests for transfer credit for courses earned under special credit status or while enrolled in another program are also subject to five-year limitations. Such credit exceeding the five-year limit may be evaluated and considered for credit by the department chair and appropriate faculty members with review by the dean/provost and final approval by the executive vice president of instruction.

Grading System

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

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

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.

Letter Grade	Meaning	Quality Points (Per Credit Hr.)
A (90-100)	Excellent	4
B (80-89)	Above Average	3
C (70-79)	Average	2
D (60-69)	Below Average	1
F (59 & under)	Failure	0
I	Incomplete	0
W	Withdrew	0
WF	Withdrawal/Failing	0
AU	Audit	0
P/F	Pass/Fail	0
CE	Credit by Exam	0
* (Grade)	Indicates grade not applicable	0
EL	Learning by Experience	0

Example of Computing Grade Point Average

Thirty-eight (38) QPs divided by seventeen (17) credit hours equals 2.235 GPA.
NOTE: Grade point averages are not rounded up or down for graduation or honor awards.

Course Earned	Credit Hrs	Grade		QPs
ENG 111	3	C (2)	3x2=	6
BIO 163	5	A (4)	5x4=	20
PSY 150	3	B (3)	3x3=	9
SOC 210	3	D (1)	3x1=	3
BUS 110	3	F (0)	3x0=	0

General Academic Standards

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

2. Students who do not earn a 2.0 GPA for any given term will be placed on academic probation. Probation students, who are seeking a degree, diploma, or certificate, will be required to enroll in and successfully complete ACA 090 College Study Skills, a three semester hour non-credit course. 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 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. Students who are placed on academic probation for subsequent terms will only be permitted to enroll in a maximum of 12 credit hours (12 credit hours for a 16 week term, 9 credit hours for a 12 week term, and 6 credit hours for an 8 week term) during the next term of enrollment. Students can enroll in additional credit hours upon obtaining a 2.0 term GPA during the probation term.

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

Exception: If a student applies to change curriculum programs after two terms with a GPA below 2.0, the suspension may be extended for one term. During this suspension extension term, the student will be required to enroll in and successfully complete ACA 090. This extension of suspension must be approved by the department chairperson of the new curriculum and by the Vice President 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.

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

President's/Dean's List Eligibility

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

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

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

Highest Academic Award

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

Academic Probation Policy

Each student will be notified of his academic status at the end of each term. Students who do not earn a 2.0 GPA for any given term will be placed on academic probation. Academic probation is posted to the student's official transcript for that term. Probation students, who are seeking a degree, diploma, or certificate, 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. Students who are placed on academic probation for subsequent terms will only be permitted to enroll in a maximum of 12 credit hours (12 credit hours for a 16 week term, 9 credit hours for a 12 week term, and 6 credit hours for an 8 week term) during the next term of enrollment. Students can enroll in additional credit hours upon obtaining a 2.0 term GPA during the probation term.

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, enrollment in needed developmental courses, or referrals to other college resources.

Academic Suspension Policy

If a student has below a 2.0 term GPA for two consecutive terms and an overall GPA of less than 2.0, that student will be suspended from all coursework and all college activities for one term with the exception of enrollment in ACA 090 College Study Skills. Academic suspension is posted to the student's official transcript for that term. A student may be considered for reentrance after one term of suspension by completing a readmission form and having it approved by the department chairperson, a counselor, and the vice president of student 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 suspension may be extended for one term. During this suspension extension term, the student will be required to enroll in and successfully complete ACA 090. This extension of suspension must be approved by the department chairperson of the new curriculum and by the Vice President of Student Services. Failure to obtain at least a 2.0 GPA during the subsequent term will result in academic suspension for one term.

Repeating a Course

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

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

Removal of Incomplete

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

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

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

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

next (fall, spring, or summer) semester as specified in the college calendar, a grade of "F" will be assigned by the registrar and computed in the student's cumulative grade point average.

Withdrawal

A student who wishes to withdraw from school or from an individual course during the academic year should complete an official withdrawal form in the Student Services Department. The student's advisor is required to sign the form. This will protect the student's scholastic standing, his right to reenroll, and his transfer credits. The date of official withdrawal (including withdrawal resulting from disciplinary suspension or expulsion) from a course can affect the final grade for that course. Distance education students who cannot physically come to campus can initiate withdrawal from a course by phoning or emailing an admissions counselor or academic advisor.

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

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

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

Readmission

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

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

Transcripts

Transcript Policy

Official curriculum transcripts may be requested by two methods. In order to request a transcript, a student's written or electronic signature is required and all financial obligations to the college must be fulfilled.

Students may request a transcript online from our website for $3.50 per transcript. Online orders may take up to 72 hours or three business days to process though are usually processed daily. Online requests may be sent via US post or electronically to the email address specified by the student. To order a transcript online, go to CCCC's homepage at www.cccc.edu. At the top of the page, find the A – Z index and click on transcripts. Scroll down to curriculum transcripts. Then click 'Order online now'. All electronic request transcript fees are collected by a third party agency (AVOW/Parchment systems) that provides the transcript management and certification system for transcripts. All students must digitally sign a FERPA waiver before the transcript is released.

On-demand requests may be made to the Records Office in person for a charge of $5.00 per transcript. On-demand transcripts will only be issued to the student. A photo ID is required. On-demand transcripts cannot be mailed or sent electronically. Payment must be made to the Business Office. Please note the Business Office hours for on-demand requests. The business office hours are from 8am until 5pm Monday through Thursday and from 8am until 3:30pm on Fridays for on-demand payment processing.

CCCC does not fax transcripts or accept faxed transcript requests for curriculum transcripts. Central Carolina Community College retains the right to not issue an official transcript under the following circumstances: (1) the student owes an outstanding balance to the college, and (2) the student owes outstanding materials to the college.

Electronic Transcript Policy (E-transcripts)

Central Carolina Community College certifies that an electronic transcript (e-transcript) issued by AVOW Systems as an official college transcript. The acceptability of an e-transcript will be determined by the receiving institution/recipient in accordance with their policies and procedures.

Acceptance of Electronic Transcripts for Admission Purposes

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

1. The transcript is certified as official from the college using a third party agency for the certification process. Approved agencies include AVOW Systems, Docufide, National Student Clearinghouse, and Scrip-Safe.

2. The transcript must be a PDF certified document that has no indication of tampering.

3. A college official must receive the transcript from

an approved e-transcript service. CCCC will not accept forwarded transcripts from unaffiliated college sources unless it has been preapproved by the Registrar.

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

Graduation

Graduation exercises are held annually at the close of the spring and summer terms. The student must apply for his degree or diploma by the midterm of the term in which coursework is scheduled for completion. A $18.00 graduation fee will be charged to students who participate in graduation exercises. Graduation fees are used to cover costs for degrees, diplomas, certificates, caps, gowns, honorariums, flowers, etc. In compliance with the Student-Right-To-Know and Campus Security Act of 1991, the college's graduation rate and annual crime statistics are available on request from Student Services.

Conduct and Student Due Process

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

Attendance

Central Carolina Community College values a philosophy that supports the attainment of education, skills, and competencies integrated with a strong awareness of a workplace ethic of responsibility and commitment to excellence. Regular attendance is required and demonstrates a commitment to educational achievement and good workplace ethics. All work missed during absences must be made up to the satisfaction of the instructor, and failure to make up work may adversely affect the student's final grade. The following rules apply:

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

Central Carolina Community College authorizes two absences from classes each academic year for religious observances required by the faith of a student. For the purposes of this policy, an academic year begins on the first day of fall classes in August and ends on the last day of summer classes in July each year. Absences due to religious observance are in addition to allowed absences set forth by 80% attendance requirement.

Students requesting absence from class for religious observance must obtain approval at least two weeks prior to the date of the absence. Students who miss class for religious observance will be granted the opportunity to make up work missed due to the absence.

• Students withdrawn for missing more than 20% of the class meetings before the last day to drop a course will receive a grade of "W." Students withdrawn after the last day to drop a course will be assigned a grade of "WF."

• Making up absences is at the discretion of the instructor or may be guided by internal policies determined by individual departments or programs when necessary to comply with guidelines prescribed by accrediting or licensing agencies. Allied Health, Barbering, Basic Law Enforcement Training (BLET), Cosmetology, and Esthetics are examples of such programs and courses where external agency requirements may influence attendance guidelines.

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

• In all cases, instructors are required to maintain accurate attendance records. Absences due to late registration shall be counted as regular absences. If a student has been in attendance prior to the 10% census date, but has been absent, the instructor should not initiate student withdrawals except for students who have never attended class. Otherwise, students should be withdrawn once they exceed the 20% absence limit.

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

• A student may be suspended from a course for disciplinary reasons at any point during a course.

• If a student wishes to appeal an instructor's decision to withdraw him for absences, the student should consult the instructor's immediate supervisor. Further appeals should be made to the next ranking official up to the executive vice president of instruction. The official to whom the appeal is made may reverse the withdrawal. The decision of the executive vice president of instruction is final.

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

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

• Excessive tardiness will be dealt with in a manner similar to that for absences. Three tardies constitute one (1) absence. Students who are late by 10 minutes or more will be marked absent for that hour of class. NOTE: A grade of "W" may adversely affect third-party payments (e.g., financial aid, VA benefits).

• Attendance or participation in distance education courses is defined as completing and submitting academic work. At the semester start, students must complete the course-specific orientation including a required orientation quiz by the deadline to remain enrolled in the course. Failure to meet this orientation requirement will result in being withdrawn from the course at the student's expense.

• Simply clicking into a Blackboard site or related application does not constitute attendance. Students should reference distance education materials and their course-specific syllabi for more detailed requirements for active and appropriate participation in distance education courses. When students do not meet attendance standards in distance education courses as set forth in distance education materials and course-specific syllabi, students will be dropped from the course with the outcomes as described for traditional students.

Dropping Students from Class Roll

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

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

Student Rights, Responsibilities, and Judicial Procedures

I. Preamble

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

II. Student Rights

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

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

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

D. The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of and access to student records, and this Act will be adhered to by the college. Students and former students have the right to review their official records and to request a hearing if they challenge the contents of these records. Only directory information will be released without the written consent of the student. Directory information includes name, address, academic major, enrollment periods, hours earned, degrees awarded, and awards received. However, a student may request in writing to the vice president of student 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 any grade within fifteen (15) business days after the posted date of the grade. Students must follow the student appeal process outlined under Section VI. Student Grievance Procedure and Section VIII. Appeals Procedure—Grade Appeal.

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 sanctionsdescribed in Section V.

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

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

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

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

Other academic honesty violations include allowing others to copy your work, providing your work to others for submission as their own, lying to improve your grade or others' grades, changing a graded work and submitting it for regrading, stealing or destroying others' work, collaborating on work without instructor approval, and impersonating another by taking their examination.

If a student commits an act of academic dishonesty, the consequences may include one or more of the following at the discretion of CCCC administrators: receive a zero grade on that assignment, receive an "F" in that course, and/or be suspended or expelled from the college.

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

C. Possession of or use of alcoholic beverages or being in a state of intoxication on the college campus or at college-sponsored or supervised functions off campus or in college-owned vehicles is prohibited. Possession, use, or distribution of any illegal drugs, except as expressly permitted by law is prohibited. Any influence, which may be attributed to the use of drugs or of alcoholic beverages, shall not in any way limit the responsibility of the individual for the consequences of their actions.

Furthermore, no one with the smell of alcohol on him, or whose observable behavior leads a college official to believe he is under the influence of alcohol or other drugs, will be allowed at the college or any college activity. NOTE: Parents are notified when students under age 21 violate drug and/or alcohol laws.

D. Lewd or indecent conduct, including public physical or verbal action or distribution of obscene or

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

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

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

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

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

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

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

L. Illegal gambling is prohibited.

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

N. Vehicles must be parked in designated areas and the parking permit must be visible. Vehicles will be operated safely, moderately, and courteously. The speed limit on all campuses is ten (10) miles per hour. Vehicles must be registered with the Business Office (Lee County Campus) or the front office (Chatham and Harnett county

campuses) at the first occasion they are used on campus grounds. Violators of traffic and parking regulations are subject to a fine for each violation. Student records may be withheld until fines are paid. See maps at the back of the Handbook.

O. Forgery, alteration, or misuse of college documents, records, or instruments of identification with intent to deceive is prohibited.

P. Failure to comply with instruction of college officials acting in performance of their duties is prohibited.

Q. Violation of the terms of disciplinary probation or any college regulation during the period of probation is prohibited.

R. Fiscal irresponsibility such as failure to pay college-levied fines, failure to repay college-funded loans, or the passing of worthless checks to college officials is prohibited.

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

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

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

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

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

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

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

X. Policy on Pets
Pets of any type may not be brought on campus or into any college building. This policy is in no way intended to restrict access to the campus for animals specifically trained to aid individuals with disabilities, police dogs, or those pets that are part of the college's Vet Med program. Pets cannot be left unattended in vehicles while parked on CCCC property.

Diagram of Student Due Process Procedure

Incident/Infraction Occurs
▼
College Official May Suspend Immediately
▼
Notify VP of Student Services (Within 2 Days*)
▼
VP of Student Services Investigates and Informs Student in Writing of Decision (Within 10 Days*)
▼
Student May Appeal in Writing to Judicial Committee (Within 6 Days*)
▼
VP of Student Services Informs Student of Hearing (Within 6 Days*)
▼
Judicial Committee Hearing (Within 10 Days*)
▼
Decision Sent to Student (Within 4 Days*)
▼
Student May Appeal to President (Within 10 Days*)
▼
President Informs Student in Writing of Decision (Within 10 Days*)

*Working days, not calendar days

IV. Disciplinary Procedures

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

The instructor or administrative officer invoking such suspension shall notify the Vice President of Student Services in writing of the individuals involved and the

nature of the infraction as soon as possible but no more than two (2) days following the incident. The Vice President of Student Services shall resolve the matter in a timely fashion utilizing the steps outlined in section IV. C. Disciplinary Procedures.

B. Responsibility for Implementation:
The vice president of Student Services is responsible for implementing student discipline procedures. (Throughout this code, VP of Student Services refers to the Vice President of Student 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 of Student Services against any student or student organization for violations of college regulations. The individual(s) making the charge must notify the VP of Student Services in writing stating: name of the student(s) involved, the alleged violation of the specific code of conduct, the time, place, and date of the incident, names of person(s) directly involved or witnesses to the infraction(s), any action taken that related to the matter, and desired solution(s).

2. Investigation and Decision: Within five (5) working days after the charge is filed, the VP of Student Services shall complete a preliminary investigation of the charge and shall schedule a meeting with the student. After discussing the alleged infraction with the student, the VP of Student Services may act as follows:

a. drop the charges.

b. impose a sanction consistent with those shown in Section V. Sanctions.

c. refer the student to a college office or community agency for services.

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

V. Sanctions

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

B. General Probation: An individual may be placed on General Probation when involved in a minor disciplinary offense. General Probation has two (2) important implications. First, the individual is given a chance to show his capability and willingness to observe the Student Code of Conduct without further penalty; second, if he errs again, further action will be taken. This probation will be in effect for no more than two (2) terms.

C. Restrictive Probation: Restrictive Probation results in loss of good standing and becomes a matter of record. Restrictive conditions may limit activity in the college community and/or access to specified college facilities. Generally, the individual will not be eligible for initiation into any local or national organization, and may not receive any college award or other honorary recognition. The individual may not occupy a position of leadership or responsibility within the college or with a student organization, publication, or activity. This probation will be in effect for no less than two (2) terms. Any violation of Restrictive Probation may result in immediate suspension.

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

E. Interim Suspension: This results in exclusion from class and/or other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged violation.

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

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

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

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

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

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

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

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

VI. Student Grievance Procedure

A. Purpose: The purpose of the student grievance procedure is to provide a system to channel student complaints against a college employee. Such complaints

include academic grades, alleged discrimination, and alleged harassment.

B. Procedures:

1. First, the student must go to the instructor or staff member with whom the problem originated and attempt to resolve the problem at this level. If the grievance is related to an academic grade, the student must follow the steps outlined in the Grade Appeal Form as indicated in VIII. Appeals Procedure – Grade Appeal. In extreme cases such as alleged sexual harassment, the student may go directly to the VP of Student Services or any other college official with whom the student feels comfortable.

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

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

VII. Appeals Procedure—Sanctions or Disciplinary Actions

A student who disagrees with the decision of the VP of Student Services may request a hearing before the Judicial Committee. This request must be submitted in writing to the VP of Student Services within six (6) working days after the receipt of the VP of Student Services' decision. The VP of Student Services shall refer the matter to the Judicial Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student or college employee against whom the charge has been filed, and the relevant facts revealed by the VP of Student Services' investigation.

A. Committee Composition

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

1. Three faculty or staff members appointed by the executive vice president of instruction of the college.

2. Three student members who are unfamiliar with the student or the complaint, appointed by the student activities coordinator. New students may be selected for each hearing.

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

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

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

B. Procedures for Hearings Before the Judicial Committee

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

The Judicial Committee must meet within ten (10) working days of receipt of a request for a hearing, unless the student (the defendant) requests additional time (not to exceed five (5) days). At least two (2) working days prior to the date set for the hearing, the VP of Student 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 of Student Services of this intention when the request for the hearing is filed. If the student brings counsel to the hearing without so informing the VP of Student Services, the committee chairperson will give the student the option of proceeding without counsel or postponing the hearing for five (5) working days.

b. The right to request that the committee chairperson disqualify any member of the committee for prejudice or bias. If a member is disqualified the committee must still have five members (see note below VII. A.) 4.) to conduct business. Additionally, if a faculty or staff member is the defendant, the faculty or staff member also has the right to request that a committee member be disqualified for prejudice or bias.

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

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

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

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

g. The right to appeal the decision of the committee to the president who will review the official record of the hearing. The appeal must be in writing and it must be made within ten (10) working days of the completion of the hearing.

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

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

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

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

(3) Counsels (see VII. B. 2. a. The Right to 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 committee and the president will determine access to them. All tapes will be filed in the vault in the college Business Office and kept for three (3) years. The VP of Student Services will keep copies of all correspondence and rulings surrounding the hearing for three (3) years.

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

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

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

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

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

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

2. Hear from the student, the VP of Student 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 ten (10) working days of the receipt of the appeal.

VIII. Appeals Procedure – Grade Appeal

A. The purpose of the grade appeal procedure is to provide a system to address student complaints regarding grades awarded for specific assignments and/or courses.

B. Procedures

1. The student initiates the appeal of an individual grade or course grade by completing the biographical and descriptive information prompted on the first page of the Grade Appeal Form. The student then submits the completed form to the instructor of the class in which the grade was assigned.

2. The instructor reviews the description of the problem and any related supporting evidence documented on the form by the student and then renders a decision to either uphold or amend the grade. The instructor records information related to the decision on the form and reports this information to the student. Based on the instructor's decision, the student indicates on the form whether to accept the instructor's decision or to continue the appeal process.

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

Distance Education Student Rights and Grievances

Student rights equally apply and extend to distance education students as described above. Likewise, the requirements, guidelines, and procedures for grievances equally apply and extend to distance education students. Distance education students can refer to the College Catalog or the above for more complete information. Students can also contact the distance education staff for direction.

Campus Sex Crimes Prevention Act Information

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

Information regarding individuals on the registered sex offenders' list can be obtained from the sheriff's office in Chatham, Harnett, and Lee counties. Additionally, the North Carolina Department of Corrections website (www.doc.state.nc.us) provides access to search offender information by the offense committed, the county in which the offense was committed, the date of admission into a correctional facility, and the offender's status and release date.

Family Educational Rights and Privacy Act

Protecting Distance Student Privacy

The Family Educational Rights and Privacy Act requirements and guidelines equally apply and extend to distance education students.

Verifying and Protecting Distance Student Identity

Central Carolina Community College ensures the integrity of its courses and programs offered via distance education by verifying the identity of students participating in classes and completing course work. Methods for verification include requiring a secure login and pass code to the learning management system and related resources, proctored examinations, use of techologies like Turnitin, and employing authentic assessments. The distance education department does not share distance education students' protected and identifying information to third parties.

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

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

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

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

Generally, schools must have written permission from the student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

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

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

Students may not have access to the following information:

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

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

• Name
• Address
• Academic Major
• Enrollment Periods
• Hours Earned
• Degrees Awarded
• Awards Received

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

Family Policy Compliance Office
U.S. Department of Education

400 Maryland Avenue, SW
Washington, D.C. 20202-5920

NOTE: Department of Education as retrieved from www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

Drug and Alcohol Prevention

Safe and Drug Free Schools and Communities Act of 1994

Central Carolina Community College complies with the Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) as implemented by regulations and contained in 34 CFR Part 86, Subpart B, (amended as Title IV Safe and Drug Free Schools and Communities Act of 1994).

A. Program and Policy

Promoting a drug and alcohol free environment is everyone's responsibility. CCCC supports this nationwide movement and is committed to maintaining such an environment for all employees and students. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance by employees or students at any official college location or at any location while engaged in activities on behalf of the college is prohibited. "Controlled substance" generally refers to drugs which have a high potential for abuse. Such drugs include, but are limited to, heroin, cocaine, marijuana, PCP, and "crack." This includes, but is not limited to, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of Section 2020 of the Controlled Substance Act (21 U.S.C. Section 812) and is further defined by regulation at 21 C.F.R. 1300.11 through 1300.15 or article 5 Chapter 90 of the North Carolina General Statutes. They also include "legal drugs" which are not prescribed by a physician. Likewise, possessing, consuming, or serving alcoholic beverages at any college location is prohibited.

N.C. General Statutes 90-95 states that it is unlawful for any person:

• To manufacture, sell, deliver, or possess with intent to manufacture, sell, or deliver a controlled substance;

• To create, sell, deliver, or possess with intent to sell or deliver, a counterfeit controlled substance;

• To possess a controlled substance.

CCCC policies also prohibit:

• Possessing, consuming, or serving alcohol beverages or controlled substances; or use, manufacture, and/or sell of controlled substances at any college location. Applies to all employees and students.

• Possessing, using, transmitting, or being under the influence of any narcotic drug, intoxicant of any kind. Applies to all employees and students.

B. Disciplinary Action

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

A penalty will be imposed on students through the office of the vice president of student services as a result of unacceptable conduct which includes violation of the college's drug and alcohol policies.

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

C. Drug Counseling and Rehabilitation Services

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

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

• Alcoholic Anonymous (919) 776-5522
• Pinehurst Treatment Center (910) 215-3330
• Holly Hill Hospital (800) 447-1800
• Carolina Behavioral Care (910) 295-6007
• Sandhills Center/Lee (919) 774-6521
• High Point Behavioral Health (800) 525-9375
• Sandhills Center/Harnett (910) 893-2118
• Alamance Regional Medical Center (800) 522-9418

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

Problem Gambling

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

• North Carolina Problem Gambling Helpline: (877) 718-5543
www.morethanagamenc.com

• Gambler's Anonymous: 1-888-846-4427
www.gamblersanonymous.org

• Gam-Anon: 1-800-552-0170
www.gam-anon.org/

• National Center for Responsible Gambling
www.ncrg.org

• McGill International Centre for Youth Gambling
www.youthgambling.com

Veterans' Information

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

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

• Notify the veterans' coordinator of intent to apply for VA benefits.

• Select a program and apply for admission to the college. All admission requirements must be completed before VA benefits can be certified.

• Before registration, contact the veterans' coordinator to insure that all enrollment and VA document data are correct and complete. Students must inform the veterans' coordinator of their class schedule each semester. Failure to inform the veterans' coordinator of changes in students' schedules may result in a lapse of educational benefits.

Standards of Progress, Attendance, and Conduct

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

I. Unsatisfactory Progress

A final 2.0 cumulative grade point average is required for graduation in all programs, and a student is expected to maintain this average to be considered in good academic standing. (see Academic Probation Policy). Eligible veterans and dependents are expected to meet the satisfactory progress policy to receive VA benefits (See Eligible Veterans or Dependents). Eligible veterans or dependents who have been decertified may be recertified when they meet satisfactory progress (See Eligible Veterans or Dependents). Eligible veterans or dependents can appeal their termination of benefits by completing the appeal form in the Financial Aid Office. This policy is used as the basis for determining a student's status for enrollment certification purposes to the Veterans Administration.

II. Attendance Requirements Classroom attendance requirements are the same for veterans and non-veterans and are covered elsewhere in this handbook. Veterans, who receive educational benefits and are dropped from class due to inadequate attendance, may be terminated from receiving educational benefits. Failure to notify the veterans' coordinator of any change in total semester hours may result in an overpayment in educational benefits and a debt for students.

Serviceman's Opportunity College (SOC)

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

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

Student Activities

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

Student Centers

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

The centers are open the following hours:
Monday – Thursday,
7:30 a.m. – 9:00 p.m.
Friday, 7:30 a.m. – 3:30 p.m.

Alumni

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

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

Alcohol: The Risks And The Laws

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

Get Help: Contact Information

Locally

- Health and Mental Health Departments
- Drug Action Committee of Lee County
- Alcohol and Drug Treatment Centers
- Department of Social Services
- Alcoholics Anonymous
- ALANON
- Hospitals
- United Way (Family Services, Drug Action, etc.)
- Residential Care and Treatment Centers
- Crisis & Suicide Intervention
- Police and Sheriff Departments

Statewide and Others

- East Carolina Regional Training Center (919) 757-4661
- N.C. Department of Human Resources/Division of Health Services (919) 733-3471
- State Employees Assistance Program 1-800-543-7327
- Southeast Regional Center Drug Free Schools 404) 688-9227

Nationally

- National Clearinghouse/Alcohol & Drug Information (301) 468-2600
- National AIDS Information Clearinghouse (212) 206-6770
- National Council on Alcoholism (212) 206-6770
- National Prevention Network (202) 783-6868
- Office of Substance Abuse Prevention (301) 443-0369
- Office of Justice Programs/Department of Justice 1-800-262-6243
- Drug Free Workplace Help Line 1-800-843-4971
- Cocaine Hotline1-800-COCAINE
- National Institute on Drug Abuse Hotline 1-800-662-HELP
- National Institute of Drug Abuse Help Line 1-800-662- 4971
- American Council on Alcoholism 1-800-527-5344
- Al-Anon 1-800-356-9996

Drugs: The Risks And The Laws

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

Ambassador Scholarship Program

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

Carolina Student Transfer Excellence Program (C-STEP)

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

For more information, contact Mark Hall at mhall@cccc.edu.

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 the Student Services Department staff.

The SGA's organizational structure consists of an Executive Committee with the officers of president, a vice president for each of the county campuses, a secretary, treasurer, and a Student Senate composed of elected representatives from each curriculum. The SGA president and vice presidents are elected in the spring term of the preceding year. The other officers and representatives are elected during the fall term by the first week in October. The president of the SGA, who serves as a non-voting member of the Board, represents the students on the CCCC Board of Trustees.

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

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

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

1. SGA Student Planner/Handbook

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

2. Activity Days

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

3. Athletics

a. Bowling

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

b. Basketball

CCCC sponsors intercollegiate men's and women's teams when there is sufficient student interest. Intramural basketball may also be sponsored if sufficient interest is indicated.

c. Volleyball

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

d. Golf

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

e. Other Athletics

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

4. Dances/Social Events

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

5. Special Events

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

6. Other Activities

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

7. SGA Elections

SGA elections are held twice a year. An election for SGA president and vice president is held in the spring term of the previous school year. The offices of secretary and treasurer are elected by the first week in October. The following rules have been adopted by the SGA to ensure fairness to all candidates:

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

b. No campaigning shall be permitted within 25 feet of the voting polls.

c. No campaign poster will be permitted within 25 feet of the voting polls.

d. Voting will be by ballot. Simple majority will elect officers.

e. All currently enrolled curriculum students may vote.

f. In the absence of an Elections Committee, the SGA president and advisor will be responsible for the election process.

g. Any campaign violations should be immediately reported to the SGA advisor in the Student Center.

8. Phi Theta Kappa Honor Society

The Phi Theta Kappa Honor Society at Central Carolina Community College serves to promote scholarship, development of leadership and service, and the cultivation of fellowship among its members. To qualify as candidates for membership, students must meet the following requirements:

a. Must have completed 12 semester hours of associate degree coursework.

b. Must have achieved a Grade Point Average of 3.7 on a 4.0 scale and subsequently, maintain a cumulative Grade Point Average of 3.5 on a 4.0 scale.

c. Must adhere to the Student Code of Conduct and be a student in good standing.

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

9. Clubs

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

Library Services

The CCCC Libraries consist of the Lee Campus Library (Sanford), the Harnett Campus Library (Lillington), and the Chatham Community Library (Pittsboro). The Chatham Campus Library merged with the Pittsboro Public Library in September 2010 to form a joint-use library located on the Pittsboro campus. CCCC is pleased to work with Chatham County in this capacity to provide library services to our students and to the Chatham community. All libraries provide resources and assistance to students, faculty, and community patrons. Library cards are required for everyone to borrow materials. For students at the Lee and Harnett campuses, the student ID card is also the library card. Students will need to register and activate their student ID for use as a library card at the circulation desk. Students at the Chatham campus should register for a separate library card at the circulation desk. Please let the library staff know that you are a CCCC student. At the Sanford and Lillington campus libraries, community patrons should present a current driver's license or other valid photo ID to obtain a library card. Library hours and phone numbers are:

Lee County Campus (Sanford)
Phone: (919) 718-7244
Fax: (919) 718-7378
Hours: 7:30 a.m. to 8:00 p.m.
Monday through Thursday;
7:30 a.m. to 3:30 p.m. Friday

Harnett County Campus (Lillington)
Phone: (910) 814-8843
Hours: 7:30 a.m. to 7:00 p.m.
Monday through Thursday;
7:30 a.m. to 3:30 p.m. Friday

Chatham Community Library (Pittsboro)
Phone: (919) 545-8084
Hours: 9:00 a.m. to 8:00 p.m.
Monday through Thursday;
9:00 a.m. to 6:00 p.m. Friday;
9:00 a.m. to 5:00 p.m. Saturday

www.cccc.edu/library

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

Books, audio books, music CDs, educational videos, and eReaders may be checked out for 3 weeks. Back issues of magazines and newspapers may be checked out

for 1 week. Movies may be checked out for 3 days (limit 3 titles). The CCCC libraries do not charge late fines for overdue materials with the exception of eReaders, which are $5.00 per day if late. The replacement cost of the item is charged for items that have been lost. Charges may also be assessed for damaged materials. Grades, transcripts, and diplomas are held until the library record has been cleared. Circulation policies, loan periods, and late fines may vary at the Chatham Community Library.

Library Resources

A variety of print and online library resources are available to support the curriculum offerings of the college. The CCCC libraries have a combined collection of over 32,000 books, over 150 periodicals, and over 2,000 audiovisual items. The Lee County (Sanford) campus library also has an extensive law collection, a music CD collection, an audio book collection, and a movie collection. Nook Color eReaders are also available for check-out at all campus libraries. The eReaders are pre-loaded with classics and best sellers.

Online resources 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 eBooks, eAudio Books, and eVideos. Students can access all of these online resources from home. Contact the library staff about off-campus access and to obtain the password to access these resources.

The online catalog (CCLINC), a central database containing the holdings of CCCC and 48 other North Carolina community college libraries, provides easy and free access to additional resources located in the libraries. Cooperative agreements giving students borrowing privileges exist between the CCCC libraries and the public libraries in Lee, Harnett, and Chatham counties, as well as Campbell University. The library also participates in interlibrary loan services with other types of libraries in North Carolina and throughout the country who have holdings in the OCLC WorldCat database. These services allow us to borrow materials from other libraries for you to check out through our library.

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

Computers with Internet access and Microsoft Office applications are available. A scanner and wireless Internet access are also available at all libraries. Printing and photocopying services are available using a debit card system at the Lee and Harnett campus libraries. Costs are 5¢ per page. Printing and copying services at the Chatham Community Library are payable through a coin-operated system or cash at 10¢ per page.

Study rooms are available for group study at all campus locations. Study rooms may be reserved online through the Get a Room service on our web page. Study carrels are also available for quiet, individual study at our Lee and Harnett campus libraries.

Student IDs are made at the Lee and Harnett campus libraries and in the main building at the Chatham campus. Students should provide a copy of their registration schedule and/or receipt as proof of enrollment at the time their ID is made.

College Success Center

The College Success Center supports students' needs as they persist towards their academic goals and develop into lifelong learners. Students may visit with the College Success Center for individual academic coaching sessions, advising sessions, and/or group advising sessions. All students are encouraged to visit the College Success Center if they have academic issues or experience barriers to their college attendance.

The College Success Center also offers college success courses (ACA 111, ACA 115, ACA 122) that students typically take during their first semester in college. These courses are designed to help students learn to navigate the college process and accomplish their goals. During the class, students will create individualized college success plans helping them to map their path towards a success career.

The College Success Center is located in the Miriello Building on the Lillington Campus, on the second floor of Building 2 on the Pittsboro Campus, and in Hockaday Hall on the Sanford Campus.

Developmental Studies Program

Minimum proficiency requirements have been established in English, math, and reading. If a student's placement test scores are below the minimum requirements, he will take developmental courses designed to help remove deficiencies. The Developmental Studies Program is located in the Guided Studies Building on the Lee County Campus, in the Miriello Building on the Harnett County Campus, and in the Health and Small Business Building on the Chatham County Campus.

Writing and Reading Center

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

The Writing and Reading Center tutors will help coach students to refine and revise their work. The Center will not proofread line-by-line, tell you what to write, or tell

you what grade you can expect. Instead, tutors will offer guidance, instruction, and resources to help you become a better reader and writer with the ultimate goal of achieving college success.

In addition to physical services in the Writing & Reading Center, asynchronous tutoring is also available via the Online Writing Center. The OWL was created in an effort to reach all of our students, not just those that attend seated classes. Students taking online or evening classes can submit work for review and get constructive feedback in no more than 48 hours. To access the Writing and Reading Center website, use the A – Z index on the homepage. Scroll down to curriculum transcripts.

The Center is located in the Miriello Building on the Lillington Campus, on the second floor in Building 2 on the Pittsboro Campus, and on the Lee Campus in the Science Building.

AVISO

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

Logging in to AVISO

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

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

STEP 1: Aviso can be accessed at https://cccc.avisoapp.com/aviso/login.jsp or through the login option in the upper right corner of www.cccc.edu.

STEP 2: In the Username field, type in your full cougarmail e-mail address: the first initial of your first name, the first four letters of your last name, and the last three digits of your CCCC student ID (not your social security number) followed by "@cougarmail.cccc.edu ." For example, Jane Smith ID# 1234567 would be username: jsmit567@cougarmail.cccc.edu

STEP 3: In the Password field, type in your cougarmail password.

The Help Desk can be contacted for troubleshooting at (919) 718-7397 or (800) 682-8353 extension 7397.

Academic Assistance Center

The Academic Assistance Center is available for students who request additional assistance with their academic studies. The center offers free tutoring, an open computer lab, and other services.
Campus phone numbers:
Sanford: (919) 718-7361
Lillington: (910) 814-8809
Pittsboro: (919) 545-8029

www.cccc.edu/studentservices/academicassistance

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

The Benefit Bank

As a partner of The Benefit Bank of North Carolina, Central Carolina Community College is committed to helping enrolled students, workers, and families get access to educational and federal work support resources.

Through this online service, individuals can complete forms or applications for the following services:

- Federal and State Tax Filing (Up to 3 years back taxes)
- FAFSA (Free Application for Federal Student Aid)
- Food and Nutrition Services (Food Stamps)
- Veterans' Education and Training Benefits
- Medical Benefits (adults and children)
- Work First Family Assistance
- Energy Assistance - Crisis Assistance
- Voter Registration

Please contact the College Success Center at success@cccc.edu or (919) 718-7485 or (800) 682-8353 extension 7485 for assistance in accessing the Benefits Bank.

Special Populations Services

Central Carolina Community College is in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act signed into law on July 26, 1990. In 1994, Central Carolina Community College established the Special Populations Office to facilitate the provisions of reasonable accommodations for all students with disabilities. This office coordinates services between the faculty and the special populations students. Our instructors and staff have experience working with students who have disabilities to help them obtain the education they need to enter the workforce or transfer to a four-year institution.

Central Carolina Community College has a commitment to its students to help them succeed. Therefore, Central Carolina Community College has adapted the fol-

lowing policy to guide its delivery of services to students with disabilities:

"No otherwise qualified individual shall, by reason of disability, be excluded from the participation in, be denied the benefits of, or subjected to discrimination under any program or activity at Central Carolina Community College. The college will make program modifications in instructional delivery and provide supplemental services to enable students with disabilities to participate in activities compatible with their condition and interests."

To Receive Accommodations:

1. Student completes standard admission application.

2. Student must identify himself or herself to the Special Populations Office and request accommodations appropriate for his or her disability. (Please request packet from Special Populations Office.)

3. Student may be referred to Special Populations Office by high school officials, community agencies, parents, Central Carolina Community College faculty or staff, or may self-refer. It is the responsibility of the student to request accommodations. Students requesting support services must register with the Special Populations Office at least thirty (30) days in advance to assure accommodations for the start of class.

4. Student must provide documentation of the disability for which accommodations are requested. Documentation must be within the last three (3) years.

5. Once documentation is received, the student and special populations coordinator will meet to determine necessary accommodations and complete a service contract.

6. Student completes a Student Schedule Request at the beginning of each semester enrolled, giving the special populations coordinator permission to notify instructors of accommodations.

7. Special populations coordinator sends Accommodations Request Form to the student's instructors each term outlining accommodations to which the student is entitled.

Documentation Requirements

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

Academic Standards

Students with disabilities are expected to meet the same level of academic standards as all other students. The purpose of an accommodation is to minimize the impact of the disability, not to "water down" a course or requirement. To do otherwise would decrease the credibility of the institution and would also be unfair to the student.

Available Services

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

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

Campus Security

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

All student vehicles must have a CCCC parking decal displayed. See the Vehicle Registration section and the parking map in this handbook for details on where to park.

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

Lee County

- Lee Campus Security is in the Business and Mailroom section in the Library Building.

The phone number is (919) 718-7512.

- Wicker Lifelong Learning Center – Campus Security (919) 770-4169

Harnett County Campus

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

Chatham County

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

Security Tips

• Be aware of your surroundings

• Always carry your CCCC issued student ID on your person

• Do not leave valuables, book bags, or electronics unattended

• Keep your car doors locked

• Do not leave valuables visible in your vehicle

• Have your car keys in hand before you reach the car door.

• Report suspicious person(s) or behavior, threats, or harassing phone calls immediately to faculty/staff, Security, or Provost Contact the Director of Campus Security and Safety at (919) 718-7211 with concerns or suggestions.

Tobacco-Free Campus Policy

Central Carolina Community College is committed to providing its employees and students with a safe and healthful environment. CCCC also recognizes the use of tobacco products on campus grounds is detrimental to the health and safety of students, staff, faculty and visitors. CCCC also recognizes that it has the legal authority to prohibit tobacco use pursuant to G.S. 143-599. Therefore, CCCC has set the following 100% tobacco free campus policy to be implemented on January 1, 2009. The use of tobacco and tobacco products is prohibited by students, staff, faculty or visitors:

• in all campus buildings, facilities, and outside areas of the campus.

• on campus grounds, or in vehicles that are the property of the college

• at lectures, conferences, meetings, social and cultural events held on campus

• for the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, pipes, bidis, hookahs, smokeless or spit tobacco or snuff.

• eCigarettes or any other active, nontraditional nicotine delivery systems are also prohibited. This prohibition does not apply to passive nicotine delivery systems intended for smoking cessation, such as nicotine patches.

Enforcement

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

First Offense

Any student observed smoking or using tobacco products will be asked in a non-confrontational manner to obey the College policy and to stop using the products. Faculty or staff members will identify themselves to the student and ask to see the student's identification card to verify their student status and to identify the name of the student. Students without a student identification card should produce some form of official picture identification (e.g. driver's license) and shall be instructed to take the necessary steps to acquire an official student identification card. The faculty or staff member will explain the College's tobacco-free policy and the possible consequences for violating the policy, and will file a report with the Director of Campus Security giving the student's name and the date and time of this policy violation. The report shall be made as an e-mail, or memorandum. The Director of Campus Security will keep a record of violations identifying the student, date, time, and name of the faculty or staff member reporting the violation.

Second Offense

Faculty and staff members will follow the procedures identified in "First Offense." When the Director of Campus Security determines that this is the second reported offense for a student, the Director will give the student's name to the Vice President of Student Services. The Vice President of Student Services will send the student a first-class letter and/or e-mail, if available, warning the student that this is the second violation of the tobacco-free policy and that the student will face suspension or expulsion with any further violations.

Third Offense

Faculty and staff members will follow the procedures identified in "First Offense. When the Director of Campus Security determines that this is the third reported offense for a student, the Director will give the student's name to the Vice President of Student Services. The Vice President of Student Services will suspend the student for the remainder of the current term. The student may re-enroll, subject to any specific program limitations, following the suspension period.

Inclement Weather Policy

When it is determined that weather conditions are severe enough to warrant closing the college, the information will be made available as soon as possible. All distance education due dates that do not require face-to-face meetings will be unaltered by inclement weather.

Types of Announcements:

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

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

C. College will open at announced time (report to classes that begin at that time).

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

NOTE: Students should not leave a voice mail for instructors about missing class due to bad weather. The phone system cannot handle the volume of calls.
Visit www.cccc.edu for CCCC inclement weather postings.

Announcements will also be made on:

Radio Stations:

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

Dunn:
- WCKB – 780 AM

Siler City:
- WNCA – 1570 AM

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

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

TV Stations:

Raleigh:
- WRAL – Channel 5

WRDC – Channel 28

WLFL – Channel 22

High Point:
- WGHP – Channel 8

RTP:
- WNCN – Channel 17

Greensboro:
- WFMY – Channel 2

Durham:
- WTVD – Channel 11

Fayetteville:
- WKFT – Channel 40

Sanford:
- WBF – Channel 46

Club Listing: 2014 – 2015

Chartered Clubs (Advisors listed):

SCNAVTA – VMT club, Megan Kelly

CCANS – Nursing club open to all students waiting to enroll and enrolled (Barbara Campbell)

NCST Net-Tel – Telecommunications Club (Constance Boahn)

Paralegal Club – Paralegal students only (Lisa Duncan)

Laser Club SPIE (Gary Beasley)

Broadcasting Club – Broadcasting students only (Bill Freeman)

Sustainability Club – Pittsboro-based, open to all students (Laura Lauffer)

Phi Beta Lambda – Business-based club, open to all students (Mike Fann)

Phi Theta Kappa – Honor Society, open to all eligible students (Mark Hall and Mike Neal)

Red Cross Club – Open to all students (Dane Peterson)

Gaming Club – Open to all game players (Richard Biggs)

GIVE Club – Open to all students (Kimberly Brzozowski)

Class Clubs:

Motorcycle Mechanics (Stan Thompson)

Medical Assisting (Anne Davis-Johnson and Joyce Thomas)

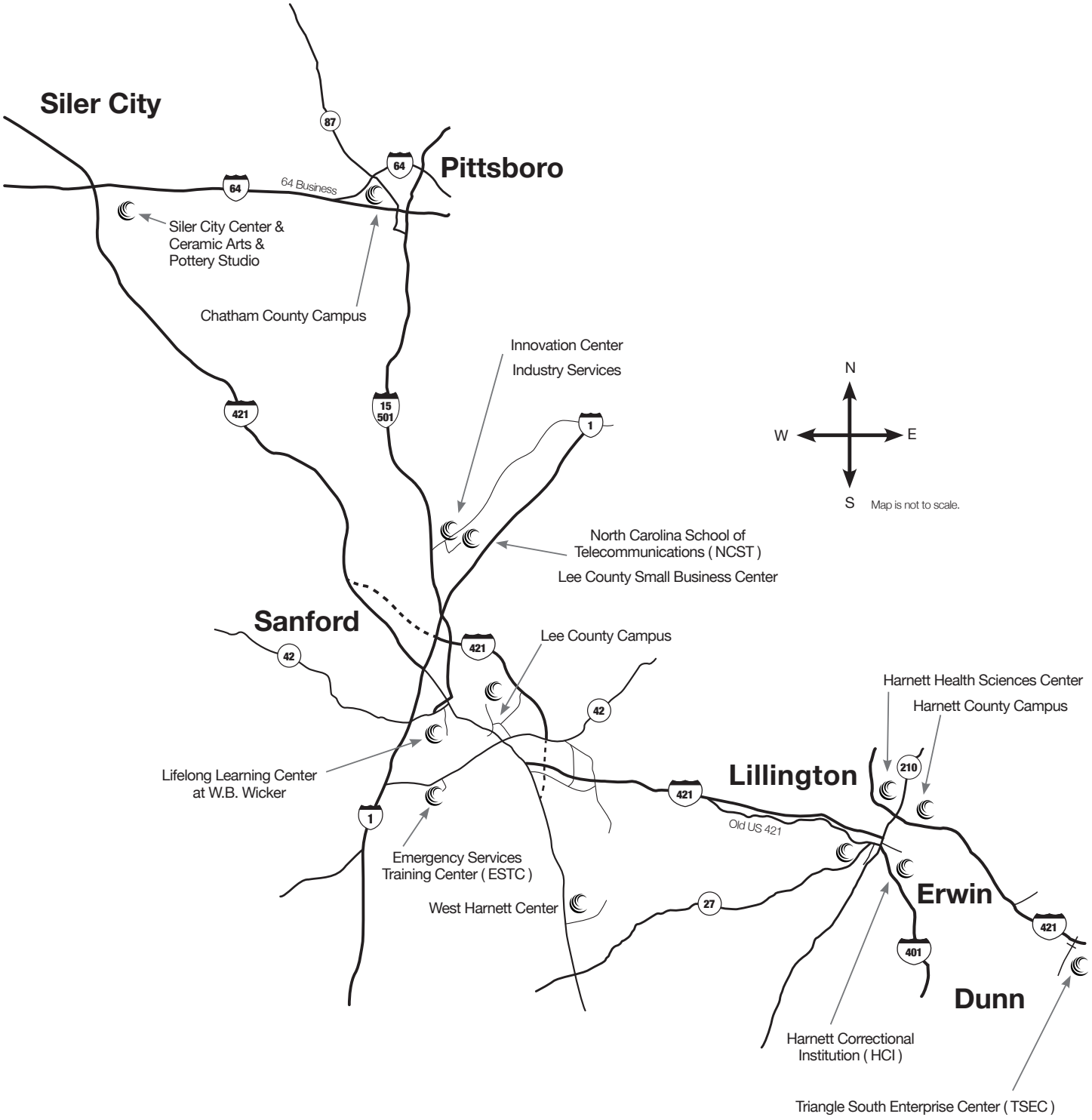
Dental Hygiene (Vicky Wesner)

Dental Assisting (Wendy Seymore)

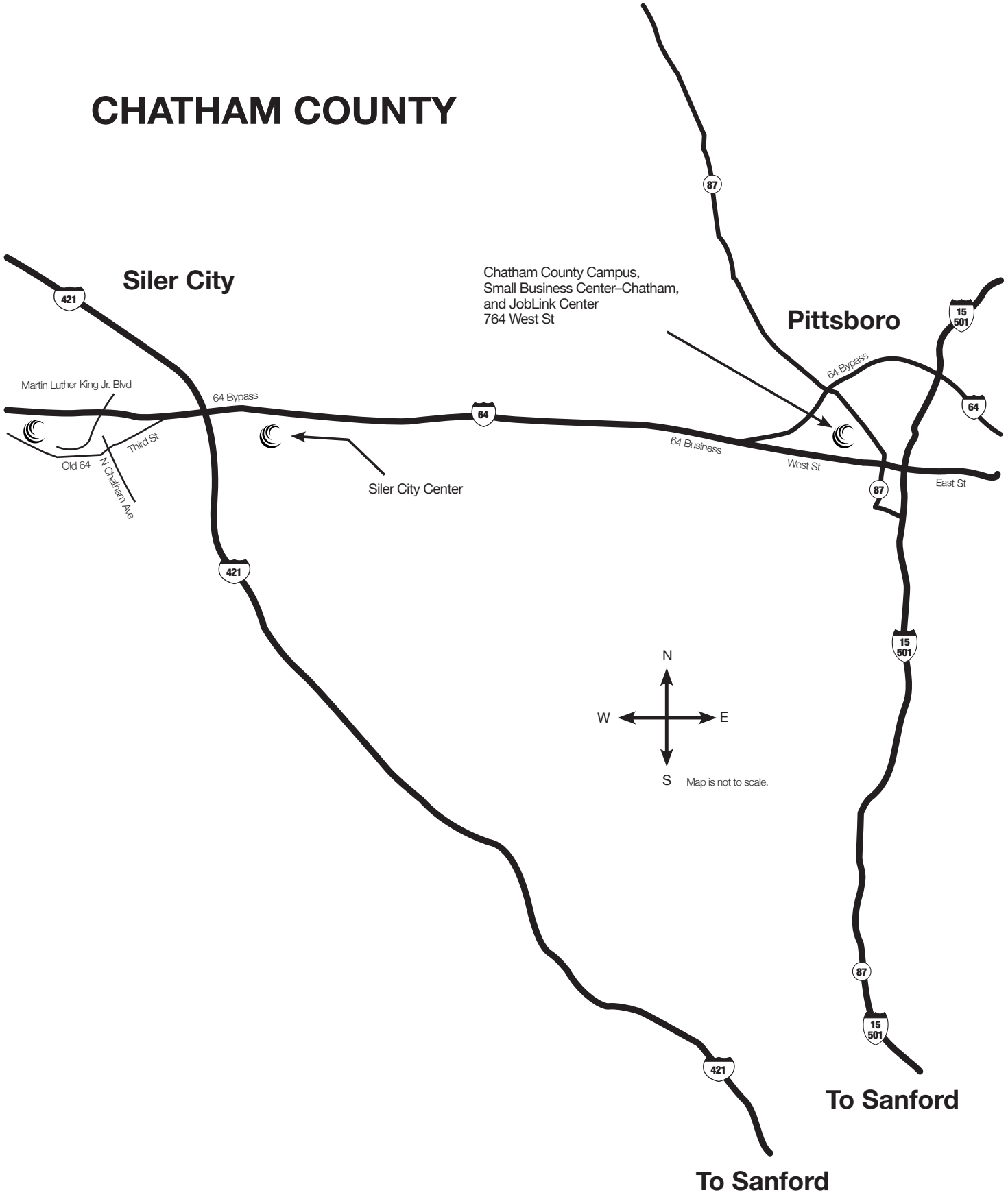
Other:

Student Ambassadors (Mike Neal, Advisor)

For more information, call Mike Neal, Activity Director at (919) 718-7337.

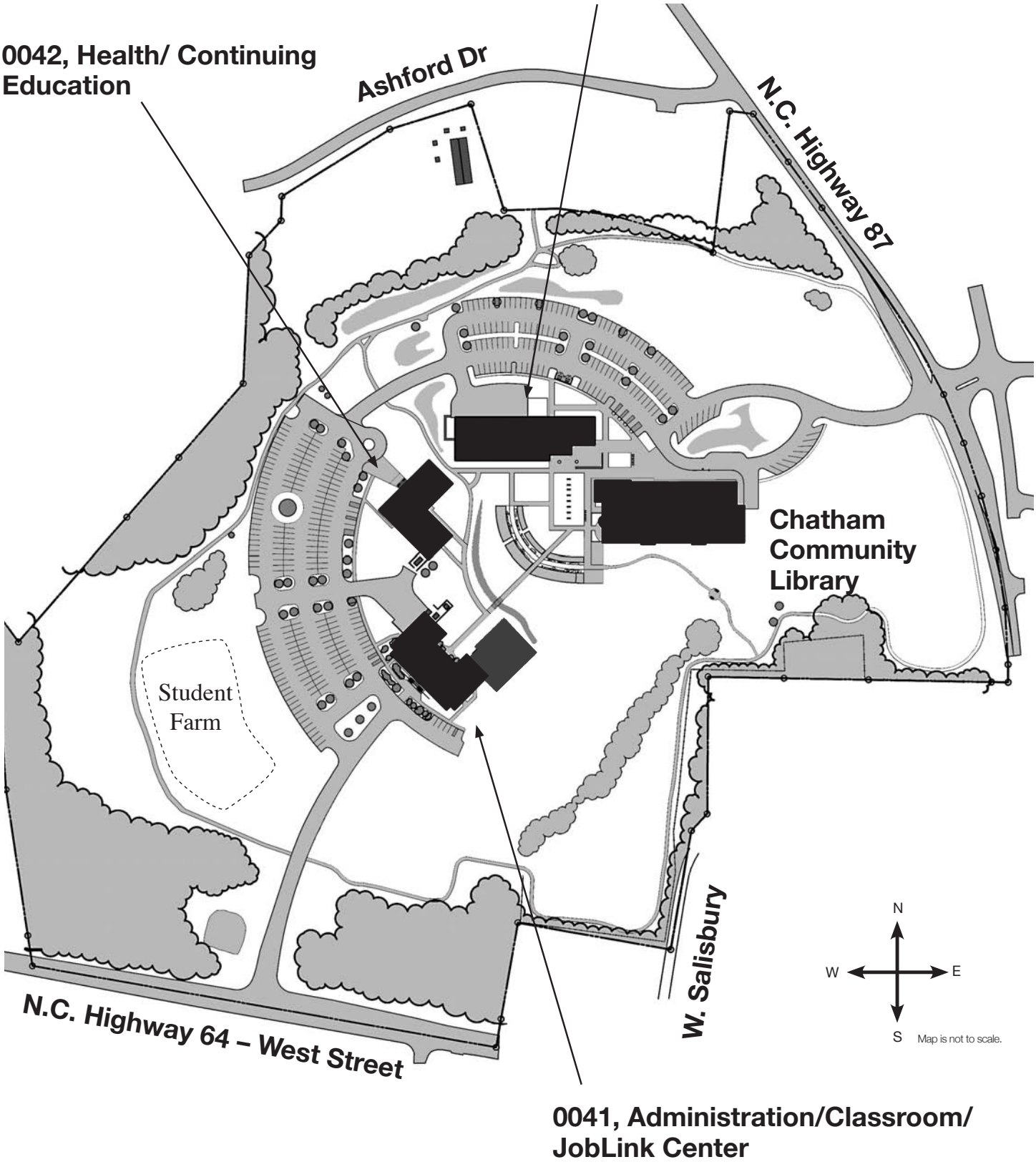


All 3 Counties

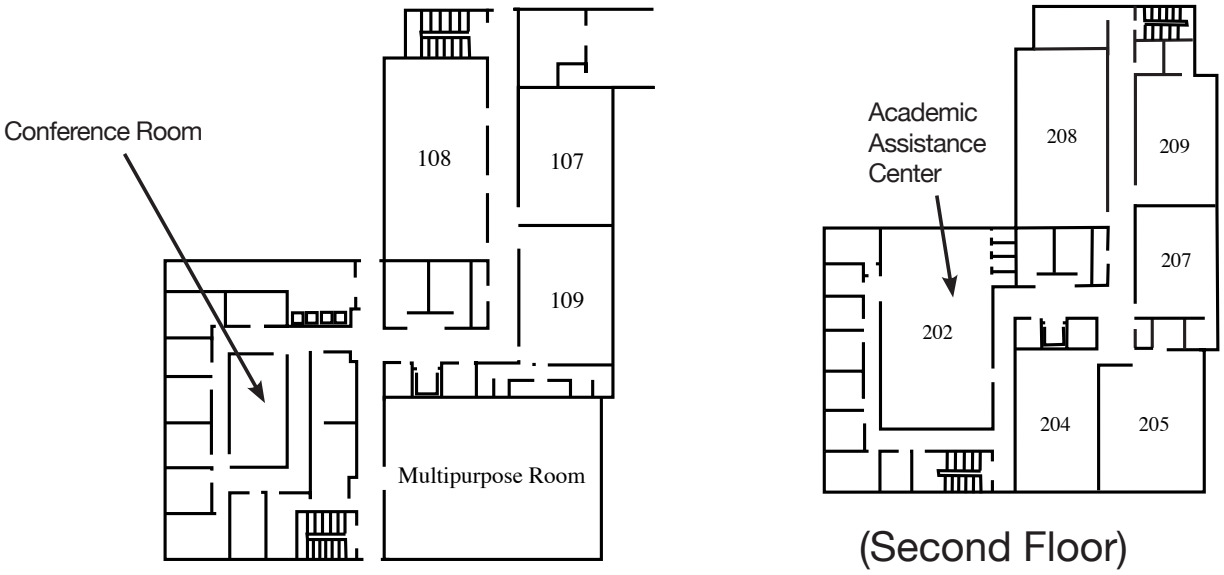


Chatham Campus Buildings

CHATHAM CAMPUS

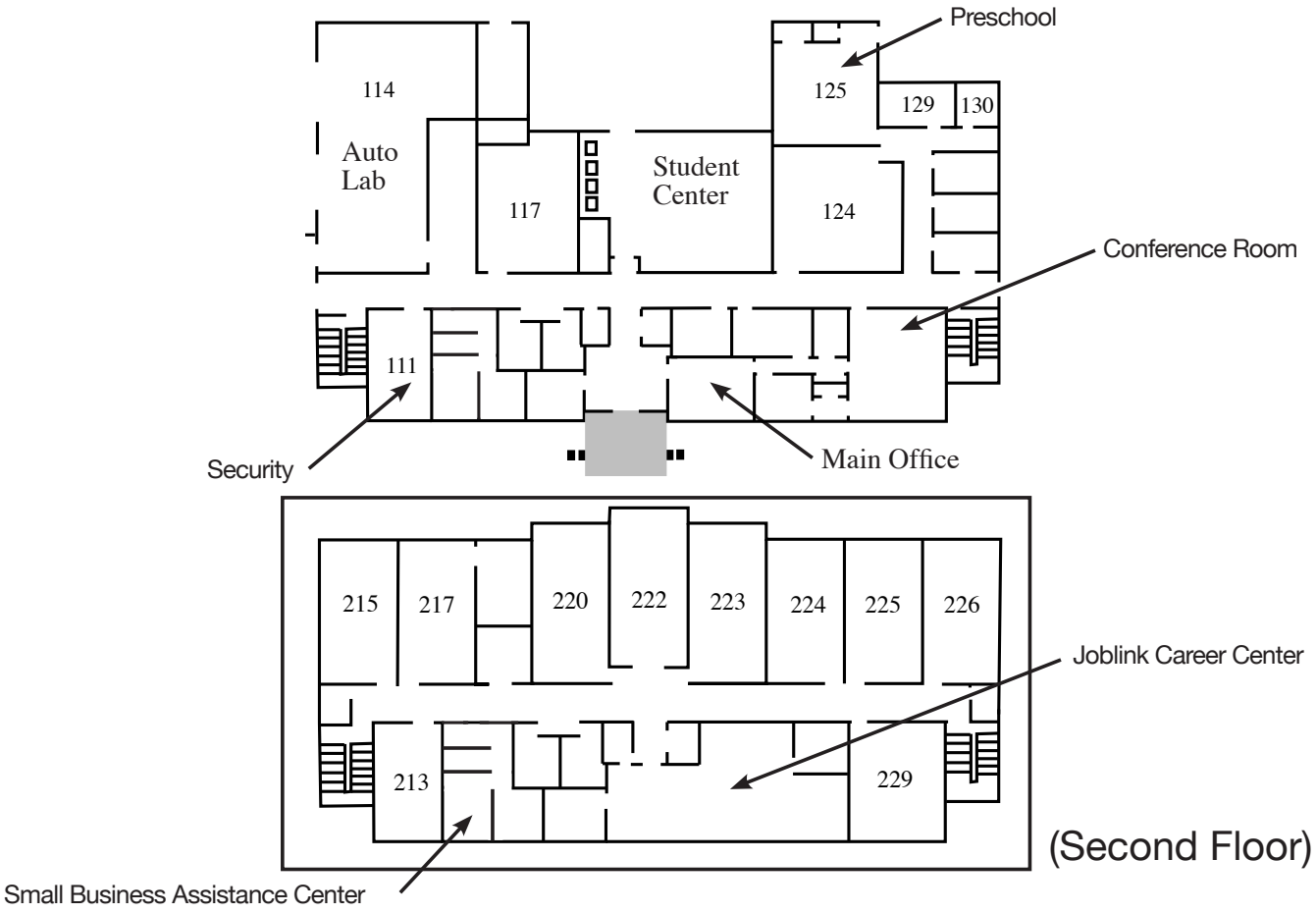


Chatham Campus Buildings



0042 Pittsboro Classroom/Lab Building

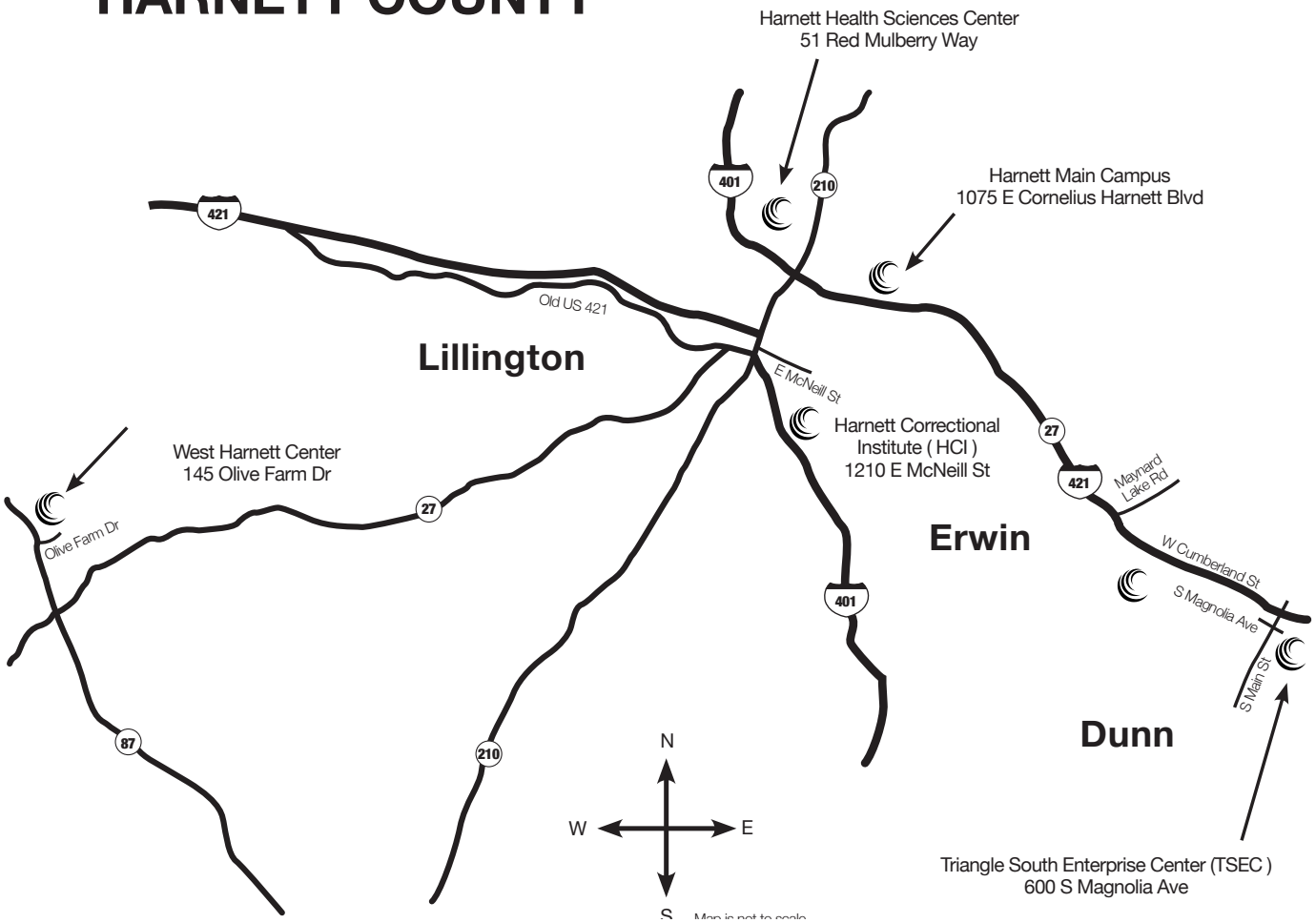
0041 Pittsboro Administration/Classroom/ JobLink Center



Chatham Community Library

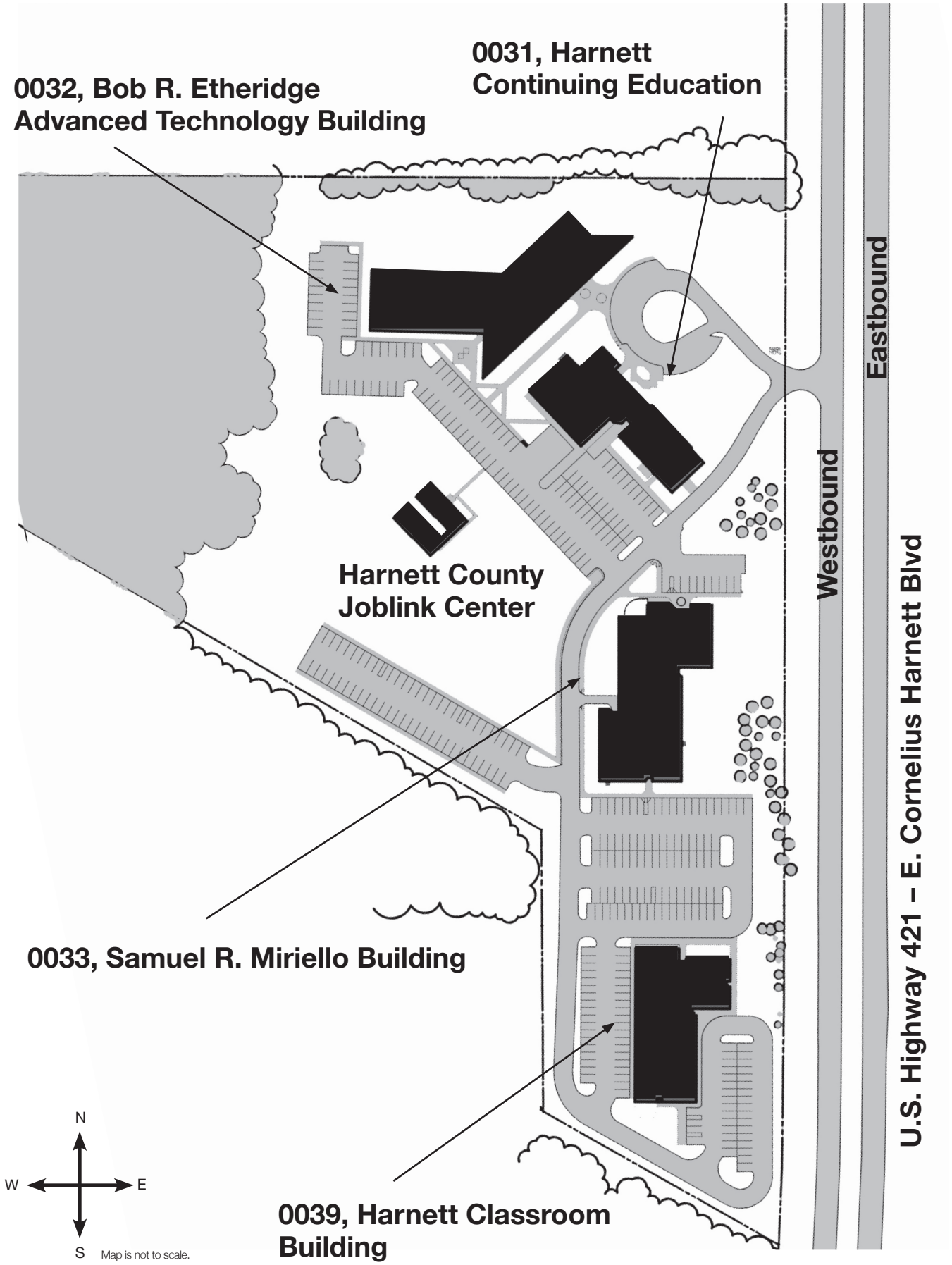
0045, Center for Sustainable Technologies

HARNETT COUNTY

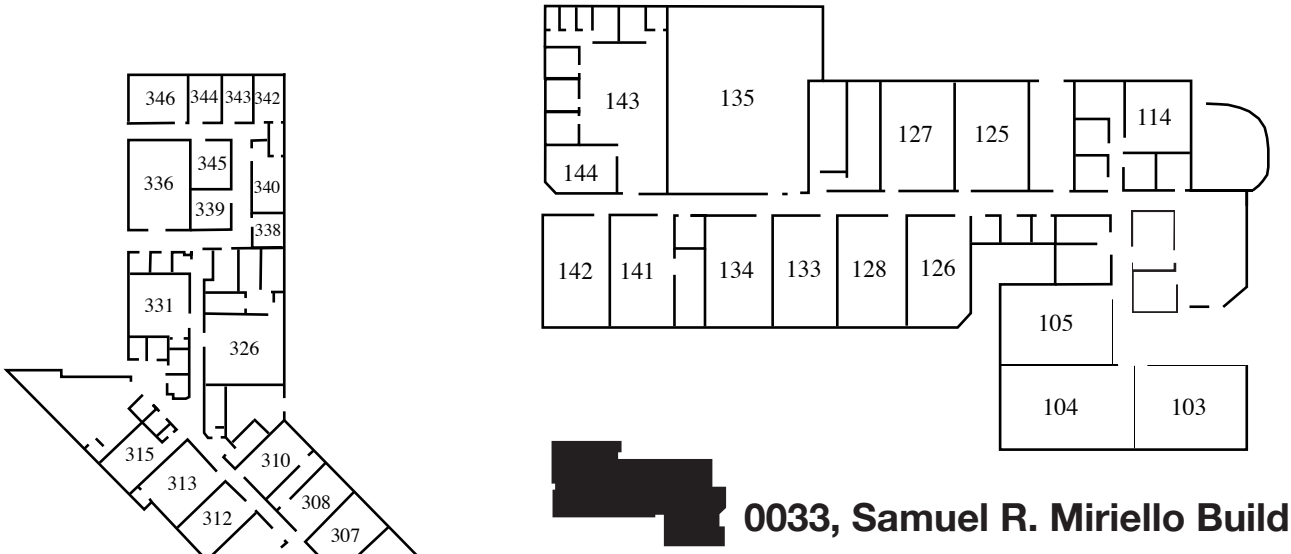


Harnett Campus Buildings

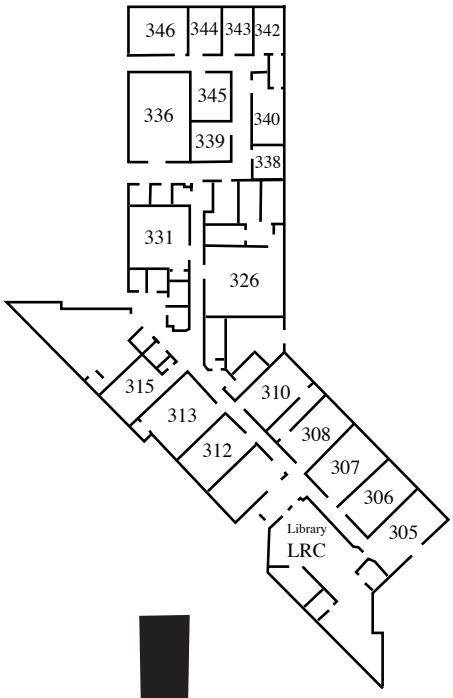
HARNETT CAMPUS



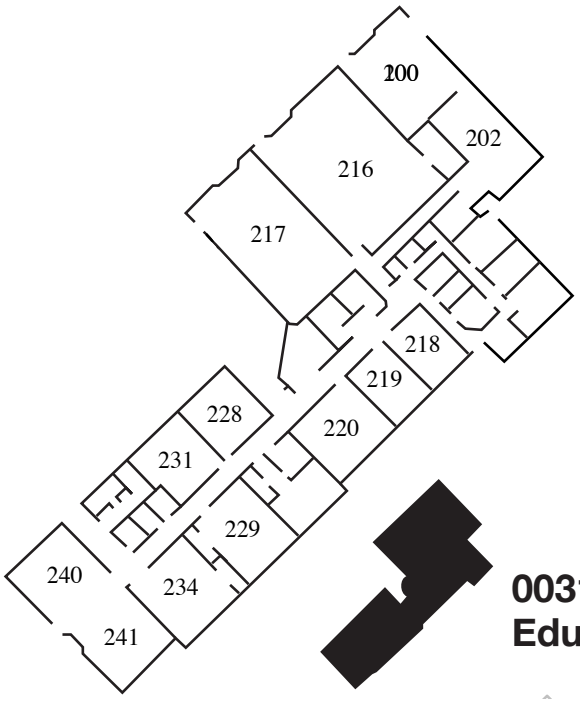
Harnett Campus Buildings



0033, Samuel R. Miriello Building



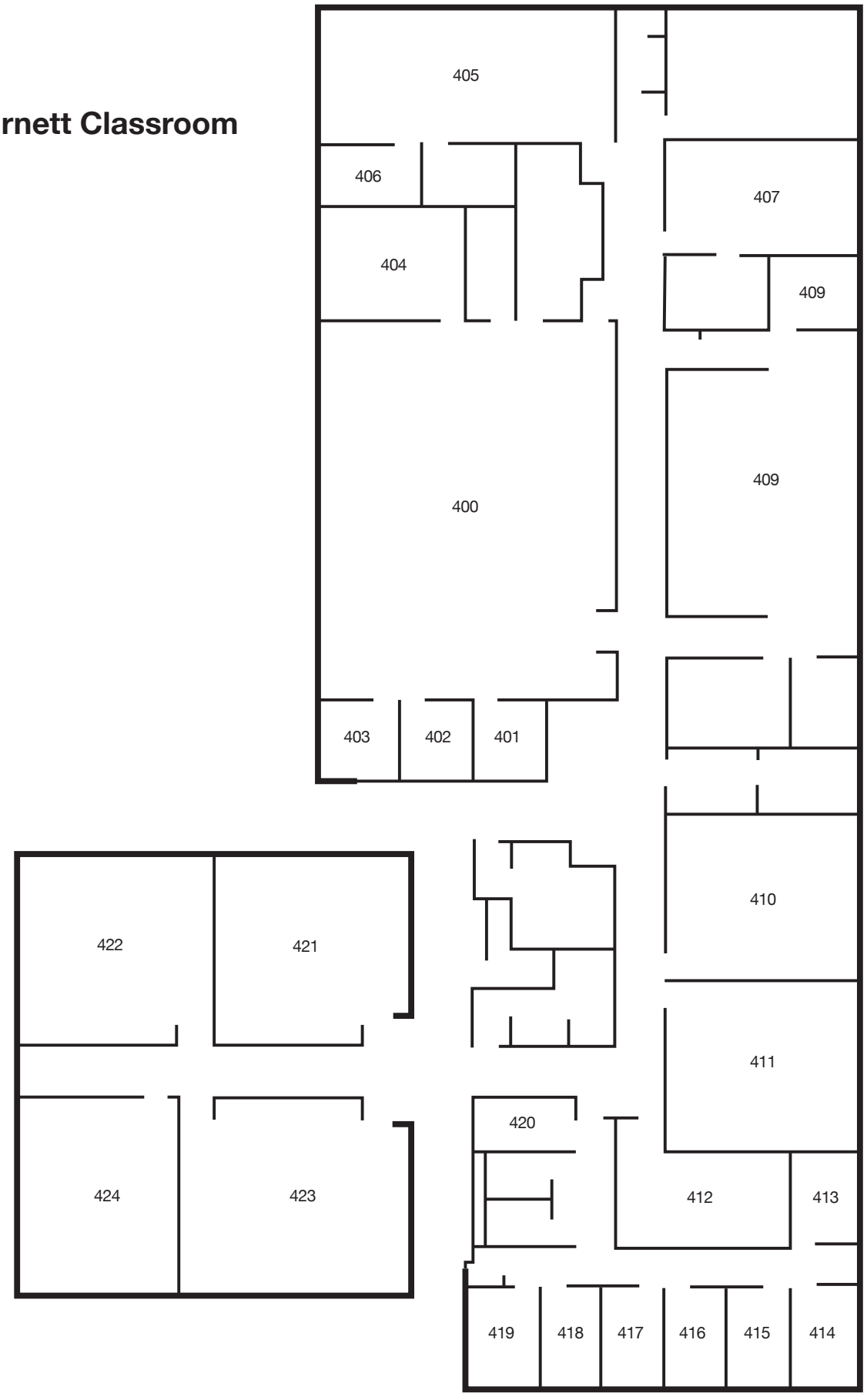
0032, Bob R. Etheridge
Advanced Technology Building



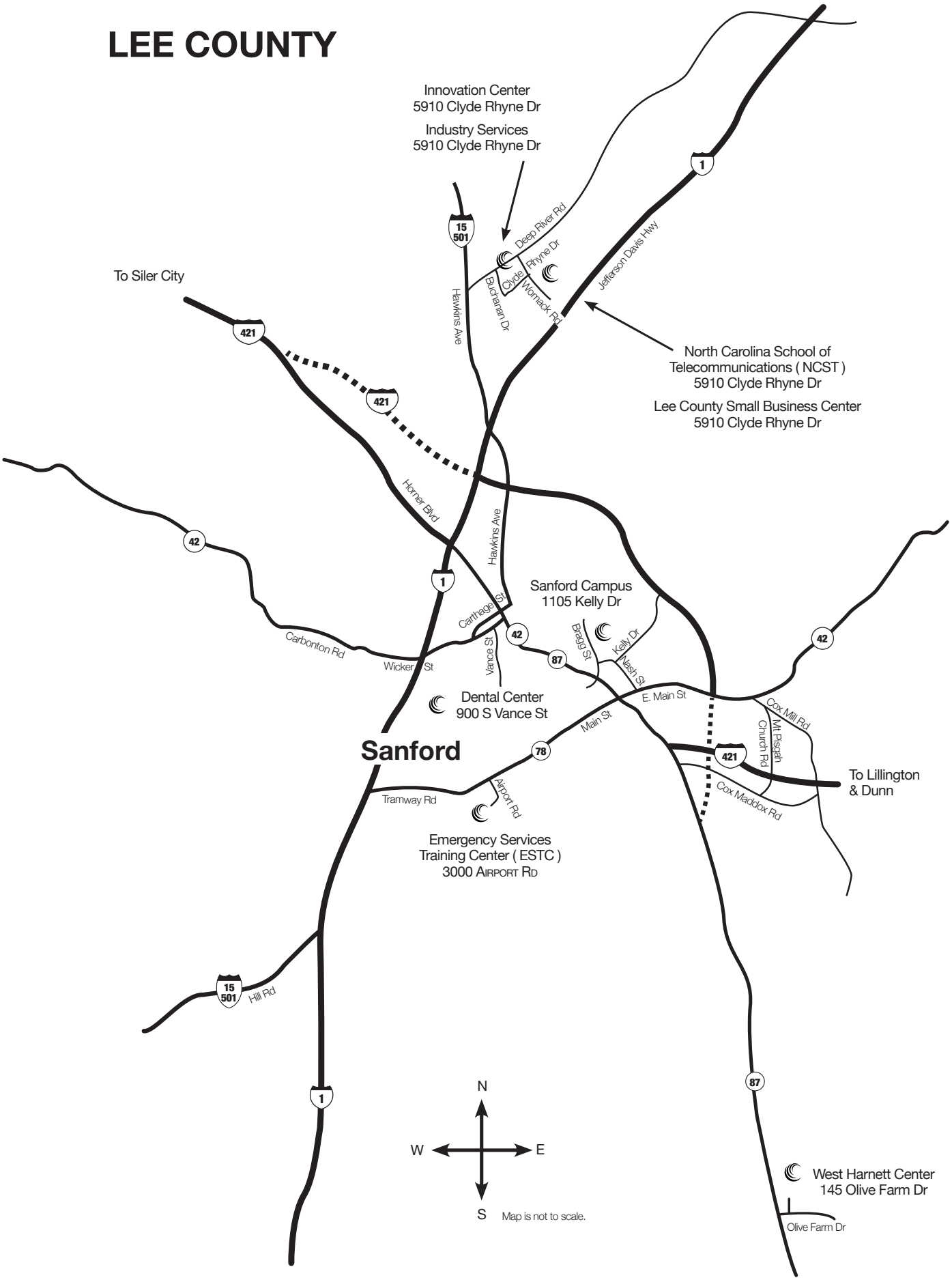
Harnett County
Joblink Center

0031, Harnett Continuing
Education

0039, Harnett Classroom Building

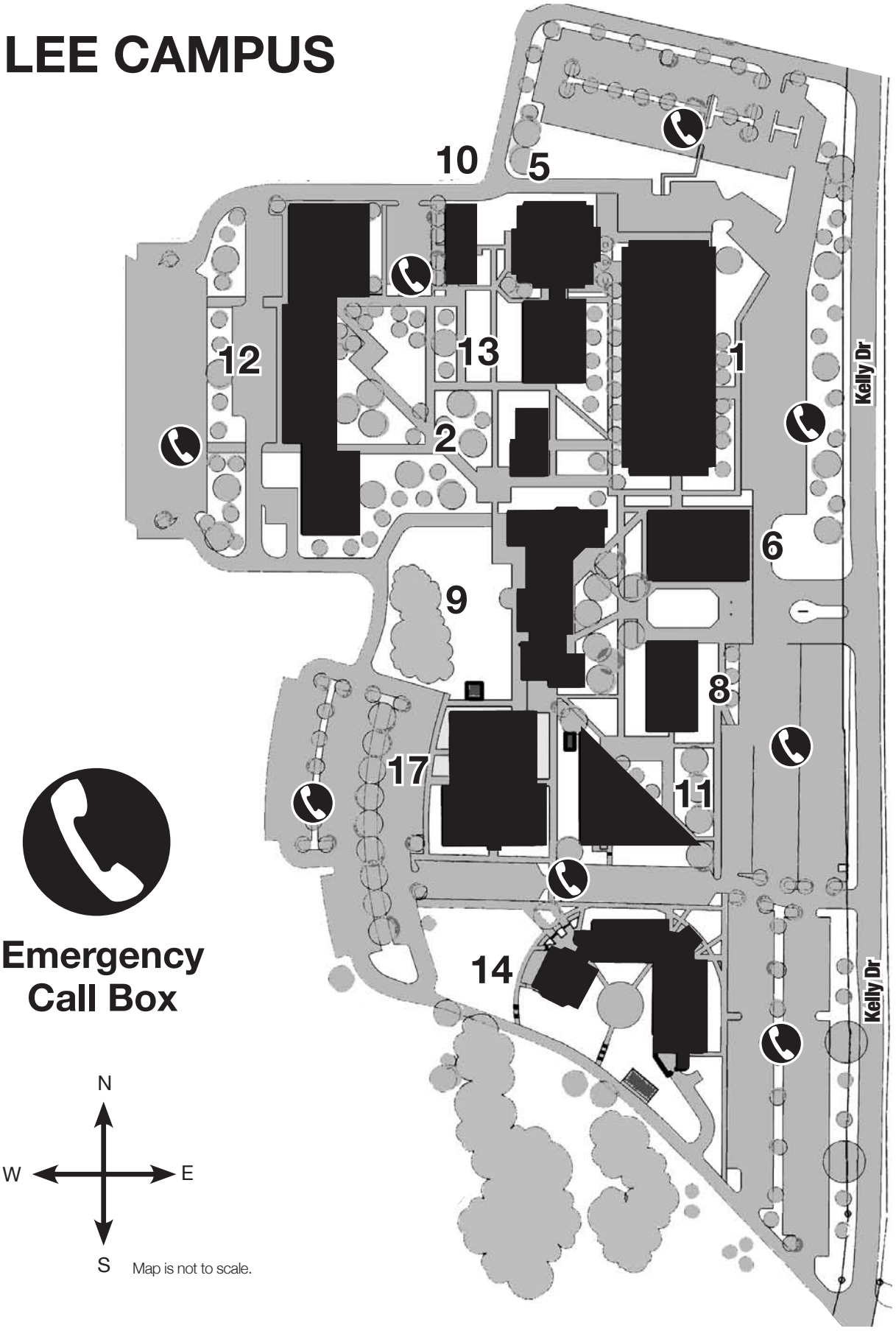


LEE COUNTY



Lee Campus Buildings

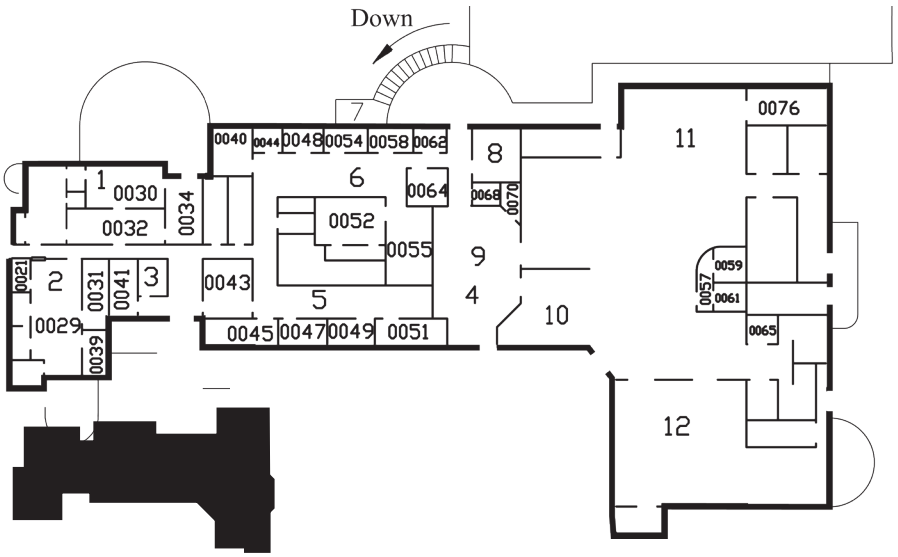
LEE CAMPUS

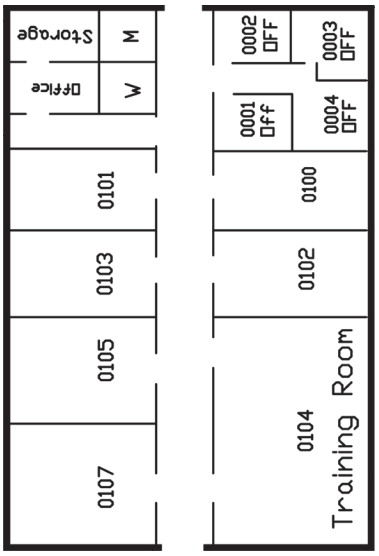


Emergency Call Box

Map is not to scale.

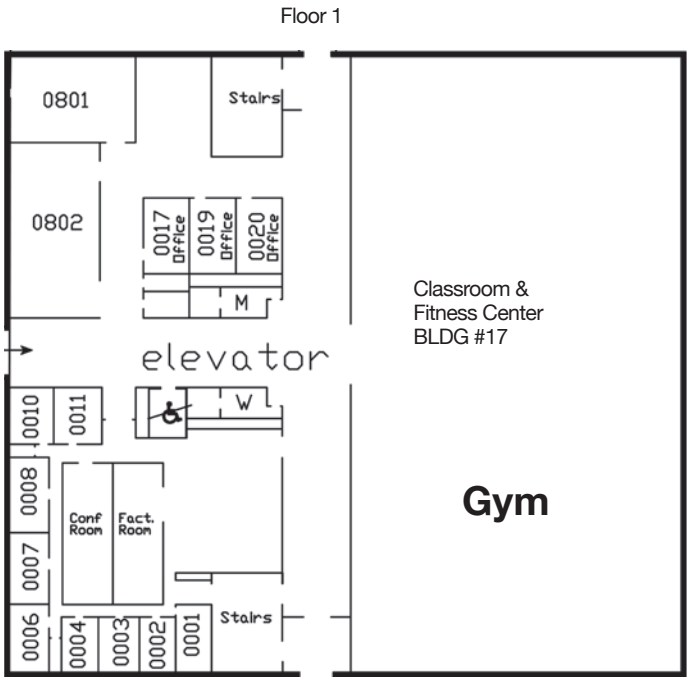
Lee Campus Buildings

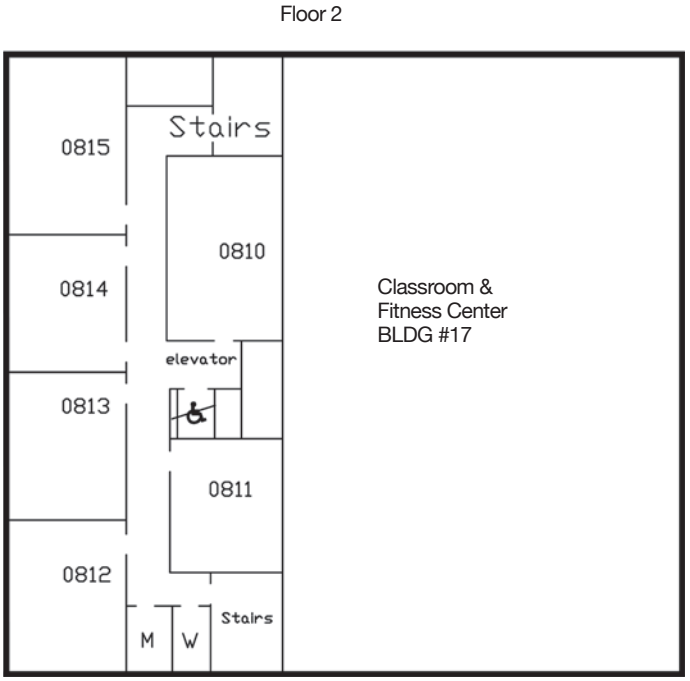




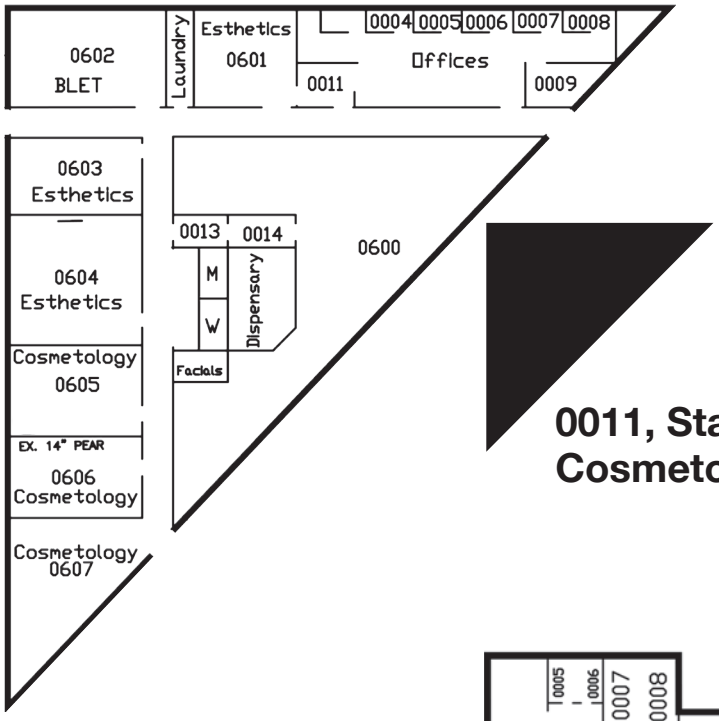
0009, J.F. Hockaday Hall, Bookstore, Business Office, Cafeteria, Registrar, Student Center

0008, Bell Welcome Center

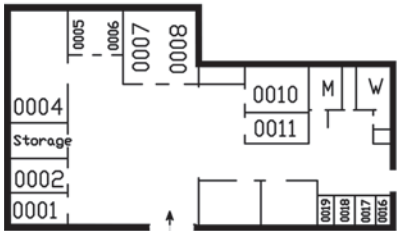




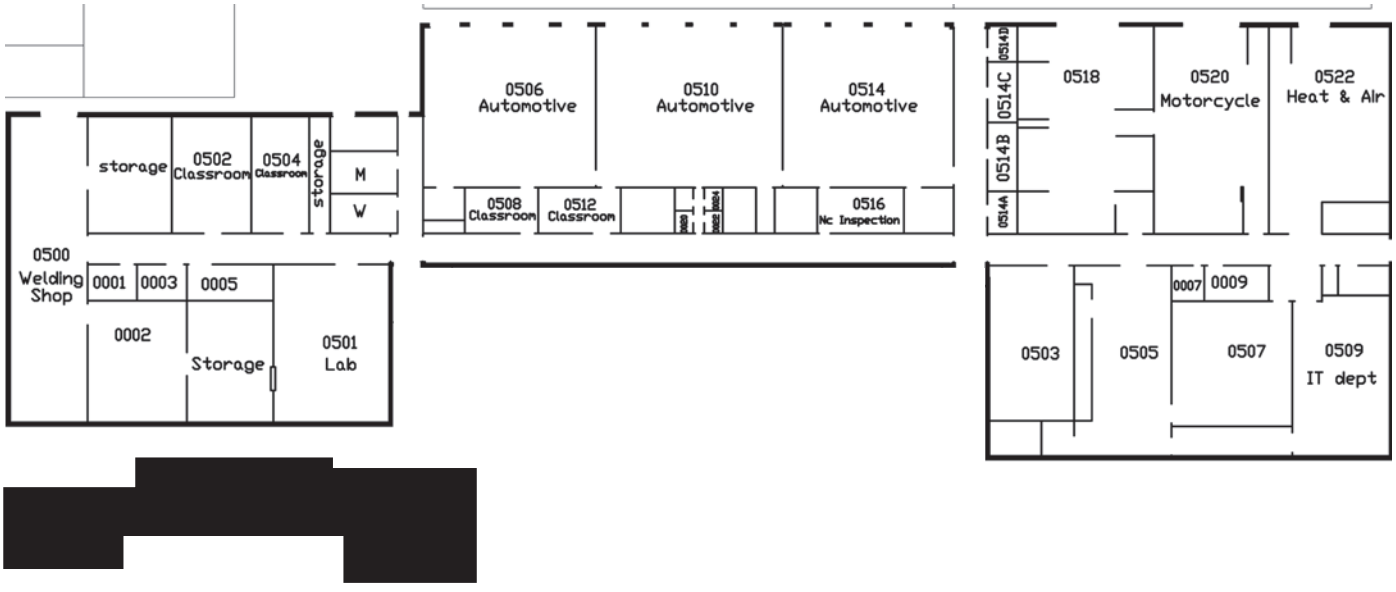
0017 Classroom & Fitness Center (CFC), Gym, Humanities



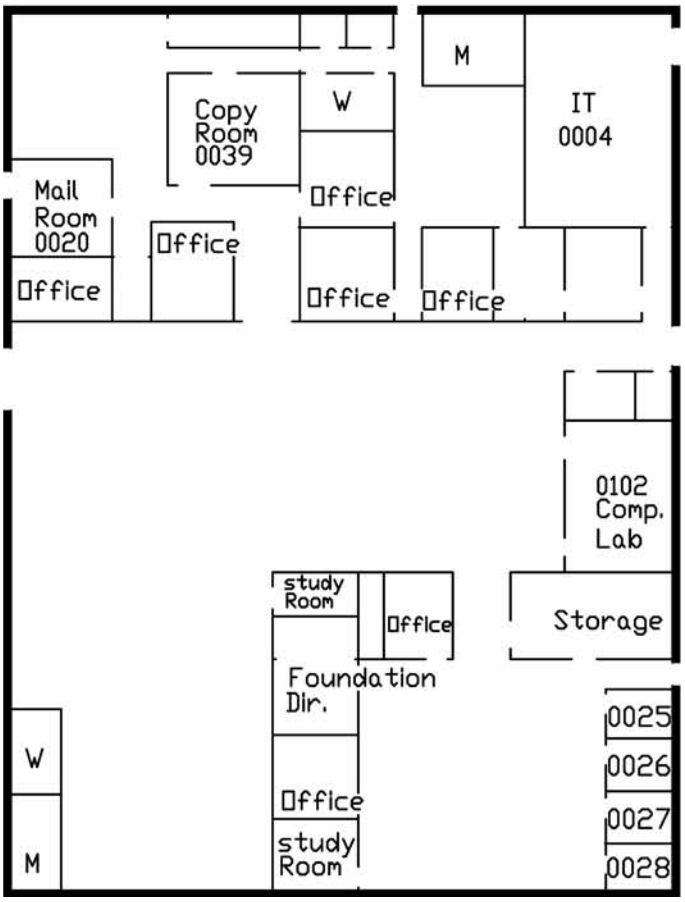
0011, Stacy Budd Hall, Cosmetology, Esthetics

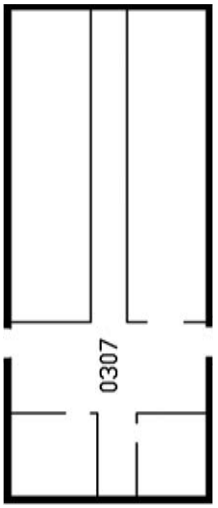


0002, Guided Studies



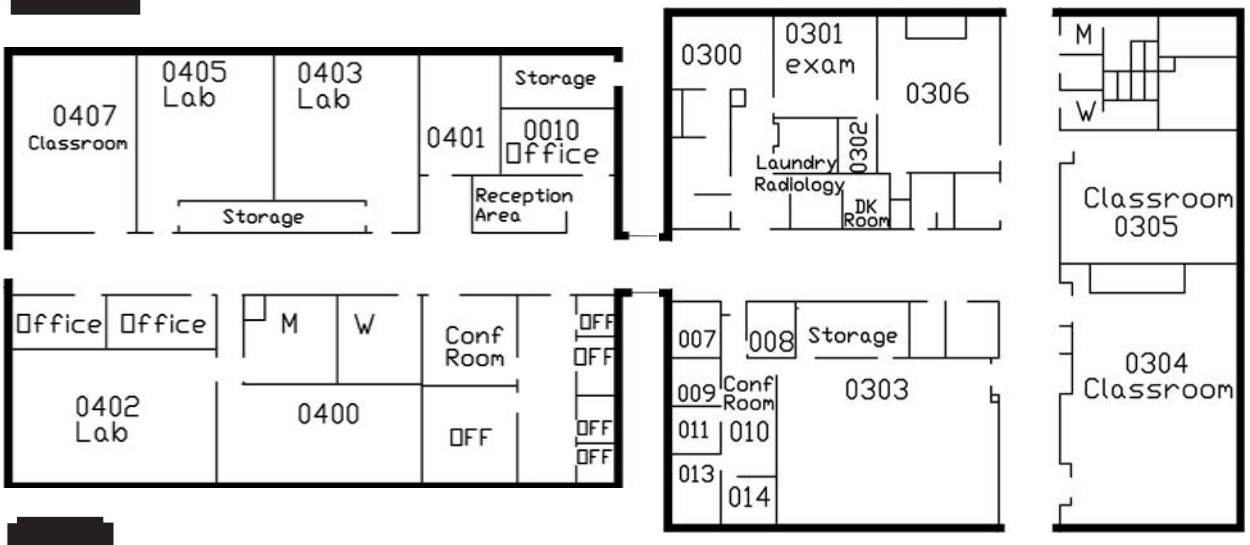
0012, Marvin R. Joyner Hall, Automotive, Early College, Industrial Systems, Motorcycles





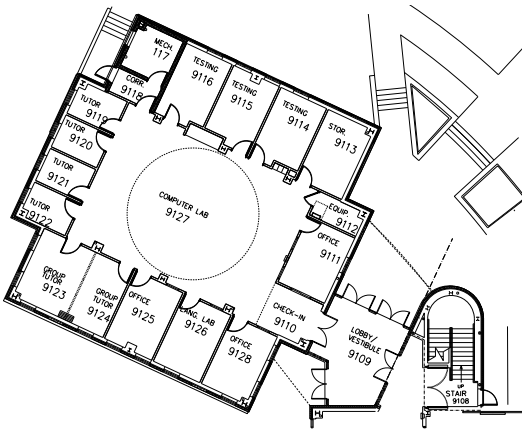
0010, Vet Lab & Dog Run

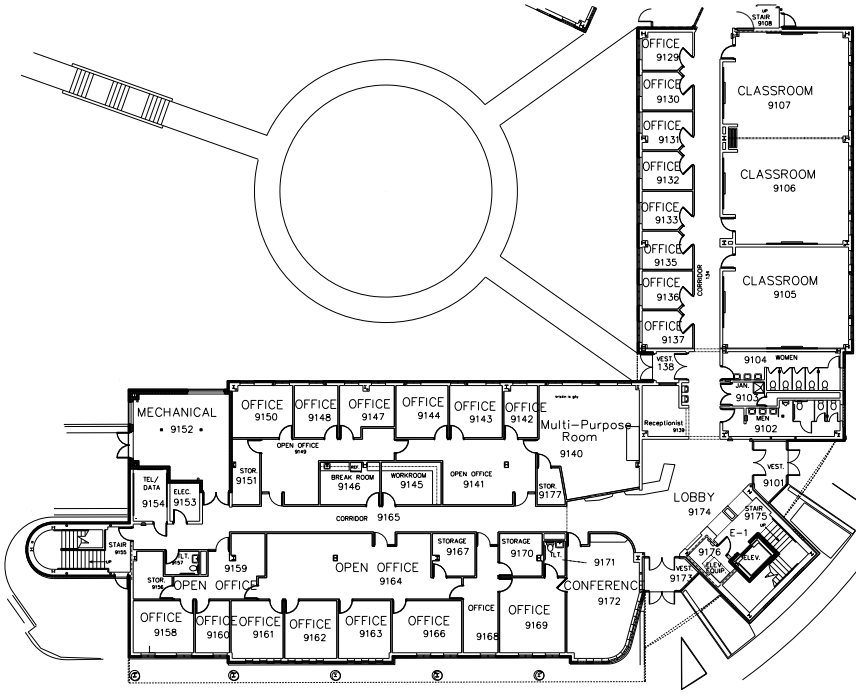
0006, Library,
Library, Mailroom, Copy Center



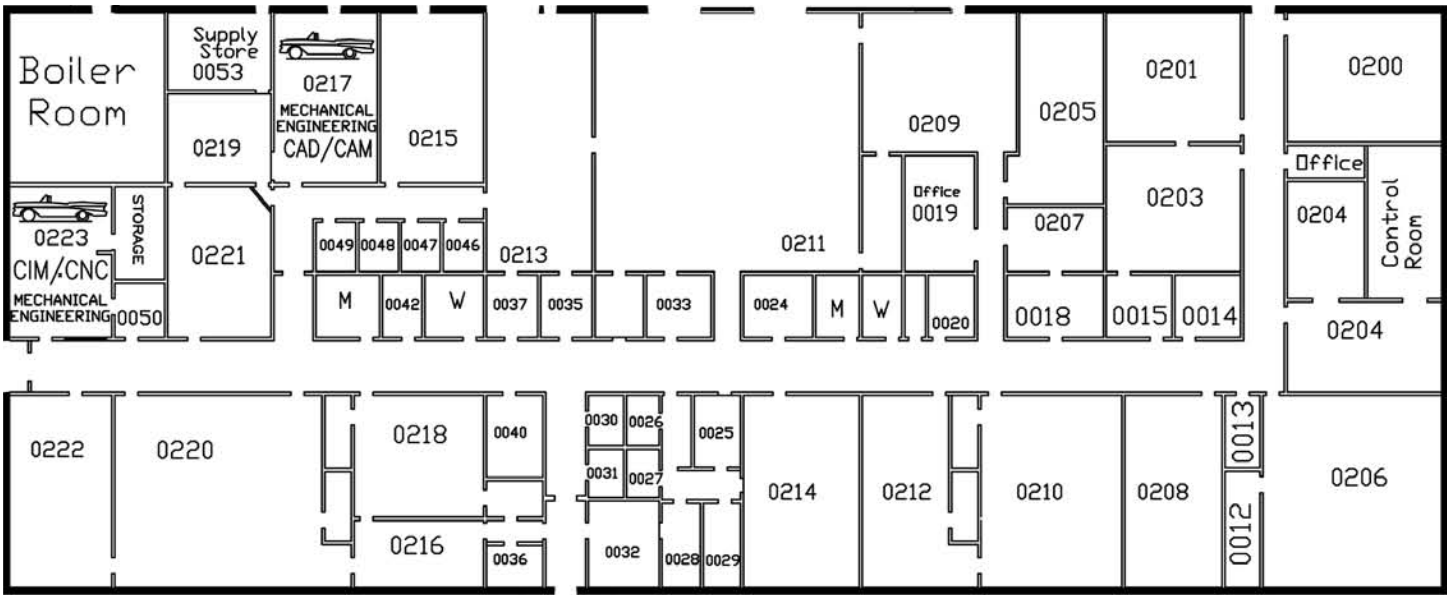
0005, Veterinary Medical Technology

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





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



[redacted]

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

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2014

January 2014

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Academic Calendar
2014 – 2015

Fall Semester 2014

August 18, 2014 ..... Fall Semester Begins (first day of classes)
September 1, 2014 ..... Labor Day, No Classes
October 9 – 10, 2014 ..... Student Break, No Classes
November 11, 2014 ..... Veterans Day, No Classes
November 26 – 28, 2014 ..... Thanksgiving Holiday, No Classes
December 16, 2014 ..... Fall Semester Ends (last day of classes)

Spring Semester 2015

January 12, 2015 ..... Spring Semester Begins (first day of classes)
January 19, 2015 ..... Martin Luther King Jr. Holiday, No Classes
March 5 – 6, 2015 ..... Student Break, No Classes
April 3 – 6, 2015 ..... Easter Holiday, No Classes
May 8, 2015 ..... Spring Semester Ends (last day of classes)
May 14, 2015 ..... Graduation

Summer Semester 2015

May 18, 2015 ..... Summer Semester Begins (first day of classes)
May 25, 2015 ..... Memorial Day, No Classes
July 1 – 4, 2015 .. Student Break & Independence Day Holiday, No Classes
July 29, 2015 ..... Summer Semester Ends (last day of classes)

Chatham County Campus
(919) 542–6495
764 West Street
Pittsboro, NC 27312

Harnett County Campus
(910) 893–9101
1075 East Cornelius
Harnett Blvd
Lillington, NC 27546

Lee County Campus
(919) 775–5401
1105 Kelly Drive
Sanford, NC 27330

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