



2019 - 2020

CATALOG



CENTRAL CAROLINA
COMMUNITY COLLEGE

www.cccc.edu



cccc.edu/map

M.A.P. PURPOSE STATEMENT

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

THE THREE GOALS OF M.A.P.

1 Goals

Enable each student to select an appropriate academic program

2 Progress

Consistently enhance each student's pathway to goal completion

3 Success

Facilitate timely completion of each student's academic goals

ESSENTIAL M.A.P.

ELEMENTS



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



TABLE OF CONTENTS

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

TABLE OF CONTENTS

Welcome to CCCC _____	8		
College Mission, Vision, & Values _____	8		
CCCC is an Equal Opportunity College _____	8		
Services to Students with Disabilities _____	8		
Programs _____	8		
Facilities _____	9		
History and Leadership _____	9		
Accreditations _____	10		
Student Services Division _____	10		
Visitors/Children on Campus _____	10		
Intellectual Property _____	11		
Admissions _____	11		
General Information _____	11		
Home-schooled Applicants _____	11		
Correspondence Schools for High School Diplomas _____	12		
Undocumented Immigrant Applicants _____	12		
Deferred Action for Childhood Arrivals (DACA) Applicants _____	12		
Students Needing State Authorization _____	13		
General Admissions _____	13		
General Admissions Standards and Procedures _____	13		
Admissions and the Open Door Policy _____	14		
Readmission of Military Student _____	14		
Communicable Diseases _____	14		
Career and College Promise _____	14		
Central Carolina Promise (Chatham County) _____	15		
Central Carolina Promise (Lee and Harnett Counties) _____	15		
International Students _____	15		
Special Credit Student(s) _____	15		
Counseling _____	15		
Testing _____	15		
Career Center Services _____	15		
Quality Enhancement Plan-My Academic Pathway _____	16		
Residence Status for Tuition Payment _____	16		
Expenses _____	17		
Business Office _____	17		
Tuition _____	17		
Refund Policy – Tuition _____	17		
Bookstores _____	17		
Special Apparel and Equipment _____	17		
Fees _____	17		
Student Insurance _____	17		
Malpractice Insurance _____	18		
Security Fee _____	18		
Breakage Fee _____	18		
Student Fee _____	18		
Computer Use and Technology Fee _____	18		
Distance Education Fee _____	18		
Student Housing _____	18		
Vehicle Registration _____	18		
Policy on Solicitation and Fund Raising _____	18		
Drone/Unmanned Aircraft Use on Campus _____	18		
Policy on Internet Acceptable Use _____	19		
Policy on Copyright – Computer Software _____	19		
Policy on Copyright – Printed Material and Video _____	19		
Financial Aid _____	19		
Financial Aid _____	19		
Financial Aid Eligibility Requirements _____	20		
		Dependency/Independence Status for Financial Aid _____	20
		Financial Aid Application Process _____	20
		Federal Aid Enrollment Status for Credit Hour Programs _____	20
		Enrollment Status for Clock Hour Programs _____	20
		Financial Aid Award Process _____	20
		Types of Financial Aid _____	20
		Private Education Loans _____	21
		Other Financial Assistance _____	21
		Financial Aid Satisfactory Academic Progress _____	21
		Appeals/Regaining Eligibility for Financial Aid _____	22
		SAP Evaluations and Notifications of Eligibility Status _____	22
		Return of Title IV/State Funds Policy _____	22
		Academic Information _____	23
		Transfer to Four-Year Institutions _____	23
		Associate in Applied Science Degree (A.A.S.) Transfer _____	23
		Orientation _____	23
		ACA Course Waiver Guidelines _____	23
		Registration _____	23
		Course Load _____	23
		Definition of a Credit Hour _____	24
		Double Major _____	24
		Distance Education _____	24
		Distance Education Online Courses _____	24
		Distance Education Hybrid, Blended, and Video-Conference Courses _____	25
		Auditing Courses _____	25
		Course Substitution _____	25
		Independent Study _____	25
		Academic Advisors _____	25
		Alternative Credit _____	26
		Amount of Alternative Credit Allowed _____	26
		Resident Transfer Credit _____	26
		Transfer Credit from Another Institution _____	26
		Advanced Placement (AP), CLEP, DANTES _____	26
		Credit by Examination _____	26
		Articulated CTE High School to Community College Credit _____	27
		Credit by Experience _____	27
		Internal Articulated Credit _____	27
		Prerequisites/Corequisites _____	27
		Time Provisions for Completing a Curriculum Program _____	28
		Uniform Grading System _____	28
		How to Compute the Grade Point Average (GPA) _____	28
		Example of Computing Grade Point Average _____	29
		General Education Competencies _____	29
		General Academic Standards _____	29
		President’s/Dean’s List Eligibility _____	29
		Highest Academic Award _____	29
		Honors Scholars Program _____	29
		Academic Sanctions _____	29
		Curriculum Course Repetition _____	30
		Academic Forgiveness _____	30
		Removal of Incomplete _____	31
		Withdrawals _____	31
		Readmission _____	31
		Transcripts _____	31
		Graduation Requirements _____	32
		Attendance _____	32
		Distance Education Attendance _____	33
		Withdrawing Students from Class Roll _____	33
		Alternate Assignments _____	33

Conduct and Student Due Process	33	Industrial Services & Customized Training	52
Student Rights, Responsibilities, and Judicial Procedures	33	Workforce Development Services	52
I. Preamble	33	2018 Performance Funding Measures Report	54
II. Student Rights	34	Inclement Weather Policy	55
III. Student Code of Conduct	34	Student Accessibility Services	55
IV. Disciplinary Procedures	37	Academic Standards	56
V. Sanctions	37	Campus Security	56
VI. Student Grievance Procedure	38	Smoking-100% Tobacco Free Campus Policy	56
VII. Appeals Procedure—Sanctions or Disciplinary Actions	38	Curriculum Programs Listing	59
VIII. Appeals Procedure—Grade Appeal	39	Approved Humanities/Fine Arts & Social/Behavioral Science Electives	62
Distance Education Student Rights and Grievances	40	Agriculture and Natural Resources	63
Free Speech and Public Assembly	40	Sustainable Agriculture Degree	63
Title IX: Sexual Violence, Sexual or Gender-based Harassment, and Other Sexual Misconduct	40	Agricultural Sustainability Certificate	63
Campus Sex Crimes Prevention Act Information	44	Sustainable Livestock Systems Certificate	63
Family Educational Rights and Privacy Act	44	Sustainable Vegetable Production Certificate	64
Drug and Alcohol Prevention	44	Health Sciences	65
Problem Gambling	45	Associate Degree Nursing	65
Veterans' Information	45	Dental Assisting Diploma	68
Veterans Affairs Office	45	Dental Hygiene Degree	71
Standards of Progress, Attendance, and Conduct for Students receiving VA Educational Benefits	46	Health Information Technology Degree	74
Veterans Upward Bound	46	Health Information Technology Diploma	77
Student Activities	46	Health Information Tech. Data Analytics Certificate	77
Student Centers	46	Health Information Tech. Electronic Health Records Certificate	78
Alumni	46	Health Information Tech. Patient Access Specialist Certificate	78
Ambassador Scholarship Program	47	Human Services Technology Degree	78
Athletics	47	Human Services Technology Degree, Substance Abuse Concentration	79
Transfer Options	47	Medical Assisting Degree	79
Pirate Promise (ECU)	47	Medical Assisting Diploma	82
C3 Program (NC State)	47	Medical Sonography	84
ASPIRE (NC Wesleyan College)	47	Advanced Medical Coding	87
Carolina Student Transfer Excellence Program (C-STEP)	47	Health and Fitness Science Degree	89
The Spartan Passage (UNC-G)	47	Health and Fitness Science Diploma	90
Pathway to Excellence (UNC-W)	48	Health and Fitness Science Certificate	90
Western Governors University (WGU)	48	Practical Nursing Diploma	91
Phi Theta Kappa Honor Society	48	Therapeutic and Diagnostic Services: Nurse Aide	94
The Honors Scholars Program	48	Veterinary Medical Technology Degree	94
Library Services	48	General Occupational Technology Degree	97
Library Cards and Student IDs	48	Arts and Sciences (College Transfer)	98
Circulation Policies	49	Associate in Arts Degree (AA)	98
Library Assistance	49	Associate in Science Degree (AS)	101
Computers, Printing, and Fax	49	Associate in Engineering (AE)	103
Study Spaces	49	Business Technologies	104
Library Resources	49	Business Administration Degree	104
College Success Center	49	Business Administration Diploma	105
TRiO Student Support Services & STEM-Health Science	49	Manager Trainee Certificate	106
Developmental Studies Program	50	Entrepreneur Certificate	106
Writing and Reading Center	50	Retail Management Certificate	106
AVISO	50	Social Media Marketing Certificate	107
Academic Assistance Center	50	Human Resource Management Track Degree	107
The Instructional Program	51	Human Resource Management Track Diploma	108
Continuing Education	51	Human Resources Management Certificate	109
College & Career Readiness	51	Healthcare Management Technology	109
1. Adult Basic Education	51	Medical Office Administration Degree	110
2. High School Completion	51	Medical Office Administration Diploma	110
3. English as a Second Language (ESL)/English Literacy	51	Medical Office Insurance Coding	111
4. Bridges to Living and Learning Academy (B.E.L.L.)	52	Medical Machine Transcription Certificate	111
5. YouthBuild	52	Office Administration Degree	111
6. Basic Skills Plus	52	Office Administration Diploma	112
Small Business Centers	52		

Information and Word Processing Certificate _____	113	Welding Technology Certificate _____	138
Receptionist Certificate _____	109	Robotic Welding Technology Certificate _____	139
Paralegal Technology Degree _____	113		
Paralegal Technology Diploma _____	114	Public Service Technologies _____	139
Paralegal Technology Certificate _____	114	Barbering Associate Degree _____	139
Information Technology Degree (General) _____	115	Barbering Diploma _____	140
Information Technology Diploma _____	115	Barbering Certificate _____	140
Database Programming Certificate _____	116	Basic Law Enforcement Training Certificate _____	140
Internet and Computing Core IC3 Certificate _____	116	Cosmetology Associate Degree _____	141
Hardware/Troubleshooting Certificate _____	117	Cosmetology Diploma _____	142
Information Technology-Network Management Degree _____	117	Cosmetology Certificate _____	142
Information Technology Network Management Diploma _____	118	Cosmetology Instructor Certificate _____	142
Network Operation Systems Certificate _____	118	Criminal Justice Technology Degree _____	143
Network Infrastructure Certificate _____	119	Criminal Justice Technology Diploma _____	144
Network Security Certificate _____	119	Criminal Justice Technology Certificate _____	144
Voice Over IP Certificate _____	120	Criminal Justice Administration Certificate _____	144
		Criminal Justice Technology-Forensic Science Degree _____	145
Accounting & Finance _____	120	Forensic Science Certificate _____	145
Accounting & Finance Degree _____	120	Culinary Arts Associate Degree _____	146
Accounting & Finance Diploma _____	121	Culinary Fundamentals Certificate _____	146
Income Tax Preparer Certificate _____	121	Farm to Table Entrepreneurship Certificate _____	147
Payroll Accounting Certificate _____	122	Early Childhood Education Career Associate Degree _____	147
Small Business Financial Advisor Certificate _____	122	Early Childhood Education Non-Licensure Degree _____	148
		Early Childhood Education Licensure Degree _____	148
Commercial and Artistic Production Technologies _____	123	Early Childhood Diploma _____	149
Broadcasting Production Technology Degree _____	123	Family Home & Early Childhood Certificate _____	150
Radio Broadcasting Production Diploma _____	123	Infant/Toddler Care Certificate _____	150
Television Broadcasting Production Diploma _____	124	Esthetics Certificate _____	150
Audio/Radio Production Certificate _____	124	Esthetics Instructor Certificate _____	151
Video/TV Production Certificate _____	125	Library and Information Technology Degree _____	151
Podcasting & Digital Audio Technology Certificate _____	125	Library and Information Technology Diploma _____	152
		Library Cataloging Certificate _____	152
Construction Technologies _____	125	Library Programs Certificate _____	153
Air Conditioning, Heating, & Refrigeration Technology _____	125	Library Public Services Certificate _____	153
Electrical Systems Technology _____	126	Library Technical Services Certificate _____	153
Building Construction Technology Degree _____	126	Library Basics Certificate _____	154
Building Construction Technology Diploma _____	127	Library Management Certificate _____	154
Building Construction Technology Certificate _____	127	Manicuring/Nail Technology Certificate _____	154
		Early Childhood School-Age Certificate _____	155
Engineering Technologies _____	127	Early Childhood Administration Certificate _____	155
Computer Engineering Technology Degree _____	127	Early Childhood Preschool Certificate _____	155
Electronics Engineering Technology Degree _____	128		
Electronics Engineering Technology Certificate _____	129	Transportation Systems Technologies _____	156
Laser and Photonics Technology Degree _____	129	Collision Repair Technology Diploma _____	156
Mechanical Engineering Technology _____	130	Automotive Restoration Technology Diploma _____	156
Mechanical Engineering Technology Certificate _____	131	Automotive Restoration Technology Certificate _____	157
Mechanical Engineering Technology – Engineering Graphics Certificate _____	131	Automotive Systems Technology Degree _____	157
Sustainability Technologies Degree _____	131	Automotive Systems Technology Diploma _____	158
Sustainability Technologies Certificate _____	132	Automotive Systems Technology Certificate _____	158
Sustainability Technologies Green Building Certificate _____	132	Motorcycle Mechanics Diploma _____	159
Sustainability Technologies Biofuels Certificate _____	133	Motorcycle Mechanics Certificate _____	159
Renewable Energy Certificate _____	133		
		Programs at Harnett Correctional Institution _____	159
Industrial Technologies _____	134	Construction Technologies	
Computer-Integrated Machining Degree _____	134	Carpentry Certificates _____	159
Computer-Integrated Machining Diploma _____	134	Electrical Systems Technology Certificates _____	160
Computer-Integrated Machining Certificate _____	135	Masonry Certificates _____	160
Industrial Systems Technology Degree _____	135		
Industrial Systems Technology Diploma _____	136	Public Service Technologies	
Electrical Controls Certificate _____	136	Barbering Certificate _____	159
Industrial Hydraulics Certificate _____	137	Foodservice Technology Certificate _____	161
Programmable Logic Controller Certificate _____	137		
Welding Technology Degree _____	137	Industrial Systems Technology	
Welding Technology Diploma _____	138	Welding Certificates _____	161

Course Descriptions	163
Board of Trustees	246
Administrative Staff	246
Staff	248
Full-Time Faculty	256
Index	257