



Central Carolina Works
Career & College Promise

Student Handbook
2016-2017

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Welcome to Central Carolina Community College's Career & College Promise Program

Mission

Central Carolina Community College serves as a catalyst for individual, community, and economic development by empowerment through accessible lifelong learning.

Vision

Central Carolina Community College is a nationally recognized, world-class leader providing learning opportunities that contribute to economic progress and cultural enrichment for the students and communities we serve.

Values

Learning - We commit to providing learning opportunities for the ongoing, voluntary, lifelong and self-motivated pursuit of knowledge for either personal or professional reasons among the citizens in our service area.

People - We commit to creating a caring, inclusive, and safe environment that inspires all people to achieve their goals, share their successes, and encourage others.

Excellence - We set, expect and maintain high educational standards consistent with the needs of the students, region and changing workforce.

Integrity - We are accountable, honest, and transparent while adhering to the highest ethical standards in all that we do.

Communication - We commit to effective, open and proactive communication among faculty, staff, students, and the external community of which we are an integral part.

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

Access - We ensure access to higher education by offering clear pathways to academic success and transformative opportunity for the diverse populations we serve.

Innovation - We cultivate resourcefulness, creativity and innovation in all we do.

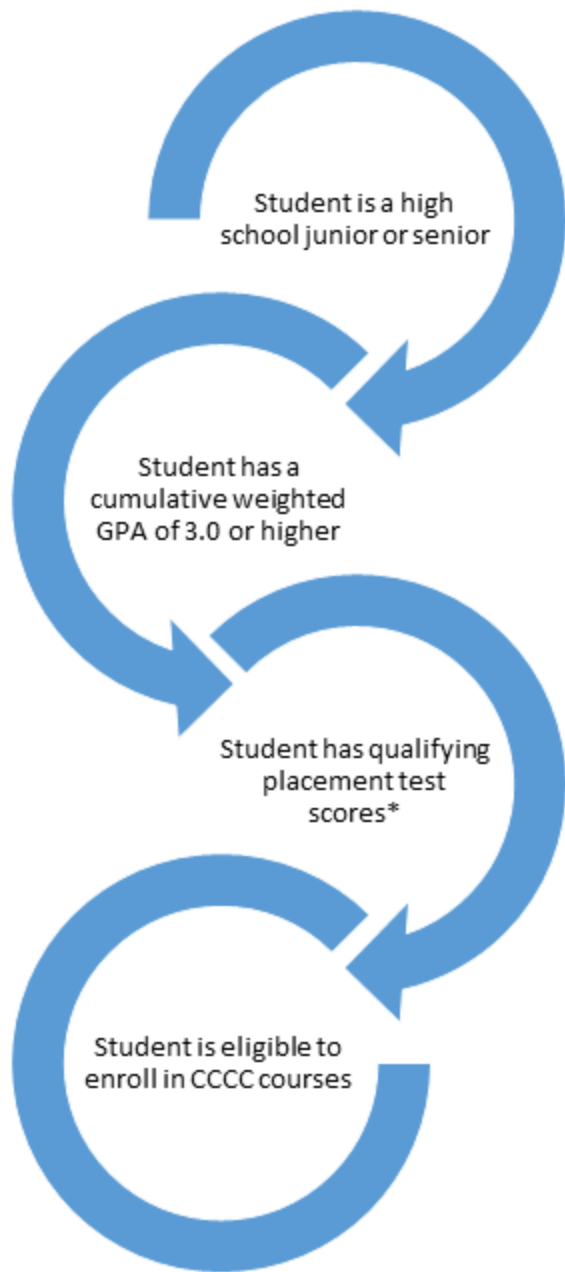
Stewardship - We honor the trust placed in us by the community, and are accountable for the efficient and effective use of the resources entrusted to us.

Career and College Promise (CCP)

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.

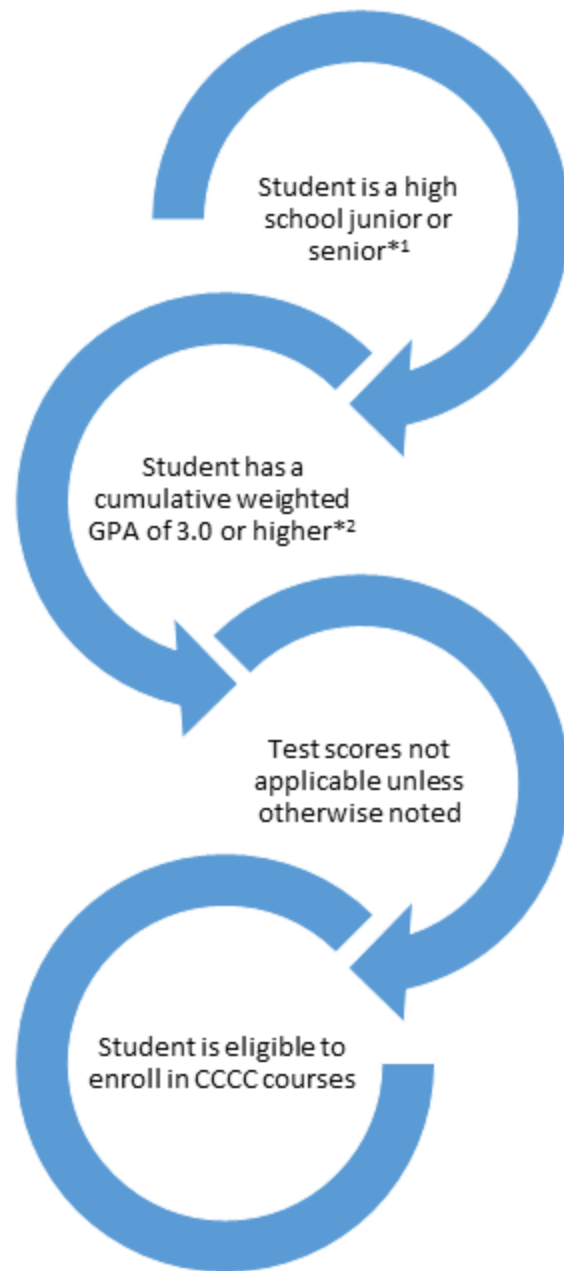
Career and College Promise Eligibility

If all of the following criteria are met, students are eligible for a **College Transfer Pathway: Pre-Associate in Arts or Pre-Associate in Science**



* Qualifying placement test scores include PLAN/PSAT, Accuplacer, Compass, Asset, SAT, or ACT scores on Writing, Reading, and Math sections

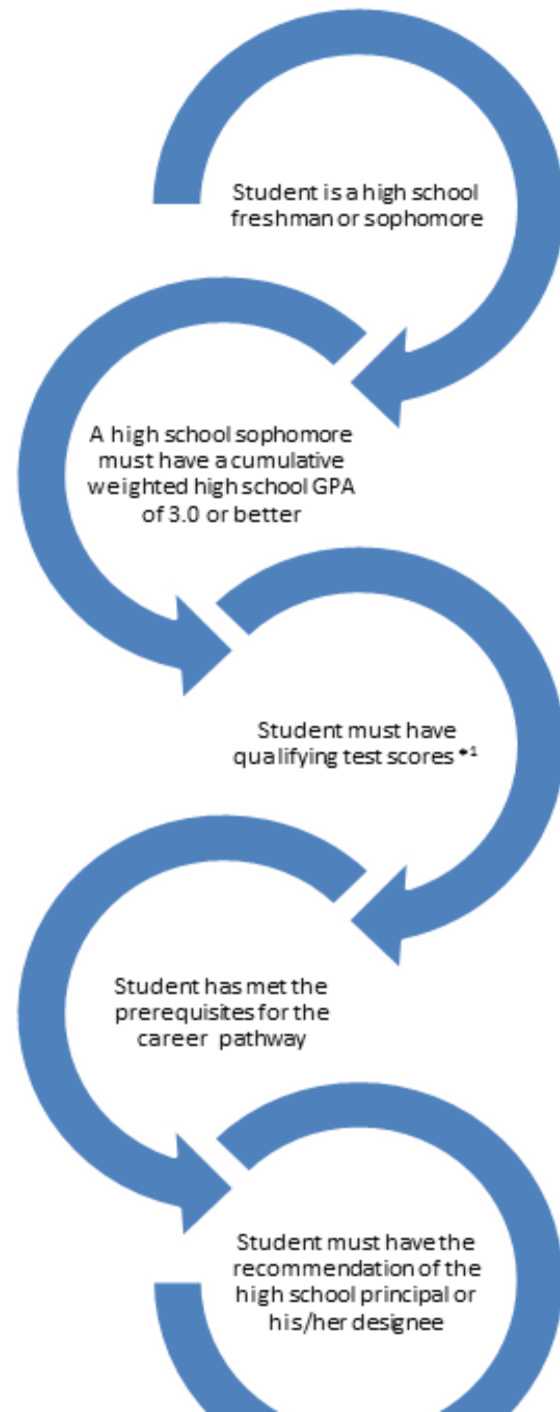
If all of the following criteria are met, **juniors and seniors** are eligible for the
Career Technical Education Pathway



*¹ In the Industrial Systems pathway, freshmen and sophomores may be eligible to enroll.

*² If a student has a weighted GPA lower than 3.0, the student must have high school principal/designee approval before registering for college courses.

If all of the following criteria are met, **high school freshmen and sophomores** are eligible for the **Career Technical Education Pathway**.



*1 Student must have ALL of the following qualifying test scores: MATH I with a grade of “C” or higher, score of 3 or 4 on the EOC for MATH I, and student has met the college ready reading score of 16 on the 8th grade Explore test

Career and College Promise Pathways

1. College Transfer

- Pre-Associate in Arts
- Pre-Associate in Science
- Pre-Associate in Engineering

2. Career Technical Education (see below)

Chatham County

- Accounting
- Automotive Systems Technology
- Business Administration
- Culinary Arts
- Criminal Justice Technology
- Dental Assisting
- Early Childhood Education
- Health and Fitness Science
- Health Information Technology
- Human Services Technology
- Industrial Systems Technology (Welding)
- Library Information Technology
- Medical Assisting
- Medical Office Administration
- Nurse Aide
- Sustainable Agriculture

Harnett County

- Accounting
- Barbering
- Broadcast Production Technology (Audio/Radio Production)
- Business Administration
- Computer-Integrated Machining (Harnett Apprenticeship)
- Criminal Justice Technology
- Cosmetology
- Culinary Arts
- Dental Assisting
- Early Childhood Education
- Health and Fitness Science
- Health Information Technology
- Human Services Technology
- Industrial Systems Technology (Harnett Welding Apprenticeship)
- Information Technology

Lee County

- Accounting
- Automotive Restoration
- Broadcast Production Technology (Video & TV)
- Business Administration
- Computer Aided-Drafting Technology
- Cosmetology
- Criminal Justice Technology
- Culinary Arts
- Dental Assisting
- Early Childhood Education
- Electronics Engineering Technology
- Health and Fitness Science
- Health Information Technology
- Human Services Technology

- Sustainability Technologies (Renewable Energy)
- Veterinary Medical Technology
- Laser and Photonics
- Library and Information Technology
- Medical Assisting
- Medical Office Administration
- Motorcycle Mechanics
- Nurse Aide
- Veterinary Medical Technology
- Industrial Systems Technology (CAT-W Apprenticeship)
- Information Technology
- Library and Information Technology
- Medical Assisting
- Medical Office Administration
- Nurse Aide
- Telecommunication and Installation Maintenance
- Veterinary Medical Technology

New Student Checklist & Application Procedures

_____ Complete a Career & College Promise application available from your Career and College (C&C) Advisor or in your school's Guidance Counseling Office. You will need your:

- full legal name
- Social Security Number (provided voluntarily)
- mailing address
- home or cell phone number
- Pathway (College Transfer or CTE)
- Your choice of CCP courses

_____ Confirm that your transcripts and test scores have been sent to your C&C Advisor

_____ Schedule and attend advising meeting with C&C Advisor

- _____ Obtain student ID card, books, materials, supplies, etc. in preparation for the start of class
- _____ Once your course(s) begin, complete the mandatory Orientation Assignment. Failure to complete this assignment will result in you being dropped from the course.
- _____ Attend all required course meetings (traditional and online courses)

Returning Student Checklist

- _____ Maintain a 2.0 or higher GPA in college coursework
- _____ Schedule and attend a registration meeting with CCP Advisor to choose courses for the following year
- _____ Obtain books, materials, supplies, etc. in preparation for the start of class
- _____ Once the course begins complete the mandatory Orientation Assignment. Failure to complete this assignment will result in you being dropped from the course.
- _____ Attend all required course meetings (traditional and online courses)

Minimum College-Ready Assessment Scores

Test	PLAN	ACT	Asset	Compass	Accuplacer	NC DAP	PSAT 2014 and before	PSAT 2015 and after	SAT Pre-March 2016	SAT March 2016 and Future
English	15	18	41 (Writing)	70 (Writing)	86 (Sent. Skills)	Composite score of 151 or higher in both English and Reading	45	26	500	Evidence based reading and writing 480
Reading	18	22	41	81	80	Composite score of 151 or higher in both English and Reading	47	26	500	
Math	19	22	41 (Num Skills) 41 (Int Alg)	47 (Pre-Alg) 66 (Alg)	7 on each assessment for DMA 010 thru 060	7 on each assessment for DMA 010 thru 060	47	24.5	500	530

Orientations

Career & College Promise

All students and parents must attend a mandatory orientation session hosted by the C&C Advisors in your county.

Distance Education Orientation

All students taking a course through Distance Education must complete the required Orientation Assignment.

Web-Based Student Tools

Cougarmail

Cougarmail is a Gmail-based email system provided free of charge to all CCCC students. Students are required to use Cougarmail for all coursework communication and should be linked to existing Gmail accounts. Students are required to check Cougarmail accounts on a daily basis.

Directions for Initial Log-In into Cougarmail:

Cougarmail can be accessed from its icon located on the top right row at www.cccc.edu or at www.gmail.com. You will be assigned a username and initial password, which you will be prompted to change upon first login.

Username: first letter of first name + first four letters of last name + last 3 of student id number

Ex - Jane Smith ID# 1234567: jsmit567

* If you are accessing Cougarmail via www.gmail.com you must use your entire email address (username@cougarmail.cccc.edu).

Password: MMDDYY

Ex - August 10, 1998: 081098

AVISO

Students can use AVISO to collaborate with their CCP advisor 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.

Directions for Logging into AVISO:

AVISO can be accessed from its icon located on the top right row at www.cccc.edu or at <http://ccc.avisoapp.com>

Username: type in your full cougarmail e-mail address

Ex - Jane Smith ID# 1234567: jsmit567@cougarmail.cccc.edu

Password: same password as Cougarmail

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

Blackboard

Blackboard can be accessed from its icon located on the top right row at www.cccc.edu or at www.ccccblackboard.blackboard.com. Additionally, students can download the Blackboard Mobile App onto their smartphones.

Directions for Logging into Blackboard

Username: first letter of first name + first four letters of last name + last 3 of student id number

Ex - Jane Smith ID# 1234567: jsmit567

Password: MMDDYY

Ex - August 10, 1998: 081098

WebAdvisor

WebAdvisor is a portal that allows students to view grades and an unofficial transcript, as well as view course offerings. WebAdvisor can be accessed from its icon located on the top right row at www.cccc.edu.

Username: first letter of first name + first four letters of last name + last 3 of student id number

Ex - Jane Smith ID# 1234567: jsmit567

Password: MMDDYY

Ex - August 10, 1998: 081098

Attendance

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. 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. Health

Sciences, Barbering, and Cosmetology are examples of such programs and courses where external agency requirements (clinical/contact hours) may influence attendance guidelines.

- At the discretion of the instructor, a student may be referred to the CCP Advisor 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.
- 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 his/her CCP Advisor to initiate the appeal process. Appeal decisions are final.
- Disciplinary withdrawals may be appealed through the procedures outlined under Students Rights (Disciplinary Procedures) in the CCCC Student Handbook.
- 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.
- 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.

Code of Conduct

CCCC's Student Code of Conduct can be found on the College's website at <http://www.cccc.edu/studentlife/sga/handbook/>, as well as in the Student Planner distributed at the beginning of each school year. It is the responsibility of all students to review and comply with this Code.

Distance Learning

Online courses use Blackboard, the Internet, e-mail, 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 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 at 9:00 am on the first day of class. Students must complete the course-specific orientation including a required orientation by 11:59 pm on the 10% census date to remain enrolled in the course.

Acceptable Use of Internet

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.

Family Educational Rights and Privacy Act

Unlike high school classes, colleges do not typically allow parents/guardians access to student records. 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.

CCP students must sign a waiver that allows parents/guardians to discuss college academics with C&C Advisors and/or have access to student records.

Central Carolina Community College Media Release Agreement

Purpose:

This instrument gives permission to the employees, representatives, and agents of Central Carolina Community College ("College") and the North Carolina Community College System ("NCCCS") to record, produce, distribute, and transmit reproductions, recordings, and interviews of the undersigned student through printed, visual, and electronic means.

This instrument authorizes the College and the NCCCS to use and edit these recordings, reproductions, and interviews in teaching materials, media releases, and advertisements for purposes of training, increasing public awareness of community colleges and their programs, and promoting continuation and improvement of educational programs. Use of recordings and reproductions may include but are not limited to mass media, displays, brochures, and websites.

- a. The undersigned authorizes and grants the College, the NCCCS, and their authorized representatives, the unrestricted authorization to print, photograph, video, record, edit, and transmit through printed, audio, visual, editorial, and electronic means, image, likeness, voice, and information for College and NCCCS purposes. This includes the right of retouching, tinting, and edits for reproduction.
- b. The undersigned authorizes and grants the College's 4CNC-TV and its employees, representatives, and agents the right to video/audio tape my likeness/voice/performance, in connection with the production and distribution of the video/audio tape presentation, and that said video/audio tape may be cablecast, broadcast, archived, and otherwise transmitted by the College, its agents, successors, and assigns. I understand and agree

that said video/audio tape may be copyrighted by the College.

c. The undersigned understands and agrees the recorded material may air on 4CNC-TV at times in the future.

d. The undersigned understands and agrees that the use of the above will be without payment or compensation.

e. This acknowledges that the undersigned has read the foregoing and fully understand the contents thereof.

f. This agreement shall be binding upon the undersigned, his or her heirs, and assigns.

g. The undersigned is age 18 or older. If under age 18, I have received the approval of my parent/guardian as evidenced by the signatures hereinafter.

This authorization shall expire without revocation one (1) year after the date of signing and may be revoked by written notice to the College at any time except to the extent action has already been taken.

Transcripts

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.

Grading System & GPA Calculation

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

To calculate your cumulative grade point average multiply the credit hours X grade value to find the total grade points for each course. Divide the total grade points for all courses by the total number of enrolled credit hours.

Example:

<u>Course Name</u>	<u>Credit</u>		<u>Grade Value</u>	=	<u>Grade Points</u>
Criminology	3	X	B (3.0)		9.0

Juvenile Justice	3	X	C (2.0)	=	6.0
Victimology	<u>3</u>	X	A (4.0)	=	<u>12.0</u>
	9				27.0

Average for Semester:
 $9 + 6 + 12 = 27 \div 9 = 3.0$ (B)

Grade Appeals

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.

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 documents on the form by the student and then renders a decision to either uphold or amend the grade. The instructor records the 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 appeals 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.

Incomplete Policy

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. The student must take the initiative to remove the "Incomplete" by the midterm date of the next semester 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 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.

Student-Initiated Withdrawals from Coursework

A student who wishes to withdraw from CCP coursework during the academic year should meet with his/her C&C Advisor and high school counselor. The student's advisor is required to sign the form. Withdrawal from CCP courses may compromise high school graduation.

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.

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 re-enroll 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.

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.

Student Support

Career & College Advisors

A C&C Advisor is assigned to your high school to serve as the primary contact with the student for his or her total academic activities while enrolled in the CCP Program at CCCC. Additionally, C&C Advisors provide academic advising/coaching that supports the overall advising process.

The student is expected to meet monthly with his/her advisor regarding academic standing, early registration, or any other areas of concern.

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 consecutive 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.

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. All students are encouraged to visit the College Success Center if they have academic issues.

The College Success Centers are 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.

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.

Academic Assistance Center

The Academic Assistance Center (AAC) 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

Visit the AAC at: www.cccc.edu/student-services/academic-assistance

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

Library Services

The CCCC Libraries consist of the Lee County Campus Library (Sanford) , the Harnett County Campus Library (Lillington), and the Chatham Community Library (Pittsboro). All libraries provide 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 a 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 (Sanford Campus)

Phone : (919) 718-7244

Hours: Monday through Thursday, 7:30 a.m. to 9:00 p.m., Friday, 7:30 a.m. to 3:30 p.m.

Harnett County (Lillington Campus)

Phone: (910) 814-8843

Hours: Monday through Thursday, 7:30 a.m. to 8:00 p.m., Friday, 7:30 a.m. to 3:30 p.m.

Chatham Community Library (Pittsboro Campus)

Phone: (919) 545-8084

Hours: Monday through Thursday, 9:00 a.m. to 8:00 p.m., Friday, 9:00 a.m. to 6:00 p.m., Saturday, 9:00 a.m. to 5:00 p.m.

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

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, reserved, or no parking area (such as cosmetology patron parking or visitor parking).

Special Population 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 following 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.

Special Apparel and Equipment

Students enrolled in programs such as the Automotive Technician, Barbering, Cosmetology, Machining, and Welding curriculums may be required to purchase special items of apparel and/or equipment, such as uniforms, lab jackets, tools, gloves, etc. Students may be responsible for purchasing special apparel and equipment.

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 voicemail 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.

Frequently Asked Questions

Q: Who do I contact to get my grades?

A: AVISO contains all student grades from CCCC.

Q: Who do I contact if I cannot login into web based student tools?

A: Contact your C&C advisor who will assist with login issues.

Q: When should I contact my professors?

A: Contact your professors if you know that you will be absent from class, if you have questions concerning assignments and grades, or any other class concerns. Contact should be made through Cougarmail.

Q: Where do I locate my schedule?

A: Schedules can be found by logging into AVISO or WebAdvisor.

Q: What do I do if my class doesn't show up in Blackboard?

A: Contact your C&C advisor if your class does not show up in Blackboard.

Q: How do I get my textbooks?

A: Textbooks will be distributed by your C&C advisor.

Q: Do I need to take a placement test?

A: it depends on the student's pathway. College Transfer and the Early Childhood pathways require qualifying test score. If a student does not have qualifying PLAN, PSAT, ACT, or SAT they will need to see their C&C advisor to schedule a placement test.

Q: Can I use more than one type of placement test to meet the testing requirements?

A: Yes, you can use scores from the PLAN, PSAT, ACT, SAT, Accuplacer, Compass and Asset tests to meet testing requirements.

Q: How do I contact my C&C advisor?

A: You can contact your advisor by scheduling an appointment with your advisor at your high school, emailing through Cougarmail, or by phone. Your best response will be through Cougarmail.

Q: Why do my high school calendar and college calendar have different start dates, end dates, etc?

A: High school and college semester are different lengths. Each has different start dates, end dates and vacations/holidays.

Q: What can parents do to support their students?

A: Parents can encourage their students to maintain good communication with the College staff, seek out academic assistance, practice good organization skills, attend all class meetings, complete and submit all assignments. Finally, parents can monitor

students grades and GPA.

Q: What are the habits of a successful college student?

A: Successful students study 2-4 hours outside of class, attend all class sessions, keep and review detailed notes, actively participate, complete required readings, study weeks in advance for exams, communicate with the instructor, utilize professors' office hours, complete and submit all assignments.

Q: Will CCP students receive high school credit for successfully completed college courses?

A: Yes, high school students will receive elective credit that counts towards high school graduation. College transfer courses will receive (weighted) honors credit.

Q: Will I be in college courses with adult college students?

A: You may possibly be in courses with adult college students if attending classes on one of CCCC's campuses. CCCC courses taught on your high school campus only contain high school students.

Q: How early can I apply to be a part of the CCP program?

A: Students should initiate the application process the semester prior to enrollment.

Q: Can a student be provisionally admitted based upon predicted high school semester grades? For instance can a student with a 2.9 GPA be enrolled in CCP for the Spring semester based upon current grades and the expected final grades for the fall since the 1st semester doesn't end until mid-January?

A: No, the student's current GPA determines CCP eligibility.

Q: Do the courses within the College Transfer Pathways apply towards the general education requirements for a 4-year institution?

A: Yes, all of the courses offered as a part of the College Transfer Pathways are part of the Comprehensive Articulation Agreement between the community colleges and all public institutions within the state of North Carolina, as well as many private/independent institutions. This means that all the courses in which a student earns a C or higher will transfer and count towards general education requirements.

Q: After high school graduation can I transfer my college courses to another community college?

A: Yes, courses may be transferred between community colleges as long as the same programs of study are offered at each college.

Definitions

- **Credit Hours:** The unit of measuring educational value of a course, usually based on the number of classroom hours per week.
- **Distance Learning:** Courses which involve the mastering of academic knowledge in ways other than face-to-face interactions between students and instructors. CCCC utilizes Blackboard to facilitate student/instructor interaction.
- **Drop/Add:** Adjustments made to a student's schedule during a specified period of time during a semester. Students can check the CCCC calendar for the specific dates.
- **Grade Point Average:** The average of all your grades for all classes taken at CCCC. For information on how to calculate your GPA see page 152 of Student Planner and Handbook
- **Office Hours:** A period of time reserved by professors each week for students to see them to ask questions and discuss any concerns.
- **Pathways:** Courses organized into a track of study focused on a particular group of careers.
- **Placement Tests:** Standardized tests in math, reading, and English, which are used to place students in appropriate courses in their academic discipline.
- **Prerequisites:** Preliminary skills, knowledge, or courses which are required before enrollment in a particular course. Prerequisites can be found in WebAdvisor.
- **Syllabus:** A document provided by instructors in every course, which contains information about course requirements, attendance, textbooks, grading, and learning objectives.
- **Transcript:** A record of every course you have taken at CCCC and the grades you have received. For information on obtaining transcripts see page 155 of Student Planner and Handbook

