

STUDENT HANDBOOK

2023 – 2024



www.cccc.edu

HOW DOES ADVISING WORK AT CCCC?

Education Navigators assist students with:

- Initial Onboarding to the college (ensuring RDS and application completed, transcripts received)
- Reviewing Embark results and choosing a Career Community or program
- Initial goal setting, academic planning, and first semester course registration
- Connecting to assigned faculty advisor
- Ongoing and proactive outreach to address academic challenges and skill building
- Connection to resources and services
- Withdraws and Program Changes

Faculty Advisors assist students with:

- Exploring career options
- Continuing goal setting
- Creating and reviewing academic plan through graduation
- Answering registration questions
- Connecting with campus resources
- Strategizing solutions for academic/life challenges



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

Central Carolina Community College has made every reasonable effort to determine that everything stated in this handbook is accurate at the time of publication. However, the N.C. General Assembly, the State Board of Community Colleges or the CCCC Board of Trustees may make changes in policy, graduation requirements, fees and other charges, curriculum course structure and content, and other such matters after the publication of this handbook (June 2023). The N.C. General Assembly may make changes in tuition without notice. The official version and any addendums of the college handbook can be found at ccc.edu/handbook.

Central Carolina Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Central Carolina Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

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Your First Year Experience

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

This CCCC First Year Experience includes the following components:

- **New Student Orientation**

All new students are expected to participate in an orientation process that is intentionally planned and guided by the Student Onboarding and Success Department and the faculty. CCCC offers in-person sessions prior to the beginning of each semester, and a required online orientation course that will help students make an initial connection to faculty and staff, other students, resources, and services that can assist in their success at CCCC.

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

All associate-degree seeking students take the ACA course within the first two semesters to learn about themselves as learners and about college resources that can help students be successful at CCCC and beyond.

- **College Success Workshops**

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

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 may spend as little as 12-16 hours per week in class to be considered attending college full-time.
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.	A college attendance policy outlined in the catalog and student handbook. Always remember that class attendance is critical to success.

DIFFERENCES IN GRADES AND TESTING

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

DIFFERENCES IN RESPONSIBILITY

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

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

Reaching Academic Success

CCCC is 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 sponsorships, the process can take a considerable amount of time. Be sure to apply early to avoid the possibility of paying out-of-pocket for your expenses.
- Know the campus resources that are available to you. You are highly encouraged to explore the free support

services we offer such as career exploration, academic tutoring, accessibility services, library services, open computer labs, and resume building.

- Follow the curriculum guide that details the courses needed to complete the program. Completing the courses listed on your curriculum guide is the quickest way to obtain your education in a timely manner.
- Complete all transition and developmental courses as early as possible, if you are told by your education navigator that you need them.
- You may need multiple courses taken in sequence before taking your program'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 faculty advisor each semester and register early. Each student is assigned an faculty advisor. Consultations with your advisor will give you the most updated and timely information that you need. You will work with your academic advisor to develop

a plan for your courses; this will also allow you to register earlier and ensure the classes you need are available.

- Be familiar with this student handbook and college catalog and know deadlines. You are urged to review the college policies and the calendar in your student handbook and college catalog. Failure to follow policy could result in financial and academic penalties. The calendar details important dates you should know such as registration, drop/add, and other important dates.
- Read and follow each course syllabus. Your course syllabi will contain important information regarding the course objectives, assignments, and other college policies, including attendance and plagiarism.
- Attend and participate in class. Regular attendance is required and demonstrates a commitment to educational achievement. Students who miss a class more than two consecutive weeks prior to the 75% mark of the term, or 20% cumulatively, with no contact may be subject to an instructor-initiated withdrawal within one week of the final absence.

- Be active at taking notes, asking questions, and visiting your instructor during office hours.
- 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. Education Navigators and faculty advisors can assist you in identifying educational opportunities consistent with your capabilities

and interests, exploring career fields, and starting you on the path toward new levels of success.

During the first semester of enrollment, you will confer with an Education Navigator to assist with the admissions process, including helping you select the academic pathway that aligns with your career goals. Advising and registration will be based on the student's chosen major. For all future semesters, you will continue to visit the Student Onboarding and Success department when you need to drop/add a course, withdraw from a course, or if you need to change your academic program.

When you begin your academic program, you will start to work with a faculty advisor who 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 your academic plan, your personal and career goals, and to ensure you are able to use campus resources to support your success.

You can expect your Education Navigator/Faculty Advisor to:

- Assist in formalizing an educational plan that matches your goals 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 consistent with college policy
- Be accessible for advising during documented student/office hours and by appointment

Your advisor/success team members will expect you to:

- Regularly see them 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 future plans
- Be aware of college policies, procedures, and important deadlines
- Accept responsibility for your decisions and your actions (or inactions) that affect your educational progress

Visit cccc.edu/advising for full details and updates about the advising process.

Advisement Resources

Advisor Listing: Currently enrolled students will find their advisor listed in Self-Service, which can be accessed from the Student Portal.

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

Competitive Admissions Website: Students pursuing a competitive admission program should review information regarding entry into

their chosen program on the Competitive Admissions website: www.cccc.edu/onboarding/competitive-admissions

Self-Service: Self-Service: Our college uses Self-Service 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. This online tool allows students to pay and register for classes, monitor their progress toward completion of a program, and much more. Students can view financial account information, make payments, view grades, view and search for courses. Self-Service tutorials and other information can be downloaded from www.cccc.edu/login/self-service/ under "Resources".

Curriculum Guide: The curriculum guide is a comprehensive list of the course requirements for each certificate, diploma, and degree program that is offered through CCC. 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.

Getting Connected

Students can 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 features a webpage for most college departments and services, current events, important announcements, and curriculum information.

Distance Education: CCC provides quality and fully-accredited distance education courses. All modalities, including distance education courses, maintain the same student learning outcomes, provide regular and substantive interactions with the instructor, and offer the same semester credits as courses taught fully on-campus. Distance education uses six delivery methods: online, hybrid, blended, video-conference, web-conference, and HyFlex. Hybrid and blended courses reduce travel to campus for required sessions. Distance education gives

students an opportunity to take courses that are more flexible around the demands of work and family. Distance education courses provide meaningful learning and engagement opportunities and require active participation in learning activities from students. Students who are considering enrolling in a distance education course or program should work closely with their faculty advisor or an Education Navigator.

Library Resources: The CCC Libraries contain 20,000 print volumes, a variety of electronic resources in 160 databases, and 1,800 audiovisual items. The library website, available at www.cccc.edu/library, has links to our online catalog and to the electronic resources you will need to complete class assignments. A Help & Contact section, as well as online research guides and tutorials, are also available on the library web page to assist you. Stay connected with us on Facebook at facebook.com/ccclibrary or our Instagram at www.instagram.com/ccclibrary.

Upswing: Upswing provides CCC students with free online tutoring. The service is available 24 hours a day, seven days a week. Students can receive live tutorials across all subjects, including: writing, math,

accounting, statistics, economics, chemistry, physics, and biology, as well as a full range of study resources, including: writing manuals, sample problems, and research tools. For more information regarding this service, visit cccc.upswing.io.

CCCC has sites on various social media:

Facebook:

facebook.com/iamcccc

YouTube:

youtube.com/centralcarolinacc

Twitter

twitter.com/iamcccc

Instagram:

www.instagram.com/centralcarolinacc

LinkedIn:

linkedin.com/in/centralcarolinacc

WDCC 90.5 FM and WUAW 88.3

FM: Our college radio stations broadcast to Lee, Harnett, Chatham, Moore, and portions of Wake, Cumberland, and Johnston counties. Tune in your radio, listen live and download the WDCC app at www.wdccfm.com.

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 4cnlive.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.

Self-Service log-in instructions

Self-Service log-in instructions can be accessed from the login option located in the upper right corner of www.cccc.edu. Initial login to Self-Service log-in instructions must be completed through a PC or laptop, not a tablet or smartphone.

1. Select Self-Service log-in instructions and then Log In.
2. In the User ID field, type in your user id: the first initial of your first name, the first four letters of your last name, and the last three digits of your CCCC student ID. For example, Jane Smith ID# 1234567 would be user id: [jsmit567](#).

3. In the Password field, type in your birth date in MMDDYY format. For example, January 2, 1956 would be password 010256.
4. Select Submit .
5. Upon log in, you will be prompted to change your password to a unique password that you create. Your password must contain at least one uppercase letter, one lowercase letter, one numeric character and one special character. The following special characters cannot be used. ; ? : @ & = < > \ Your password cannot be less than 8 characters in length nor more than 26 characters. You have the option of entering a password hint to assist you the next time you log in.

If you are having difficulty logging into Self-Service log-in instructions, your account may need to be adjusted. This can be done through the Student Records and Registrars' office at (919) 718-7201 or (800) 682-8353, extension 7201.

Logging into CCCC Portal

Students can access the CCCC Portal with their username and password. The Portal includes the following:

- Cougarmail (CCCC Gmail Account)
- Blackboard
- Library Resources (including NC LIVE)
- Additional college resources will be added over time.

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

Full setup instructions:

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

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

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

Student Resources

Academic Assistance Center

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

Lee: (919) 718-7361

Harnett: (910) 814-8865

Chatham: (919) 545-8029

www.cccc.edu/aac

Student Onboarding and Success

The Student Onboarding and Success Department assists students with onboarding, admissions procedures, and first semester advising and registration. Educational Navigators will also support students' needs as they persist toward their academic goals and develop into lifelong learners.

Chatham: (919) 545-8025

Harnett: (910) 814-8863

Lee: (919) 718-7300

www.cccc.edu/onboarding

Students are encouraged to reach out to their Education Navigator for the following:

- Change majors
- Withdraw from courses
- Assess, identify, and address challenges
- Generate a Student Success Plan that includes academic and personal goals
- Effective time management strategies
- Develop essential college success strategies including study skills, effective communication with faculty and administrators, and other valuable practices

- Connect with academic, campus, and community resources
- Successfully adjust to a college environment
- Prepare for life after CCCC including college transfer and career exploration

Bookstore

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

Chatham: Online

Harnett: (910) 814-8810

Lee: (919) 718-7275

www.cccc.edu/bookstore

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.

Chatham: (919) 545-8000

Harnett: (910) 893-9101

Lee: (919) 718-7517

www.cccc.edu/businessoffice

Career Center

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

Chatham: (919) 545-8054

Harnett: (910) 814-8834

Lee: (919) 718-7396

www.cccc.edu/careercenter

CC CARES

Check out the CC CARES website for resources and services available to you as a student at CCCC or within your local community. These resources

could include food pantry, child care funding assistance, mental health resources, Dream Keeper fund, and much more! Additionally, you will find a link to be able to file a report about any concerning behavior that you witness or encounter.

www.cccc.edu/we-care

Child Care Center

The Lee Main Campus in Sanford has a child care center that is free for enrolled students. The hours of operation are Monday – Friday from 8:30 a.m. – 12:30 p.m. and Monday – Thursday from 5:30 p.m. – 9:00 p.m. Ages infant to 12 years old. Limited space is available. You must call Ms. Davin at (919) 718-7267 or email at mdavin@cccc.edu to apply for a spot for your child.

Central Carolina Promise/K14

The Central Carolina Promise/K14 program is a joint initiative between CCCC and Chatham, Harnett, and Lee Counties to provide high school graduates with a debt-free pathway to a college degree or credential. The program guarantees up to two years of free in-state tuition and required fees at the college for all eligible county residents who

have recently graduated from high school. For more information about current guidelines and how to apply for the program, please visit our website at www.cccc.edu/promise.

Distance Education

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

- Minimum requirements for distance education courses – reliable access to a computer with an Internet connection.
- Tutoring and services through the Writing and Reading Center are available to distance education students.

All Campuses: (919) 718-7529

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

www.cccc.edu/distanceeducation



Financial Aid Office

The Financial Aid Office offers individual assistance for students who have questions regarding the financial aid process and the availability of federal, state and institutional aid.

All Campuses: (919) 718-7229

Email: fnaid@cccc.edu

www.cccc.edu/financialaid

Housing Assistance

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

All Campuses: (919) 718-7300

www.cccc.edu/student-services/housing

Library

The CCCC Libraries contain a variety of electronic resources in 160 online databases, a print collection of 20,000 books, and 1,800 audiovisual items. Online resources include complete articles from over 146,000 periodicals, over 400,000 eBooks,

and over 49,000 streaming videos. Study rooms, computers, 24-hour chat assistance, and interlibrary loan services are also available. A library is located in each county of our service area.

Email: cccclib@cccc.edu

Chatham: (919) 545-8084

Harnett: (910) 814-8843

Lee: (919) 718-7244

www.cccc.edu/library

Placement Testing Office

The Placement Testing Office administers the RISE Assessment and the Test of Essential Academic Skills (specific Health Science programs only), and the PN Predictor exam (specific to students pursuing the LPN to RN program). Students must make an appointment for testing.

- **RISE Assessment** – Only students that have graduated high school more than 10 years ago, graduated from an international high school, or received a GED or Adult High School diploma will be permitted to test. All other students will be placed into the appropriate English and Math course (required by their program) according to their cumulative unweighted high school GPA.

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

Chatham: (919) 545-8029

Harnett: (910) 814-8863

Lee: (919) 718-7300

www.cccc.edu/placementtesting

Contact the Placement Testing Office at (919) 718-7471 for a placement testing appointment.

Student Records and Registrar

The Student Records and Registrars' office maintains all enrollment and academic student records. Applications, transcript receipt, welcome correspondence and transfer credit assignment for applicants are handled through this office. The office processes all student registrations, and changes of major for students as well as verifies student grades. Graduation

is coordinated and conducted by this office. This office aids alumni through processing transcript requests.

All Campuses: (919) 718-7201

www.cccc.edu/studentrecords

Security Office

The Security Office is responsible for security and emergency response.

Chatham: (919) 545-8066

Harnett: (910) 814-8813

Lee: (919) 718-7512

www.cccc.edu/security

Student Accessibility Services

Student Accessibility Services coordinates services and accommodations between students with temporary and ongoing learning and physical disabilities and the college community.

All Campuses: (919) 718-7416

www.cccc.edu/ada

Student Activities Office

The Student Activities Office offers opportunities for students to connect with the campus community. The Office of Student

Activities oversees the Student Government Association, all student clubs and organizations, student leadership programs, the Angel Tree program, and plans fun, interactive, and educational programs both on-campus and virtually. All events and activities hosted by the Office of Student Activities are completely free for all students.

All Campuses: (919) 718-7707

www.cccc.edu/campus-life

Facebook: Central Carolina Community College Student Activities

Instagram:

@ccccstudentactivities

Student Support Services

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

All Campuses: (919) 718-7567

www.cccc.edu/sss

TRIO Programs (TRIO)

The Federal TRIO Programs (TRIO) are Federal outreach and student services programs designed to identify and provide

services for individuals from disadvantaged backgrounds. TRIO at Central Carolina Community College includes four programs targeted to serve and assist low-income individuals, first-generation college students, and individuals with disabilities to progress through the academic pipeline from middle school to post baccalaureate programs.

www.cccc.edu/trio

Veteran Affairs Office

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

All Campuses: (919) 718-7233

www.cccc.edu/military

Veterans Upward Bound

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

All Campuses: (919) 718-7463

www.cccc.edu/vub

Writing & Reading Center

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

Chatham: (919) 545-8049

Harnett: (910) 814-8858

Lee: (919) 718-7210

www.cccc.edu/writingreadingcenter



Campus Lingo

Academic Advisor: A faculty or staff member who assists students in making informed and responsible decisions, selecting classes, and achieving their goals. Contacting an academic advisor is required prior to each academic term. Students will be assigned a permanent faculty advisor during their first semester in their academic program. The faculty advisor will likely change if a student selects changes programs.

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 an ACA-085, Improving Study Skills, course to be removed from probation status.

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

Accommodations: Supplemental services and/or auxiliary aids determined reasonable by Student Accessibility Services and provided to enable students with disabilities to participate in activities compatible with their condition and interests.

Add/Drop: Once the semester has started, the designated period of time in which a student can make changes to their semester schedule.

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.

Associate in Applied Science (AAS): An associate degree primarily designed to lead to career opportunities immediately following graduation.

Associate in Arts (AA): An associate degree that prepares students for transfer into a four-year bachelor's degree program in a variety of majors including humanities/liberal arts, social sciences, business, education, and more. Students who complete the degree and follow the transfer institution's suggested course list transfer with junior status.

Associate in Arts – Teacher Preparation (AA-TP): An associate degree that prepares students to apply to transfer to a participating North Carolina university's competitive Education Preparation Program with junior status.

Associate in Engineering (AE): An associate degree that prepares students to apply to transfer to a participating North Carolina university's competitive Engineering Program with junior status.

Associate in Science (AS): An associate degree that prepares students for transfer into four-year bachelor's degree program in a variety of mathematics or science based majors. Students who complete the degree and follow the transfer institution's suggested course list transfer with junior status.

Associate in Science – Teacher Preparation (AS-TP): An associate degree that prepares students to apply to transfer to a participating North Carolina university's competitive Education Preparation Program with junior status.

Asynchronous Online:

Asynchronous online classes do not have designated meeting times. While most asynchronous classes still have submission deadlines, students can connect with materials, peers, and instructors on their own schedules.

Blackboard: The learning management system used for online components of curriculum and continuing education classes.

Blended Course: A course taught on campus with less than or equal to half the class taught online.

Certificate Program: A one-to-two-semester program primarily designed to lead to career opportunities immediately following graduation.

College Catalog: A comprehensive publication that describes the college's academic programs, courses, policies, and services. It is available on the college's website.

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 Alert: CCCC mass notification system for campus emergencies.

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 Plan: A semester-by-semester plan in Self-Service for upcoming classes. Advisors can approve or deny courses in the course plan prior to registration. Students can only register for courses that have been approved.

Course Section: The designation after the course number that details where and when a class is located. (ex. LC1).

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

Curriculum: Curriculum Course/Program: Course and program offerings that bear college credit.

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

Developmental Course: A course that prepares students for curriculum coursework. Developmental courses are indicated with a course number below 100.

Diploma Program: A three-to-four semester program primarily designed to lead to career opportunities "immediately following graduation.

Distance Education: Various course formats with distance components such as hybrid, HyFlex, blended, online, video-conference, and web-conference.

Education Navigator: Staff members working with students regarding first semester advising and registration; change of academic programs; dropping, adding or withdrawing from courses; and other issues that may assist in the transition to college life. They are members of the Student Onboarding and Success Office.

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

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

Financial Aid: Monetary assistance awarded in the form of a grant, scholarship, sponsorship, and/or federal work study to help pay for college.

Financial Aid Maximum Timeframe: In order to maintain satisfactory academic standing for financial aid, students should complete the requirements for an eligible program of study within a timeframe not to exceed 150% of the published program length. For example, if an academic program length is 60 credit hours, the maximum number of credit hours eligible for financial aid is 90 (60 x 150% = 90). Students may only receive financial aid for two programs at CCCC.

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

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

Former student: A student who had previously been enrolled at the college, but the enrollment was more than two semesters ago. Former students have to resubmit an application to be readmitted.

Full-time Student: A student enrolled in 7 or more credit hours during the fall and spring semesters and 6 or more credit hours during the summer semester.

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

Hybrid Course: A course taught mostly online with less than half the class taught on campus.

HyFlex Course: A type of course that provides students the option to attend class sessions either face-to-face or online (synchronously or asynchronously).

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

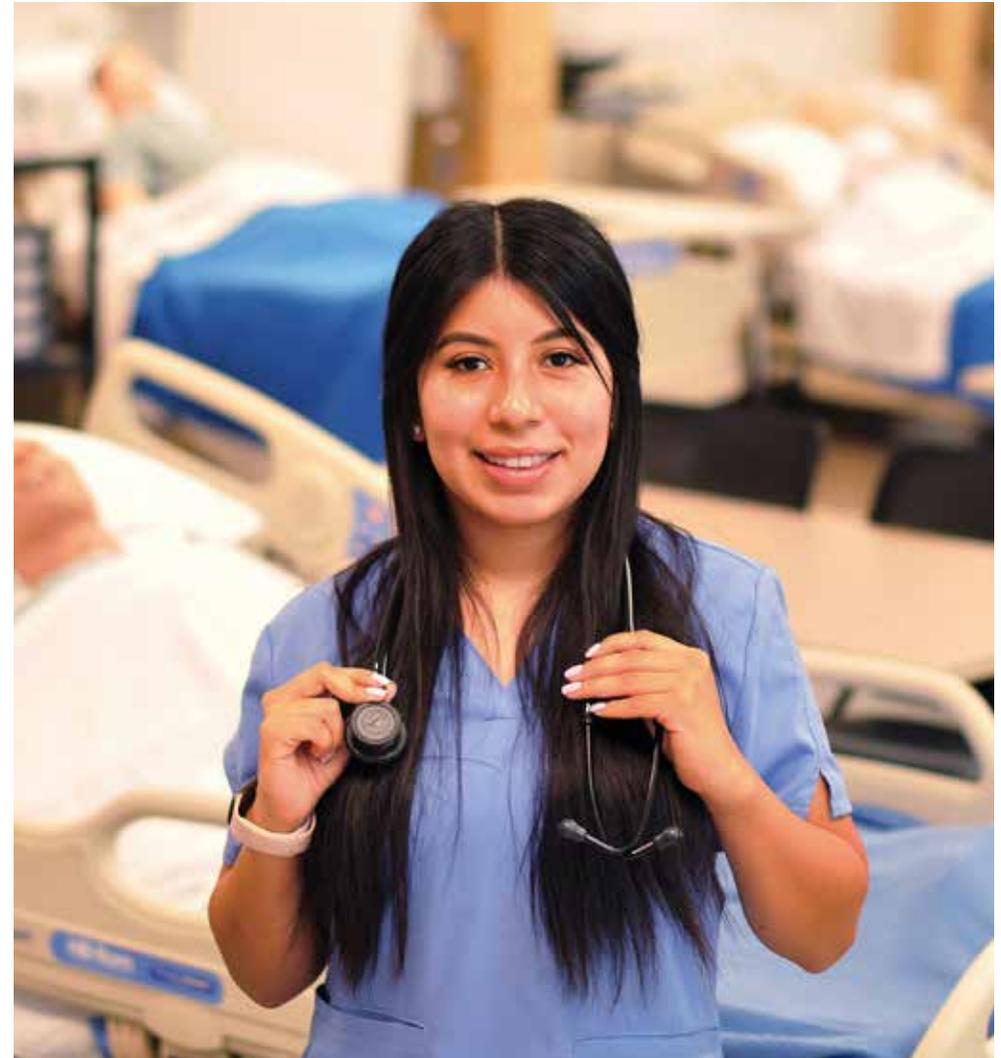
NELNET: The deferred payment plan is administered through the NELNET Payment Center. Students can use the NELNET payment center during the fall and spring semesters through the 16-week Add period only. NELNET is not a loan program or financial aid. There is no interest or finance charges assessed, and there is no credit check.

Official Transcript: A secure transcript sent from the credit-earning institution. An official transcript can be delivered by the student if unopened, sent directly from the institution, or sent through an institution's official electronic document provider. An official transcript is required before CCCC can award credit from another institution and to determine if a student has met prerequisites for specific classes.

Online Course: A course that has totally online instruction. Online courses may be synchronous (everyone online at the same time, like a chat or live lecture) or asynchronous (activities completed at different times by different participants).

Part-time Student: A student enrolled in 1-11 credit hours in fall or spring or 1-5 credit hours in summer.

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



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.

Scholarship: Financial support awarded based on academic achievement or other criteria, that may include financial need, for the purpose of education.

Self-Service: An online student platform that permits students to view enrollment-related documents, plan out all courses within their academic pathway, perform various registration functions, pay for classes, check financial aid status, and more. Students can only register for courses that have been approved by their advisor or education navigator on their Course Plan in Self-Service.

Semester: The length of the academic term; the fall and spring are 16 weeks (though some classes are offered in 8 or 12 week formats) and the summer is either 8 or 10 weeks.

Student Hours/Office Hours: Specific times designated for students to meet with instructors outside of class. Student Hours/Office hours are listed on all course syllabi, and are posted outside faculty offices.

Success Team Member: A staff member 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.

Video-conference Course: A course taught synchronously across main campuses or approved CCCC locations that may be taught in a solely on-campus, hybrid, or blended delivery method.

Web-conference Course: A course taught synchronously through a web conference software that may be taught solely in a web-conference, hybrid, or blended delivery method.

Withdrawal: The official process of being removed from a course or all courses, which can be initiated by a student through an Education Navigator or by an instructor.

Academic Calendar



Fall 2023 Academic Calendar *(subject to change)*

Critical dates for FALL 2023 Semester	Curriculum	Curriculum Accelerated Sessions			
	16-Week Courses	1st 8-Week Courses	12-Week Courses	2nd 8-Week Courses	Continuing Education
Registration Begins	April 10, 2023	April 10, 2023	April 10, 2023	April 10, 2023	2023 Fall 2023CE3
Registration Ends	August 9, 2023	August 9, 2023	September 8, 2023	October 11, 2023	
Classes Begin	August 14, 2023	August 14, 2023	September 12, 2023	October 13, 2023	
Last Day to Add	August 17, 2023	August 15, 2023	September 14, 2023	October 16, 2023	
Last Day to Drop	August 23, 2023	August 17, 2023	September 19, 2023	October 18, 2023	
Census/75% refund	August 23, 2023	August 17, 2023	September 19, 2023	October 18, 2023	
Student Holidays/Breaks <i>(Student breaks may be used to make up for inclement weather days.)</i>	September 4, 2023 October 9-10, 2023 November 22, 2023 November 23-24, 2023	September 4, 2023	October 9-10, 2023 November 22, 2023 November 23-24, 2023	November 22, 2023 November 23-24, 2023	
Midterm	October 12, 2023	September 12, 2023	October 25, 2023	November 8, 2023	
Last Day to Withdraw without WF Grade	November 8, 2023	September 25, 2023	November 15, 2023	November 27, 2023	
Last day of Term/Session	December 11, 2023	October 6, 2023	December 11, 2023	December 11, 2023	
Grades due to Registrar	December 12, 2023	October 9, 2023	December 12, 2023	December 12, 2023	



Spring 2024 Academic Calendar *(subject to change)*

Critical dates for SPRING 2024 Semester	Curriculum	Curriculum Accelerated Sessions			
	16-Week Courses	1st 8-Week Courses	12-Week Courses	2nd 8-Week Courses	Continuing Education
Registration Begins	November 6, 2023	November 6, 2023	November 6, 2023	November 6, 2023	2024 Spring 2024CE1
Registration Ends	January 4, 2024	January 4, 2024	February 2, 2024	March 4, 2024	
Classes Begin	January 8, 2024	January 8, 2024	February 6, 2024	March 6, 2024	
Last Day to Add	January 11, 2024	January 9, 2024	February 8, 2024	March 7, 2024	
Last Day to Drop	January 18, 2024	January 11, 2024	February 13, 2024	March 11, 2024	
Census/75% refund	January 18, 2024	January 11, 2024	February 13, 2024	March 11, 2024	
Student Holidays/Breaks <i>(Student breaks may be used to make up for inclement weather days.)</i>	January 15, 2024 March 26–28, 2024 March 29, 2024	January 15, 2024	March 26–28, 2024 March 29, 2024	March 26–28, 2024 March 29, 2024	
Midterm	March 5, 2024	February 5, 2024	March 18, 2024	April 5, 2024	
Last Day to Withdraw without WF Grade	April 5, 2024	February 19, 2024	April 12, 2024	April 19, 2024	
Last day of Term/Session	May 3, 2024	March 1, 2024	May 3, 2024	May 3, 2024	
Grades due to Registrar	May 6, 2024	March 4, 2024	May 6, 2024	May 6, 2024	



Summer 2024 Academic Calendar *(subject to change)*

Critical dates for SUMMER 2024 Semester	Curriculum	Curriculum Accelerated Sessions		
	10-Week Courses	8-Week Courses	Late Start Courses	Continuing Education
Registration Begins	April 8, 2024	April 8, 2024	April 8, 2023	2024 Summer 2024CE2
Registration Ends	May 16, 2024	May 16, 2024	June 5, 2023	
Classes Begin	May 20, 2024	May 20, 2024	June 10, 2023	
Last Day to Add	May 21, 2024	May 21, 2024	June 10, 2023	
Last Day to Drop	May 23, 2024	May 23, 2024	June 12, 2023	
Census/75% refund	May 23, 2024	May 23, 2024	June 12, 2023	
Student Holidays/Breaks <i>(Student breaks may be used to make up for inclement weather days.)</i>	May 27, 2024 July 2-3, 2024 July 4, 2024	May 27, 2024 July 2-3, 2024 July 4, 2024	July 2-3, 2024 July 4, 2024	
Midterm	June 24, 2024	June 17, 2024	July 9, 2024	
Last Day to Withdraw without WF Grade	July 16, 2024	July 1, 2024	July 18, 2024	
Last day of Term/Session	August 1, 2024	July 18, 2024	August 1, 2024	
Grades due to Registrar	August 2, 2024	July 22, 2024	August 2, 2024	



Student Handbook

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

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.



Services to Students with Disabilities

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

Spring and Fall Hours of Operation

The hours of operation for Student Onboarding and Success are:

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

The hours of operation for Financial Aid are:

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

The hours of operation for the Student Records and Registrar's Office are:

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



Summer Hours of Operation

Summer hours of operation are:

M: 8:00 a.m. – 5:30 p.m.
T: 8:00 a.m. – 5:30 p.m.
W: 8:00 a.m. – 5:30 p.m.
Th: 8:00 a.m. – 5:30 p.m.

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

Visitors/Children on Campus

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

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

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

Intellectual Property

Central Carolina Community College supports and values an educational climate that promotes the development of innovative, creative approaches to teaching, learning, and scholarship. The college recognizes that through the

pursuit of teaching and learning, employees and students may create work which is potentially copyrightable or patentable. This policy is intended to encourage innovation and to clarify and protect the intellectual property rights of employees, students, and the college.

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

Intellectual property that results from the efforts of a full- or part-time employee, student, or outside consultant carried out while in the employment of, or under contract or agreement of any kind with the college and that is produced or brought about in any fashion with the aid of the college's facilities, staff, resources, or through funds administered by the college shall be considered to be the property of the college. The college will

not collect revenue derived from the creation and production of intellectual property.

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

Prior to the development of intellectual property, an employee or student who plans to develop the product may enter into a written agreement with the college. The president or designee, with approval from the Board of Trustees, may enter into a written agreement with an employee or student for an equitable arrangement for joint

ownership or reimbursement to the college for its costs and support. In all such cases, the agreement shall provide that the college will have a perpetual license.

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

In the case of students, intellectual property produced through individual initiative without the use of significant resources as a part of a student's coursework in a Central Carolina Community College class for which the student has paid tuition and fees ordinarily belongs to the student. This includes papers, artistic and musical works, and other creative works made by students in the instructional process. In situations when student works are made during the course of employment at Central Carolina Community College, or significant

use of college resources were used, the ownership of such work is assigned to the college.

Any work which could result in a challenge to intellectual property rights must be reviewed by the college president or designee, and if necessary, a written agreement must be filed. Disputes about the ownership of intellectual property requires the parties to first endeavor to negotiate in good faith. Disputes that cannot be resolved are to be addressed by the due process policies of the Central Carolina Community College Board of Trustees.

Bookstores

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

The bookstore has a rental program that includes many of the books that are used for the classes offered at a savings of up

to 50%. Buybacks are conducted daily to give the students an opportunity to sell their books.

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

The hours of operation are posted on the bookstore website and also on the college's website at www.cccc.edu. Special hours are observed during registration and from the first day of class through the drop add period of each term.

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

Vehicle Registration

All students and employees on all campuses must register their vehicles at the Business Office or Main offices at Chatham and Harnett and display a college-issued parking decal. Designated parking for handicapped, visitors, faculty, and cosmetology patrons are restricted. All other parking is

on a "first-come" basis. Students who park in faculty and staff spaces or other designated restricted, reserved or no parking areas may be assessed a fine.

Solicitation/ Fundraising

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

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

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

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

Drone/Unmanned Aircraft Use on Campus

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

Internet Acceptable Use

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

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

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

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

- Unauthorized commercial use
- Malicious actions, such as denial of service attacks
- Distribution of pornographic materials
- Copyright violations
- Offering of DHCP or Domain Name Services (DNS)

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

Sanctions:

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

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

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

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



Student Rights, Responsibilities, and Judicial Procedures

I. Preamble

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

II. Student Rights

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

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

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

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

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

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

- Identification
- Prevention
- Assessment
- Intervention
- Management

What type of behaviors warrant a referral?

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

III. Student Code of Conduct

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

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

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

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

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

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

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

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

Other academic honesty violations include allowing others to copy your work, providing your work to

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

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

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

- D. Lewd or indecent conduct, including public physical or verbal action or distribution of obscene or libelous material is prohibited.
- E. Mental or physical abuse of any person on college premises or at college-sponsored or college-supervised functions, including

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

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

- F. Any act, comment, or behavior which is of a sexually suggestive or harassing nature and is/are severe, pervasive acts(s) from both a subjective (i.e., the recipient's view) and an objective perspective (i.e., a reasonable person's view) and thus affects a student's ability to participate in or benefit from one of the college's programs or activities is prohibited.
- G. Intentional obstruction or disruption of teaching, research, administration, or disciplinary proceedings,

or other college activities, including public service functions and other duly authorized activities on college premises, is prohibited.

- H. Occupation or seizure in any manner of college property, a college facility, or any portion thereof for a use inconsistent with prescribed, customary, or authorized use is prohibited. In addition to usual disciplinary measures, violation of this rule will result in revocation of all scholarships and grants.
- I. Participating in or conducting an assembly, demonstration, or gathering in a manner which threatens or causes injury to person or property; which interferes with free access to, ingress, or egress of college facilities; which is harmful, obstructive, or disruptive to the educational process or institutional functions of the college; remaining at the scene of such an assembly after being asked to leave by a representative of the college staff are prohibited.
- J. Possession or use of a firearm, incendiary device, explosive, or any weapon, except in connection with a college-approved activity is prohibited. This also includes unauthorized use of

any instrument capable of inflicting serious bodily injury to any person.

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

L. Illegal gambling is prohibited.

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

N. Vehicles must be parked in designated areas and the parking permit must be visible. Vehicles will be operated safely, moderately, and courteously. The speed limit on all campuses is ten (10) miles per hour. Vehicles must be registered with the Business Office (Lee Main Campus) or the front office (Chatham and Harnett Main campuses) at the first occasion they are used on campus grounds. Violators of traffic and parking regulations are subject to a fine for each violation. Student records may be withheld until fines are paid.

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

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

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

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

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

T. Students are expected to dress appropriately for the occasion. This includes covering the torso and wearing shoes or sandals.

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

while parents attend class or conduct campus business.

V. Curriculum students are permitted to use 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 cellular phone becomes a classroom disruption, they will be asked to remove the cellular phone from class.

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

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

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

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

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

Student Due Process Procedure

1. Incident/Infraction occurs
2. College official may suspend immediately
3. Notify vice president of student services
4. Vice president of student services investigates and informs student in writing of decision
5. Student may appeal in writing to Judicial Committee
6. Vice president of student services informs student of hearing
7. Judicial Committee hearing
8. Decision sent to student
9. Student may appeal to president
10. President informs student in writing of decision



IV. Disciplinary Procedures

A. Immediate Suspension: If an act of misconduct threatens the health or wellbeing of any member of the academic community or seriously disrupts the function and good order of the college, an instructor or administrative officer may direct students involved to cease and desist such conduct and advise them that failing to cease and desist will result in immediate suspension. If the students fail to cease and desist, the instructor or administrative officer may then suspend them from the class, the activity, or the college until a resolution of the matter can be made. The instructor or administrative officer invoking such suspension shall notify the vice president of student services in writing of the individuals involved and the nature of the infraction as soon as possible following the incident. The vice president of student services shall resolve the matter in a timely fashion utilizing the steps outlined in Section IV. C. Disciplinary Procedures.

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

C. Disciplinary Procedures:

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

1. **Charges:** Any administrative official, faculty member, staff member, or student may file charges with the vice president of student services against any student or student organization for violations of college regulations. The individual(s) making the charge must notify the vice president of student services in writing stating: name of the student(s) involved, the alleged violation of the specific code of conduct, the time, place, and date of the incident, names of person(s) directly involved or witnesses to the infraction(s), any action taken that related to the matter, and desired solution(s).
2. **Investigation and Decision:** After the charge is filed, the vice president of student services shall complete a preliminary investigation of the charge and shall schedule a meeting with the student. After discussing the alleged

infraction with the student, the vice president of student services may act as follows:

- a. drop the charges.
 - b. impose a sanction consistent with those shown in Section V. Sanctions.
 - c. refer the student to a college office or community agency for services.
3. **Notification:** The decision of the vice president of student services shall be presented to the student in writing following the meeting with the student. In instances where the student cannot be reached to schedule an appointment with the vice president of student services or where the student refuses to cooperate, the vice president of student services shall send a certified letter to the student's last known address providing the student with a list of the charges, the vice president of student services' decision, and instructions governing the appeal process (Section VII. Appeals Procedure – Sanctions or Disciplinary Actions).

V. Sanctions

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

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

C. Restrictive Probation: Restrictive probation results in loss of good standing and becomes a matter of record. Restrictive conditions may limit activity in the college community and/or access to specified college facilities. Generally, the individual will not be eligible for initiation into any local or national organization, and may not receive any college award or other honorary recognition. The individual may not occupy

a position of leadership or responsibility within the college or with a student organization, publication, or activity. This probation will be in effect for no less than two terms. Any violation of restrictive probation may result in immediate suspension.

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

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

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

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

H. Suspension: This results in exclusion from the college and all activities of the college for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation or for

repeated misconduct. Students who receive this sanction must get specific, written permission from the vice president of student services before returning to campus.

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

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

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

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

sponsor events in the college community, or engage in other activities as specified.

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

VI. Student Grievance Procedure

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

B. Procedures:

A. First, the student must go to the instructor or staff member with whom the problem originated and attempt to resolve the problem at this level. If the grievance is related to an academic grade, the student must follow the steps outlined in the Grade Appeal form as indicated in VIII. Appeals Procedure – Grade Appeal. In extreme cases such as alleged sexual harassment, the student may go directly to the vice

president of student services or any other college official with whom the student feels comfortable.

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

VII. Appeals Procedure – Sanctions or Disciplinary Actions

A student who disagrees with the decision of the vice president of student services may request a hearing before the Judicial Committee. This request must be submitted in writing to the vice president of student services within six (6) working days after the receipt of the Vice President of Student Services' decision. The vice president of student services shall refer the matter to the Judicial Committee together with a report of the nature of the

alleged misconduct, the name of the complainant, the name of the student or college employee against whom the charge has been filed, and the relevant facts revealed by the vice president of student services' investigation.

A. Committee Composition:

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

- Three faculty or staff members appointed by the chief academic officer of the college.
- Three student members who are unfamiliar with the student or the complaint, appointed by the Student Activities Coordinator. New students may be selected for each hearing. A college faculty or staff member appointed by the president to serve as committee chairperson will vote only in case of a tie. A new chairperson may be appointed for each hearing.
- The Student Activities Coordinator is an ex officio, non-voting member serving as an impartial observer to ensure that the student's rights are protected.

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

B. Procedures for Hearings Before the Judicial Committee:

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

B. Basic procedural rights of students include the following:

- The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the committee. If the student opts to bring counsel, the student must inform the vice president of student services of this intention when the request for the hearing is filed. If the student brings counsel to the hearing without informing the vice president of student services, the committee chairperson will give the student the option of proceeding without counsel or postponing the hearing.
- The right to request that the committee chairperson disqualify any member of the committee for prejudice or bias. If a member is disqualified, the committee must still have five members (see note below VII. A.) 4.) to conduct business. Additionally, if a faculty or staff member is the defendant, the faculty or staff member also has the right to request that

a committee member be disqualified for prejudice or bias.

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

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

- Hearings before the committee shall be confidential and shall be closed to all persons except the following:
 - The student (absence of the student will result in adjournment of the hearing and no

further action will be taken).

- The faculty or staff member bringing the charge against the student or being accused by the student.
- Counsels (see VII. B. 2. a. The Right to Counsel).
- Witnesses who shall:
 - Give testimony singularly and in the absence of other witnesses.
 - Leave the committee meeting room immediately after completion of the testimony.
- The vice president of student services will keep copies of all correspondence and rulings surrounding the hearing for three years.
- The committee shall have the authority to adopt supplementary rules of procedure consistent with this code.
- The committee shall have the authority to render

written advisory opinions concerning the meaning and application of this code.

- Upon completion of a hearing, the committee shall meet in executive session to determine concurrence or nonconcurrence with the original finding and to recommend sanctions, if applicable.
- Decisions of the committee shall be made by majority vote.
- After the decision of the committee, the vice president of student services shall send a certified letter to the student's last known address providing the student with the committee's decision.

C. Appeal to the President

A student who refuses to accept the findings of the committee may appeal in writing to the president within ten (10) working days after receipt of the committee's decision. :

- Review the findings of the proceedings of the committee.

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

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

dean who will respond with a decision to uphold the original grade or to overturn the department chair's decision. If the issue is still unresolved, the student may continue the appeal process based on the time frames and sequence specified on the grade appeal form.

VIII. Appeals Procedure – Grade Appeal

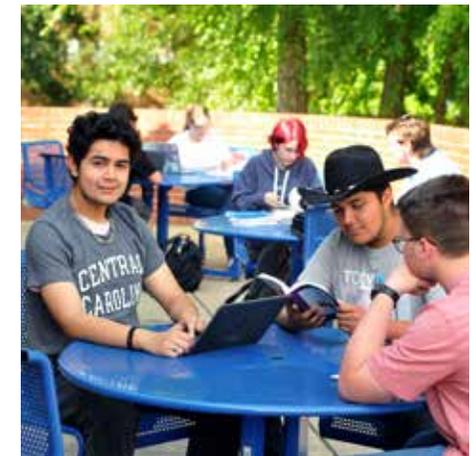
- A. The purpose of the grade appeal procedure is to provide a system to address student complaints regarding grades awarded for specific assignments and/or courses.
- B. Procedures:
- The student initiates the appeal of an individual grade or course grade by completing the biographical and descriptive information prompted on the first page of the grade appeal form (www.cccc.edu/studentrecords/policies/#AppealingGrade) The student then submits the completed form to the instructor of the class in which the grade was assigned.

Distance Education Student Rights and Grievances

Student rights equally apply and extend to distance education students as previously described. Likewise, the requirements, guidelines, and procedures for grievances equally apply and extend to distance education students. Distance education students can refer to the college catalog or the previous section for more complete information. Students can also contact the distance education staff for direction.

Free Speech and Public Assembly

Central Carolina Community College encourages its community to exercise the right to freedom of speech granted by the First Amendment to the Constitution of the United States of America and has established a policy that informs members of the college community and the public of the manner in which they may engage in constitutionally protected speech and expression at Central Carolina Community College. It is intended to protect one's right to freedom of speech without interfering with the primary educational purpose of the college. Students are authorized to exercise this right freely as long



as the exercise of this right does not violate applicable rules of the college, substantially disrupt normal operations of the college, or substantially interfere with the rights of others. Individuals or groups wishing to utilize college property to exercise their free speech should submit a written and signed request to the of the Student Activities Coordinator at least three working days prior to the desired date. The following information must be included in this written request:

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

For further information on the CCCC Free Speech and Public Assembly policy and procedure, please refer to ccc.edu/about/policies-procedures or contact the Student Activities Coordinator.

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

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

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

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

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

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

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

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

Sexual Misconduct Offenses

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

experiencing sexual or gender-based harassment in any college program is encouraged to report it immediately to the Title IX coordinator.

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

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

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

Definitions and Descriptions of Sexual Violence, Sexual Misconduct, and other applicable definitions:

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

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

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

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

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

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

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

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

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

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

- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

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

- The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
-

- For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

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

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.
- For the purposes of this definition:
 - Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

Sexual Violence: Any non-consensual sexual contact including penetration.

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

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

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

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

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

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

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

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

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

Sexual Exploitation: When one person takes non-consensual

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

Interim Measures: Temporary supports put in place to stabilize the situation, stop the sexual misconduct, support the people involved in the report and the community, and protect the integrity of the investigation. Examples of Interim Measures are:

- **Issue a No Contact Order for the people involved in the report**
- Security assistance (for example, security escorts, increased patrols, etc.)
- Transportation assistance
- Academic accommodations such as alternative course completion options.

changes in class schedules, rescheduled exams, etc.

- Changes in work-study schedule or job assignment
- Limiting an individual or organization's access to certain college facilities or activities pending resolution of the matter

No Contact Order: A directive from the college that prohibits people named in a report from contacting each other, either in person, through a third party, or through written or electronic communication. A No Contact Order can be amended or removed as more information is gathered about the incident, and either involved party can request a No Contact Order. The college may also impose an order based on information that was gathered during the initial report.

Awareness programs:

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

Bystander intervention: Safe and positive options that may be carried out by an individual

or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking.

Bystander intervention includes:

- Recognizing situations of potential harm
- Understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking actions to intervene

Ongoing prevention and awareness campaigns:

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

Primary prevention programs:

Programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and

healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe direction.

Risk reduction: Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

Prompt, fair, and impartial proceeding:

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

Conducted in a manner that:

- Is consistent with the institution's policies and transparent to the accuser and accused;
- Includes timely notice of meetings at which the reporting party or responding party, or both, may be present; and

- Provides timely and equal access to the reporting party, the responding party, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and
- Conducted by officials who do not have a conflict of interest or bias for or against the reporting party or the responding party.

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

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

Reporting and Confidentiality

All college employees have a duty to report Title IX

violations immediately to the Title IX coordinator, unless their position requires them to maintain confidentiality except in extreme cases of immediate threat or danger, or abuse of a minor. Examples of those who may be required to maintain confidentiality include licensed professional counselors, clergy working within the scope of their licensure or ordination, or licensed medical professionals. The reporting party will be notified when information cannot be kept confidential.

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

Investigation and Resolution of Claims

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

responding party are entitled to a fair and equitable process, and both shall be simultaneously informed, in writing, of:

- Specific finding for each violation and each responding party involved in the proceeding;
- Sanctions resulting from the outcome of the proceeding;
- CCCC's procedures for appeal of the results.

Sanctions

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

Protection against Retaliation

Retaliation is defined as any materially adverse action that might well have dissuaded a reasonable person from making or supporting a complaint of Title IX violations. A complaint's actual or perceived lack of merit does not

excuse retaliatory conduct. Retaliation against any individual for reporting Title IX violations or against one who participates in an investigation will not be tolerated. In responding to reports of retaliation, the college will conduct a prompt, thorough and impartial investigation and will take appropriate remedial measures.

False Accusation

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

Questions

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

Title IX Coordinator, Kevin Pearson,
Dean of College Access Services

Lee Main Campus, Marchant Hall, Rm 9125
1105 Kelly Dr. | Sanford, NC 27330

Phone: (919) 718-7386
Email: kpearson@cccc.edu

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

Deputy Title IX Coordinator (Faculty and Staff), Jessica Gonzalez, Director of Human Resources

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

Phone: (919) 718-7089
Email: jgonzalez@cccc.edu

Campus Sex Crimes Prevention Act Information

The Campus Sex Crimes Prevention Act is a federal law that requires institutions of higher education to inform the campus community where law enforcement agency information on registered sex offenders is available. Additionally, the law

requires persons registered as sex offenders, and who are employed by the institution, who carry on a vocation at the institution, or who attend classes at the institution, to notify the institutions of higher learning of their presence on campus.

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

CCCC protects the privacy of students in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 (the "Act"), as amended, enacted as Section 444 of the General

Education Provisions Act. This policy is applicable for all students, regardless of the mode of instructional delivery for the courses in which the students are enrolled.

Under this Act, students have the right to:

- Inspect and review their education records;
- Seek amendment of their education records that they believe to be inaccurate, misleading, or otherwise in violation of their privacy rights;
- Consent to disclosures of personally identifiable information contained in their record, except to the extent that the Act (and in particular Section 99.31) authorizes disclosure without consent; or
- File with the U.S. Department of Education a complaint under Sections 99.63 and 99.64 concerning alleged failures by the college to comply with the requirements of the Act.

CCCC allows disclosure of education records to administrative officials, faculty, and staff, who are determined to have a legitimate educational interest. Administrative officials and faculty/staff are

considered to have a legitimate educational interest if they might reasonably need to access information to advise or assist a student with any college-related matter.

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

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

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

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. 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 alcoholic beverages or

controlled substances; or use, manufacture, and/or sell of controlled substances at any college location. Applies to all employees and students.

- Possessing, using, transmitting, or being under the influence of any narcotic drug, intoxicant of any kind. Applies to all employees and students.

B. Disciplinary Action

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

A penalty will be imposed on students through the office of the vice president of student services as a result of unacceptable conduct, which includes violation of the college's drug and alcohol policies.

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

C. Drug Counseling and Rehabilitation Services

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

If you need to seek assistance for any reason related to the use/abuse of drugs or alcohol, a CCCC Education Navigator 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

Daymark Recovery/Lee
(919) 774-6521

High Point Behavioral Health
(336) 781-4035

Sandhills Center/Harnett
(910) 893-2118

Alamance Regional Medical Center
(800) 522-9418

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



ALCOHOL: THE RISKS AND THE LAWS

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

GET HELP: CONTACT INFORMATION

Locally	Statewide and Others	Nationally
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • N.C. Department of Human Resources/Division of Health Services (800) 688-4232 • State Employees Assistance Program (888) 298-3907 	<ul style="list-style-type: none"> • National Clearinghouse/Alcohol & Drug Information (800) 729-6686 • National AIDS Information Clearinghouse (800) 729-6686 • National Council on Alcoholism and Drug Dependence (800) 622-2255 • SAMHSA National Help Line (800) 662-HELP (4357) • Cocaine Hotline (800) COCAINE • National Institute on Drug Abuse Hotline (800) 662-HELP • National Institute of Drug Abuse Help Line (800) 662- 4971 • American Council on Alcoholism (800) 527-5344 • Al-Anon (800) 356-9996 • www.health.org

DRUGS: THE RISKS AND THE LAWS

TYPES OF DRUGS	HEALTH RISK	Maximum Penalty	TO POSSESS WITH INTENT TO SELL, MANUFACTURE, OR DELIVER
<p>Schedule I: Heroin, LSD, Peyote, Mescaline, Psilocybin (Shrooms), Other Hallucinogens, Methaqualone (Quaaludes), Phencyclidine (PCP), and MDA</p>	<p>Psychologically and physically addictive; depression, withdrawal symptoms, convulsions, death, unpredictable behavior with hallucinogens; possible damage to unborn fetus</p>	<p>Maximum Penalty: Five (5) years in prison and /or fine (Felony)</p>	<p>Maximum Penalty: Ten (10) years in prison and/or fine (Felony)</p>
<p>Schedule II: Morphine, Demerol, Codeine, Percodan, Percocet, Fentanyl, Dilaudid, Seconal, Nembutal, Cocaine, Amphetamines, and other opium and opium extracts and narcotics.</p>	<p>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</p>	<p>Maximum Penalty: Two (2) years in prison and/or \$2,000 fine (Misdemeanor) Unless: 1. Exceeds 4 tablets, capsules, other dosage units or equivalent quantity of hydromorphone 2. Exceeds 100 tablets, capsules other dosage units or equivalent quantity 3. One gram or more of cocaine. Maximum Penalty: Five(5) years in prison and/or fine (Felony)</p>	<p>Maximum Penalty: Ten (10) years in prison and/or fine (Felony)</p>
<p>Schedule III: Certain barbiturates such as amobarbital and codeine containing medicine such as Fiorinal #3, Doriden, Tylenol #3, Empirin #3 and cocaine-based cough suppressants such as Tussonex and Hycomine; and all anabolic steroids.</p>	<p>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</p>	<p>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)</p>	<p>Maximum Penalty: Five (5) years in prison and/or fine (Felony)</p>
<p>Schedule IV: Barbiturates, narcotics and stimulants including Valium, Talwin, Librium, Eganil, Darvon, Darvocet, Placidyl, Tranzene, Serax, Ionamin (yellow jackets)</p>	<p>Psychologically and physically addictive; drowsiness, withdrawal symptoms, tremors, abdominal and muscle cramps, insomnia, anxiety, convulsions, possible death; possible damage to unborn fetus</p>	<p>Maximum Penalty: Same as Schedule III.</p>	<p>Maximum Penalty: Five (5) years in prison and/or fine (Felony)</p>
<p>Schedule V: Compounds that contain very limited amounts of codeine, dihydrocodeine, ethylmorphine, opium, and atropine, such as Terpine Hydrate with codeine, Robitussin AC</p>	<p>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</p>	<p>Maximum Penalty: Six (6) months in prison and/or fine (Misdemeanor)</p>	<p>Maximum Penalty: Five (5) years in prison and/or fine (Felony)</p>
<p>Schedule VI: Marijuana, THC, Hashish, Hash Oil, Tetrahydrocannabinol</p>	<p>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</p>	<p>Maximum Penalty: To possess less than 1 ounce of marijuana or 1/20 ounce hashish: Thirty (30) days in prison and/or \$100 fine (Misdemeanor) To possess more than 1 ounce of marijuana or 1/20 ounce hashish: Two (2) years in prison and/or fine (Misdemeanor) To possess more than 1 ounce of marijuana or 3/20 ounce of hashish or consists of nay quantity of synthetic tetrahydrocannabinols or tetrahydrocannabinols isolated from the resin of marijuana: Five (5) years in prison and/or fine (Felony)</p>	<p>Maximum Penalty: Five (5) years in prison and/or fine (Felony)</p>

Student Activities and Clubs

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

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

Upcoming Student Activities can be found on the Student Activities Website, Student Activities Social Media, and the College Activities Calendar.

Website: www.cccc.edu/studentlife

Calendar: www.cccc.edu/calendar

Facebook: Central Carolina Community College Student Activities

Instagram: @ccccStudentActivities

Student Centers

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

The centers are open the following hours:

M: 7:30 a.m. – 9:00 p.m.

T: 7:30 a.m. – 9:00 p.m.

W: 7:30 a.m. – 9:00 p.m.

Th: 7:30 a.m. – 9:00 p.m.

F: 7:30 a.m. – 3:30 p.m.

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.

Enhanced Transfer Partnerships

While CCCC students transfer to nearly all public and private colleges and universities in North Carolina and beyond, CCCC has entered into special agreements with specific colleges and universities to provide additional support, resources, and opportunities for transferring students. Please contact your faculty advisor for an updated list of these enhanced transfer partnerships.

Athletics

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

- Basketball: CCCC sponsors intercollegiate men's and

women's teams when there is sufficient student interest. Intramural basketball may also be sponsored if sufficient interest is indicated and facilities are available for use.

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

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

For more information about CCCC Athletic, visit the Sports section of the CCCC website at www.cccc.edu/sports.

Phi Theta Kappa Honor Society

The Phi Theta Kappa Honor Society at Central Carolina Community College serves to promote scholarship, development of leadership and service, and the cultivation of fellowship among its members. To qualify as candidates for membership, students must meet the following requirements:

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

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

For more information, contact:
Kelly Dorman
kdorman@cccc.edu

Library Services

The CCCC Libraries consist of the Lee Main Campus Library (Sanford), the Harnett Main Campus Library (Lillington), and the Chatham Community Library (Pittsboro). The Chatham Main Campus Library merged with the Chatham Public Library in September 2010 to form a joint-use public/academic library located on the Chatham Main Campus. CCCC is pleased to work with Chatham County in this capacity to provide library services to our students and to the Chatham community. All libraries provide resources and assistance to students, faculty, and community patrons.

www.cccc.edu/library

Lee Main Campus

(Sanford)
Phone: (919) 718-7244
Fax: (919) 718-7378
Hours: 7:30 a.m. to 8:00 p.m.
Monday through Thursday;
7:30 a.m. to 3:30 p.m. Friday

Harnett Main Campus

(Lillington)
Phone: (910) 814-8843
Fax: (910) 814-8894
Hours: 7:30 a.m. to 7:00 p.m.
Monday through Thursday;
7:30 a.m. to 3:30 p.m. Friday

Chatham Main Campus

Chatham Community Library
(Pittsboro)
Phone: (919) 545-8084
Hours: 9:00 a.m. to 8:00 p.m.
Monday through Thursday;
9:00 a.m. to 6:00 p.m. Friday;
9:00 a.m. to 5:00 p.m. Saturday

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

Library Cards and Student IDs

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

staff know that you are a CCCC student.

Circulation Policies

Books may be checked out for 3 weeks. DVDs may be checked out for 3 days (limit 3 titles). The CCCC libraries do not charge late fines for overdue materials with the exception of reserve materials, which are \$1.00 per day if late. The replacement cost of the item is charged for items that have been lost. Charges may also be assessed for damaged materials. Grades, transcripts, and diplomas are held until the library record has been cleared. Circulation policies, loan periods, and late fines may vary at the Chatham Community Library.

Library Assistance

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

Computers, Printing, and Fax

Computers with Internet access and Microsoft Office applications are available. A scanner and wireless Internet access are also available at all libraries. Faxing, printing, and photocopying services are available for free at the Lee and Harnett Main Campus Libraries. Printing services have a limit of 25 black and white pages and 5 color pages per day. A 3D printer is available at the Harnett Main Campus Library and the cost varies based on the print, availability of materials, etc. Printing and copying services at the Chatham Community Library are payable through a wireless printing system at 10¢ per page (black and white only).

Study Spaces

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

- **Quiet Zone:** Study tables provide space for one or two students to work quietly with some conversation.
- **Silent Zone:** Study carrels provide space for one student to work with no noise.

- **Collaborative Zone:** All of our study rooms at the Lee and Harnett Main Campus libraries are equipped with large screen computers, high resolution webcams, and white boards to provide collaborative space for dynamic group work. Three study rooms at the Chatham Community Library have white boards for collaborative group work. Study rooms may be reserved in advance from any computer or mobile device via the library web page at the Lee and Harnett Main Campus libraries. Study rooms are available on a first-come basis at Chatham Community Library.

Library Resources

A variety of print and electronic resources are available to support the curriculum programs of the college. Students have access to thousands of physical books, audiovisual materials and electronic resources that include periodicals, eBooks and streaming videos. Electronic resources consist of CCCC online databases and the NC LIVE database collection. Students can access all of these resources from off campus using their CCCC Portal login credentials.

The online catalog, a central database containing the holdings of CCCC and 50 other North

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

Success Team Member

The Student Onboarding and Success Department supports students' needs as they persist toward their academic goals and develop into lifelong learners. Students may visit with a their Success Team Member for individual academic coaching sessions, academic support strategies, or assistance with academic planning or advising.

All students are encouraged to visit their with their Education

Navigator if they have academic issues, need referrals to resources, or have challenges that might prevent them from excelling at CCCC.

Developmental Studies Program

The Developmental Studies Department offers support for students who need or desire increased assistance in reading, English, and mathematics to succeed in initial college-level English and mathematics courses. Developmental Studies faculty work closely with your college-level English and mathematics faculty to ensure that you are supported academically and holistically. If you have questions about which English and mathematics courses are right for you, contact your Educational Navigator, academic advisor, or the Developmental Studies Department Chair. Together, we'll pave the way to your academic and career success.

Writing and Reading Center

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

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

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

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

The Center is located in the Miriello Building on the Harnett Main Campus, in the General Classroom and Science Lab building on the Chatham Main Campus, and on the Lee Main Campus in the Science Building.

Chatham: (919) 545-8049

Harnett: (910) 814-8858

Lee: (919) 718-7210

Academic Assistance Center

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

Campus phone numbers:

Chatham: (919) 545-8029

Harnett: (910) 814-8869

Lee: (919) 718-7361

www.cccc.edu/aac

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

Student Accessibility Services

The Student Accessibility Services Office facilitates the provisions of reasonable accommodations for all students with disabilities, who identify as needing accommodations. Students are required to self-identify to the Office of Student Accessibility Services to begin the accommodation process.

To Receive Accommodations:

1. Students complete a standard admission application. If you need accommodations during the application process, contact the coordinator.
2. Students must self-identify to the Office of Student Accessibility Services) and request accommodations appropriate for their disability

or medical diagnosis. Please complete the Student Identification Packet, found on www.cccc.edu/ada. It is the responsibility of the student to request accommodations in a timely manner.

3. Students must provide current documentation of the disability for which accommodations are requested. Current documentation is written within the last 3 years. The coordinator can advance you on next steps if your documentation is non-current.
4. Once documentation is received and reviewed through relevant and appropriate procedures, the Coordinator of Student Accessibility Services will contact the student, at the CCC email, to request a meeting to determine necessary accommodations and complete a service contract. This meeting and a service contract are required for accommodations and/or services to begin.
5. An appointment with the Coordinator of Student Accessibility Services is scheduled.
6. Meet with the Coordinator of Student Accessibility Services

to:

- Discuss your functional limitations and symptoms.
- Discuss academic services and/or accommodations for which you are eligible.
- Complete and sign the Accommodation Letter and
- Learn about Student Accessibility Services and/or Academic Assistance Center procedures and student responsibilities.

Returning students are responsible for notifying the Office of Student Accessibility Services each semester by completing a Student Schedule Request form. Students may be asked to meet with the coordinator to review their needs and current academic plan. Accommodation plans are reviewed and if approved emailed to the faculty, advisors and test proctors as released by the student and/or needed to implement accommodations, plans are not active until the student and their instructor(s) have signed them.

Contact Student Accessibility Services if there are any concerns or questions regarding accommodations or the protections under the Americans with Disabilities Act.

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.

If you are going to leave your vehicle overnight, please contact Campus Security at your location.

Emergency Call Boxes are located around the Lee Main Campus, Harnett Main Campus, and Harnett Health Sciences Center. The Harnett Health Science Center's Call Boxes go directly to Harnett County 911 center.

Lee County

Lee Main Campus: Campus Security is located in the lower level of the Hockaday Building: (919) 718-7512

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

Emergency Services Training Center : Campus Security is located in the Main Building behind the receptionist area: (919) 777-7771

Harnett County

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

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

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

Dunn Center: Campus Security is located in the Barbering/Senior Center Building: (910) 814-8926

Chatham County

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

Chatham Health Science Center: Campus Security is located in Room 107C: (919) 545-8658

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

Security Tips

- Be aware of your surroundings.
- Always carry your CCCC issued student ID on your person.
- Do not leave valuables, book bags, or electronics unattended.
- Keep your car doors locked.
- Do not leave valuables visible in your vehicle.
- Have your car keys in hand before you reach the car door.
- If you see or hear something unusual, report it.
- Report suspicious person(s), threats, or harassing phone calls immediately to faculty/staff, Campus Security at your location.
- Contact the director of campus security and safety at (919) 777-7715 with any suggestions or security concerns.

CCCC Cougar Alert System

The college has an emergency notification system called "Cougar Alert." Any emergency located at any of our locations will be sent out via Cougar Alert. This includes

inclement weather closings, late openings or early closings.

You can sign up for Cougar Alert on Blackboard, look for the Cougar Paw and click on it to enroll. You will see instructions and a video is available to expand the alert coverage.

Smoking - 100% Tobacco Free Campus Policy

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

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

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

- in all campus buildings, facilities, and outside areas of the campus.
- on campus grounds, or in vehicles that are the property of the college.
- at lectures, conferences, meetings, social and cultural events held on campus.
- for the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, pipes, bidis, hookahs, smokeless or spit tobacco or snuff.
- eCigarettes or any other active, nontraditional nicotine delivery systems are also prohibited. This prohibition does not apply to passive nicotine delivery systems intended for smoking cessation, such as nicotine patches.

Enforcement

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

First Offense

Any student observed smoking or using tobacco products will be asked in a non-confrontational manner to obey the college policy

and to stop using the products. Faculty or staff members will identify themselves to the student and ask to see the student's identification card to verify their student status and to identify the name of the student. Students without a student identification card should produce some form of official picture identification (e.g. driver's license) and shall be instructed to take the necessary steps to acquire an official student identification card. The faculty or staff member will explain the college's tobacco-free policy and the possible consequences for violating the policy, and will file a report with the director of campus security giving the student's name and the date and time of this policy violation. The report shall be made as an email, or memorandum. The director of campus security will keep a record of violations identifying the student, date, time, and name of the faculty or staff member reporting the violation.

Second Offense

Faculty and staff members will follow the procedures identified in "First Offense." When the director of campus security determines that this is the second reported offense for a student, the director will give the student's name to the vice president of student services. The

vice president of student services will send the student a first-class letter and/or email, if available, warning the student that this is the second violation of the tobacco-free policy and that the student will face suspension or expulsion with any further violations.

Third Offense

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

Inclement Weather Policy

When it is determined that weather conditions are severe enough to warrant closing the college, the information will be made available as soon as possible. Students, staff, and faculty should visit the college

website for the most up-to-date inclement weather postings. The chief academic officer or designee maintains a contact list for local news stations and is responsible for facilitating the process to notify the media.

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

form should be submitted to the department chair/program director.

Types of Announcements

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

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

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

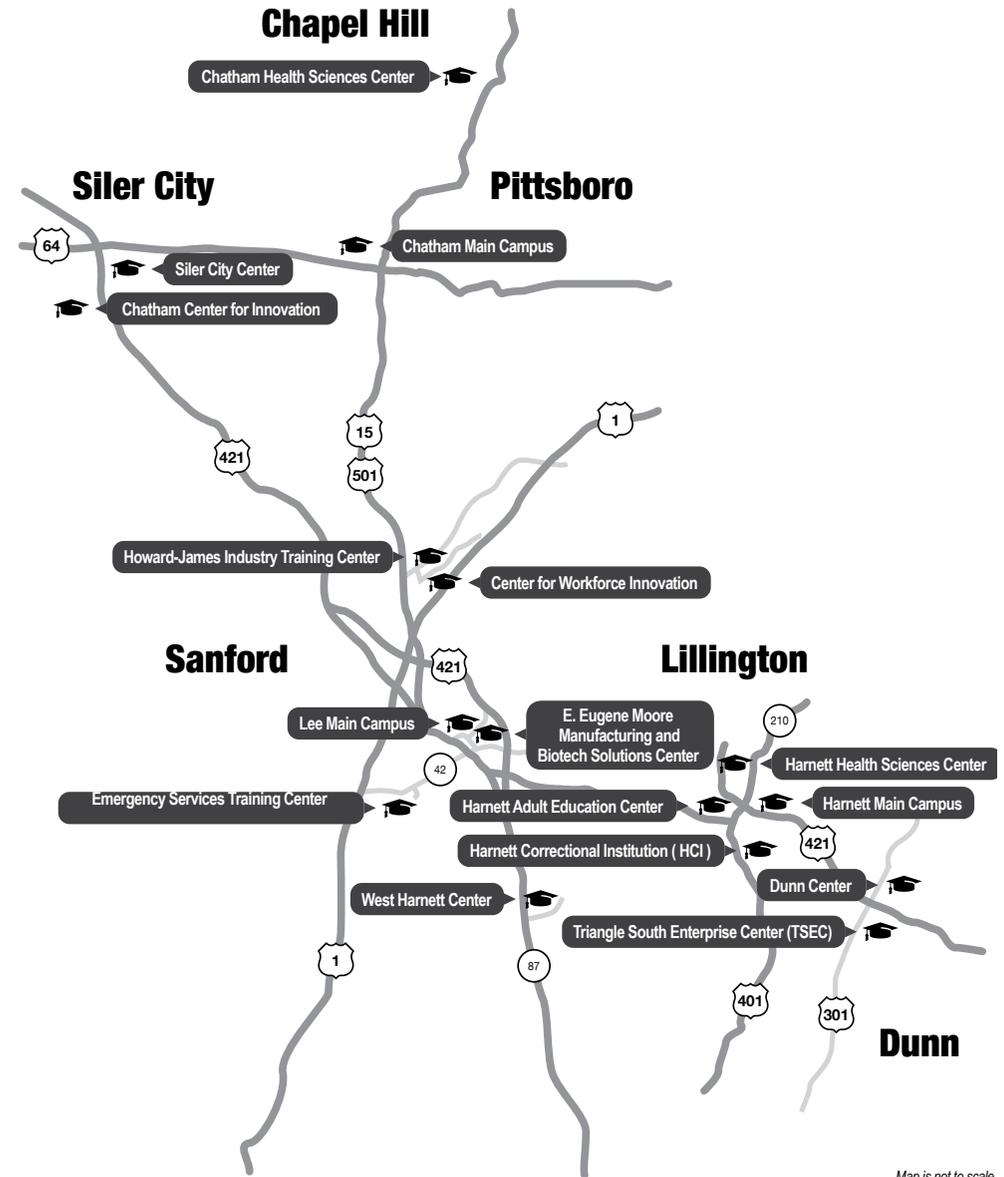
In the absence of announcements A, B, or C listed above, classes will be held as usual.



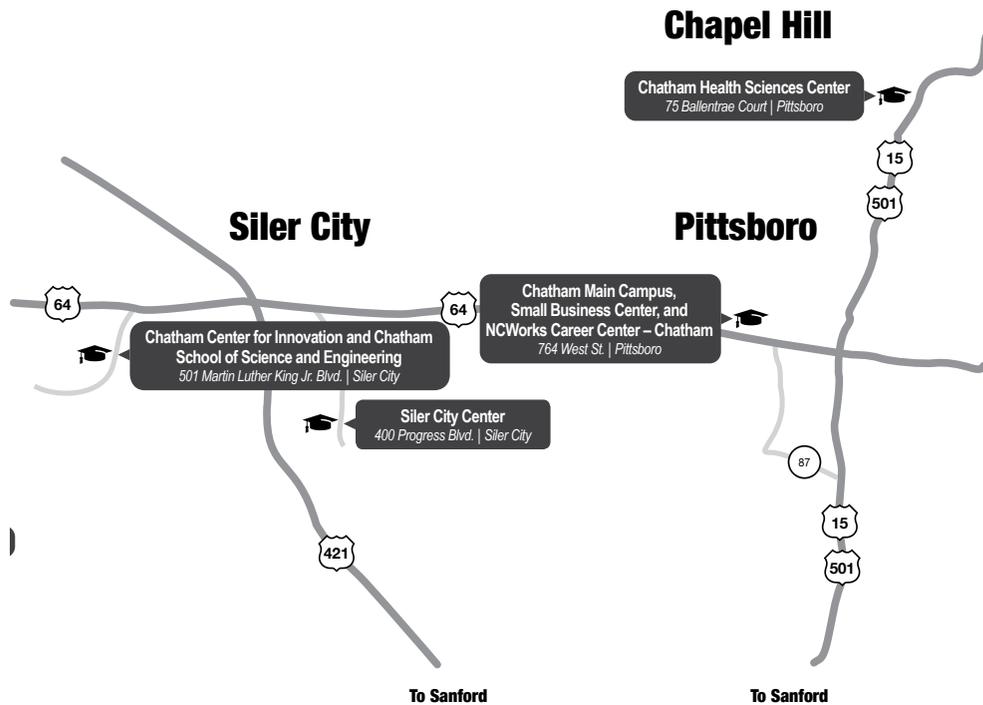


COLLEGE LOCATIONS

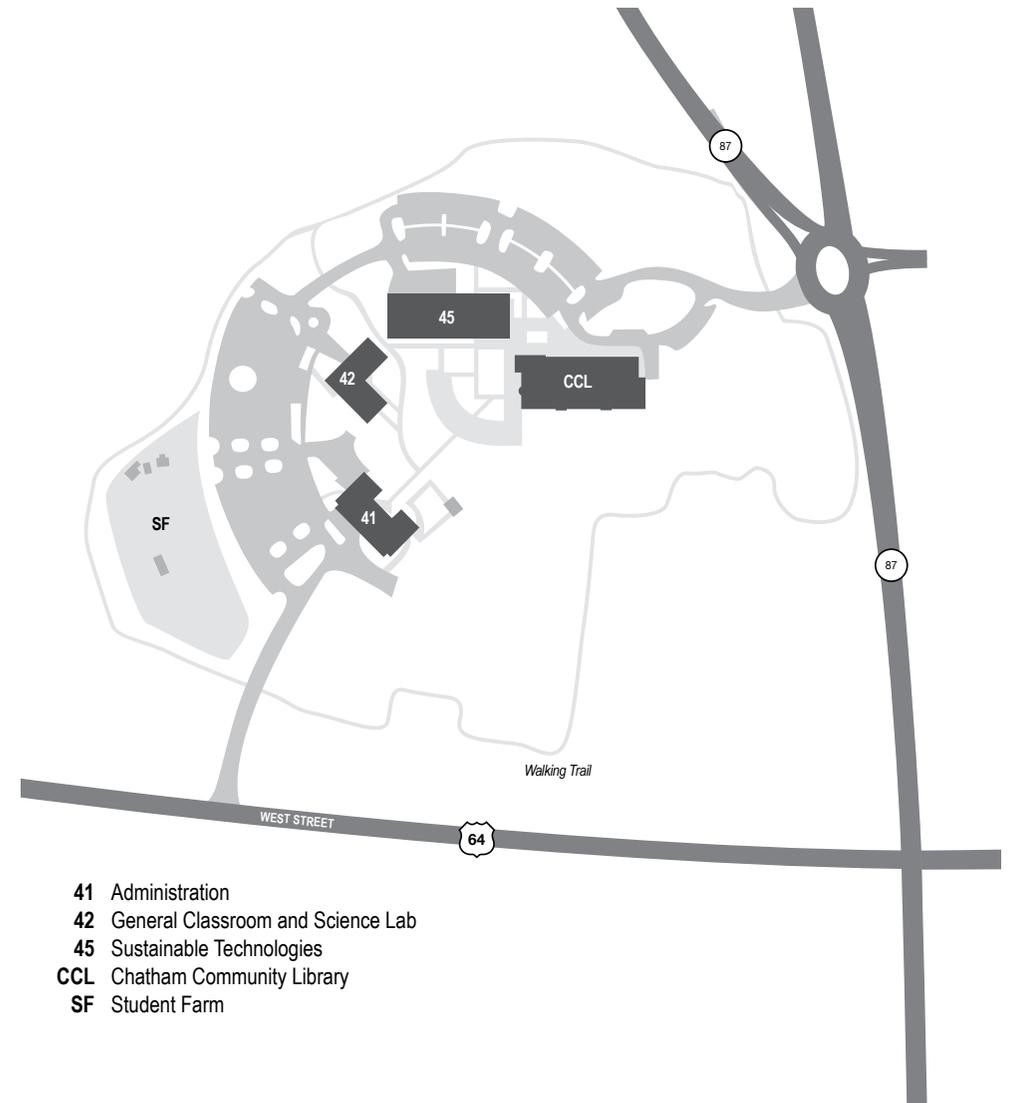
www.cccc.edu



Map is not to scale.



Map is not to scale.



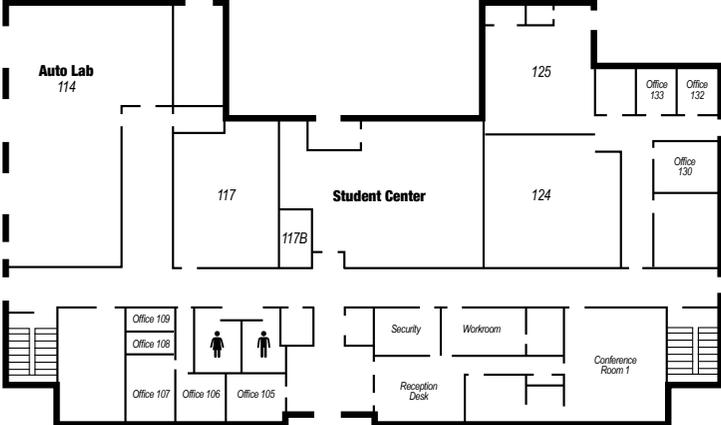
- 41 Administration
- 42 General Classroom and Science Lab
- 45 Sustainable Technologies
- CCL Chatham Community Library
- SF Student Farm

764 West Street | Pittsboro, NC

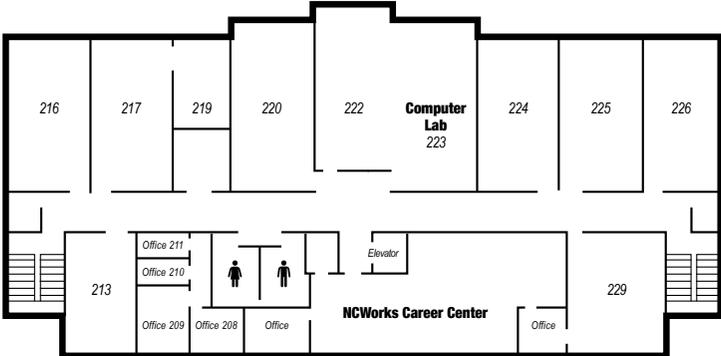
Map is not to scale.

0041 | Chatham Administration
Classroom, NCWorks Career Center – Chatham

First Floor



Second Floor

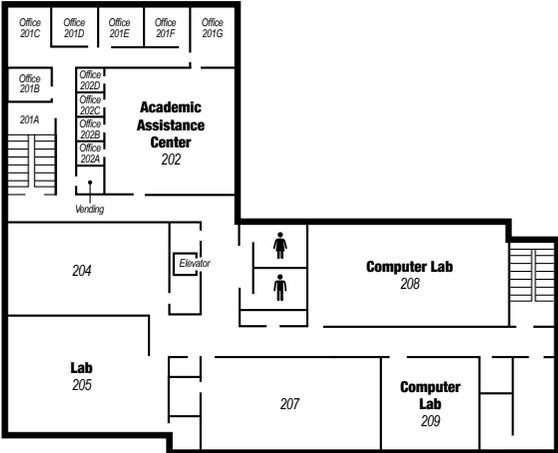


0042 | General Classroom and Science Lab Building

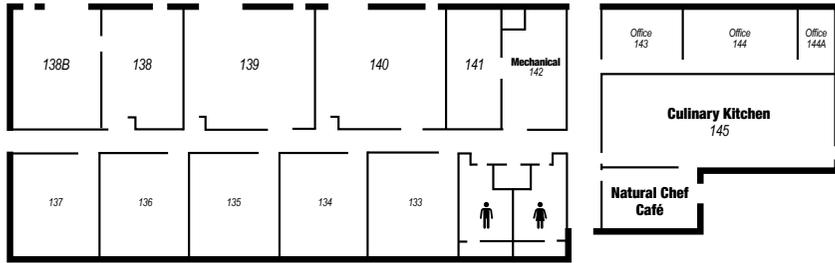
First Floor



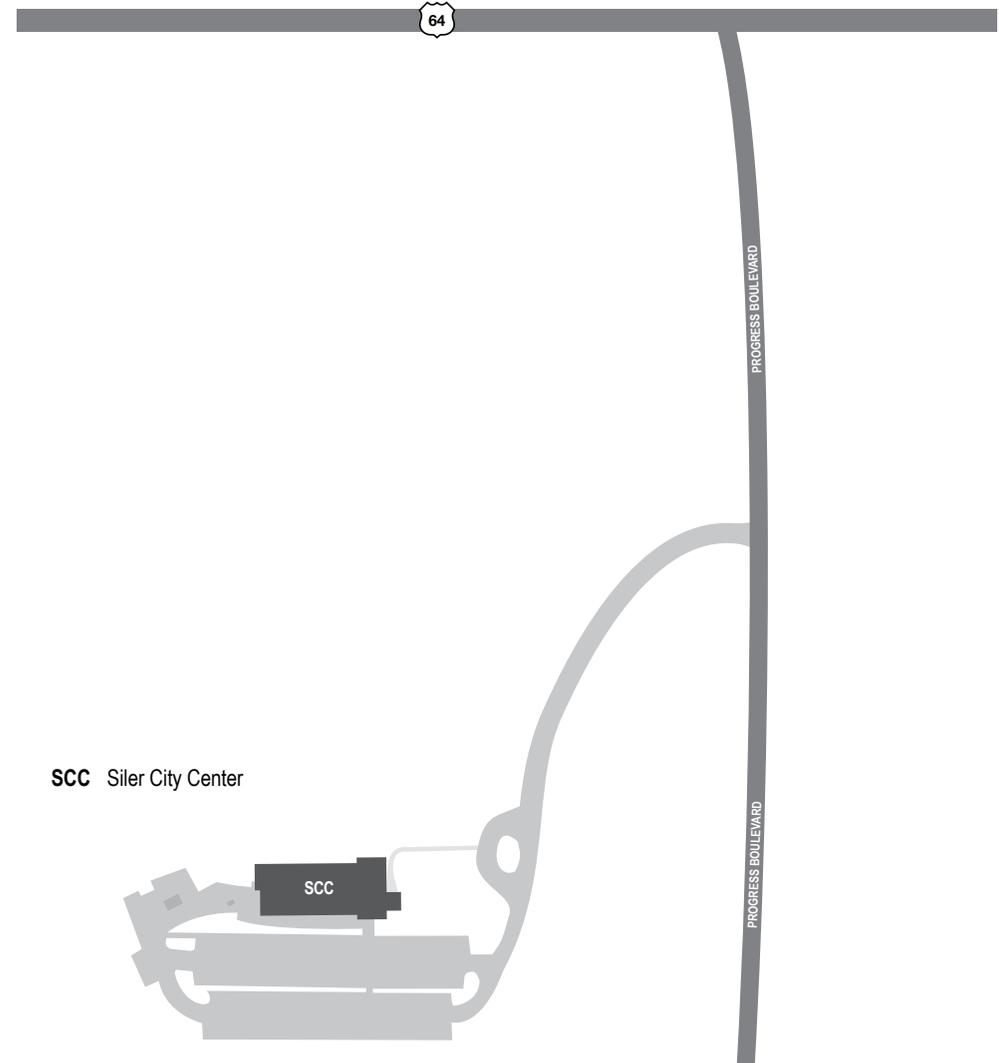
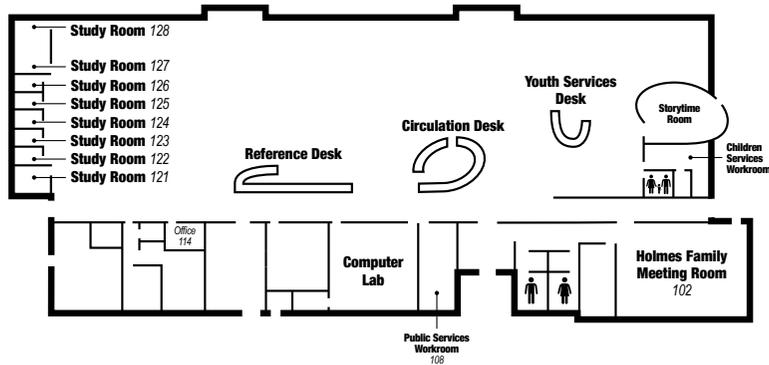
Second Floor



0045 | Sustainable Technologies



Chatham Community Library

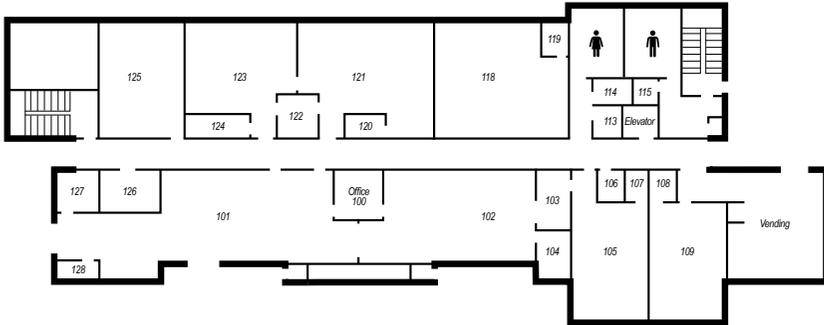


400 Progress Boulevard | Siler City, NC

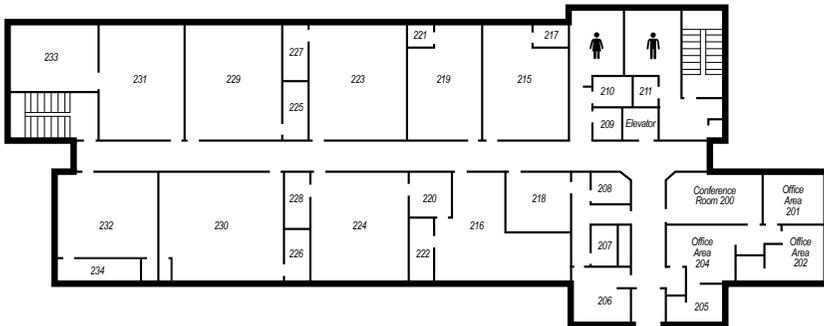
Map is not to scale.

Siler City Center

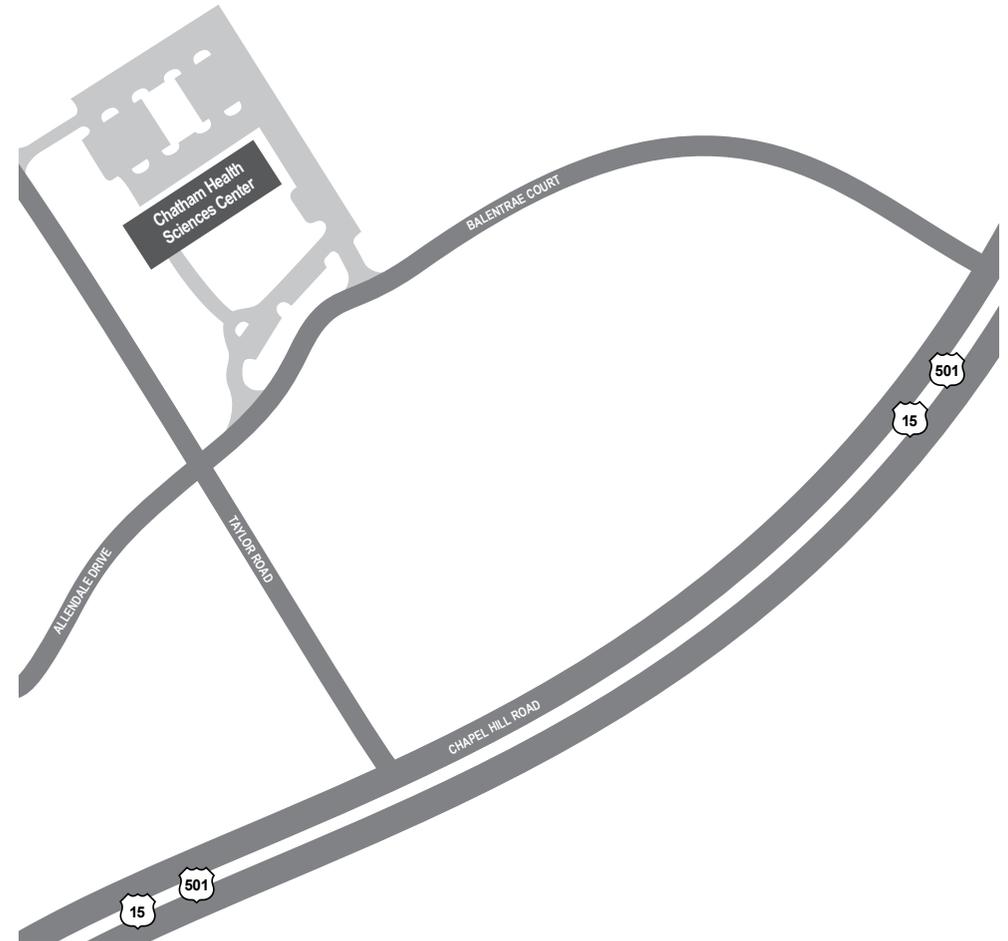
First Floor



Second Floor



CHATHAM HEALTH SCIENCES CENTER

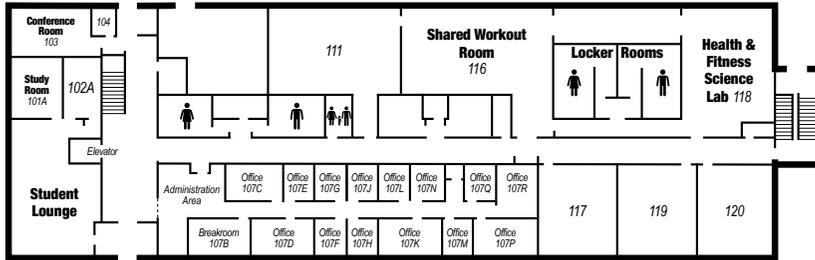


75 Balentrae Ct. | Pittsboro, NC

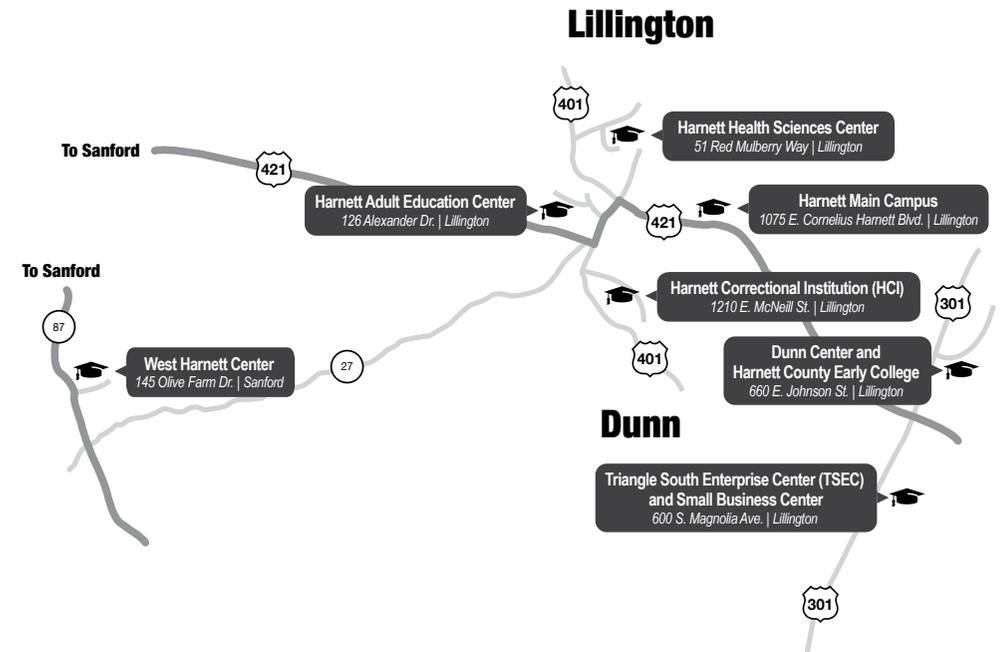
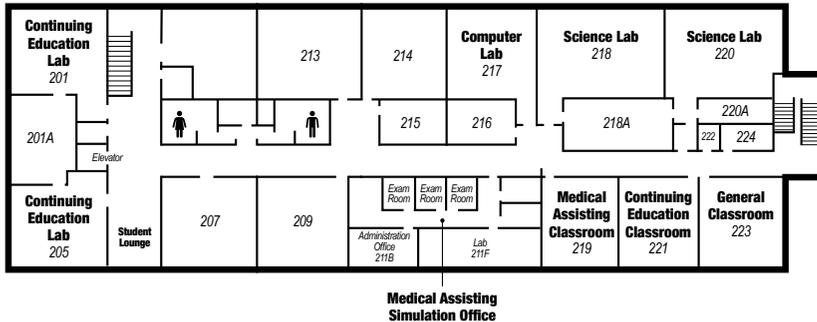
Map is not to scale.

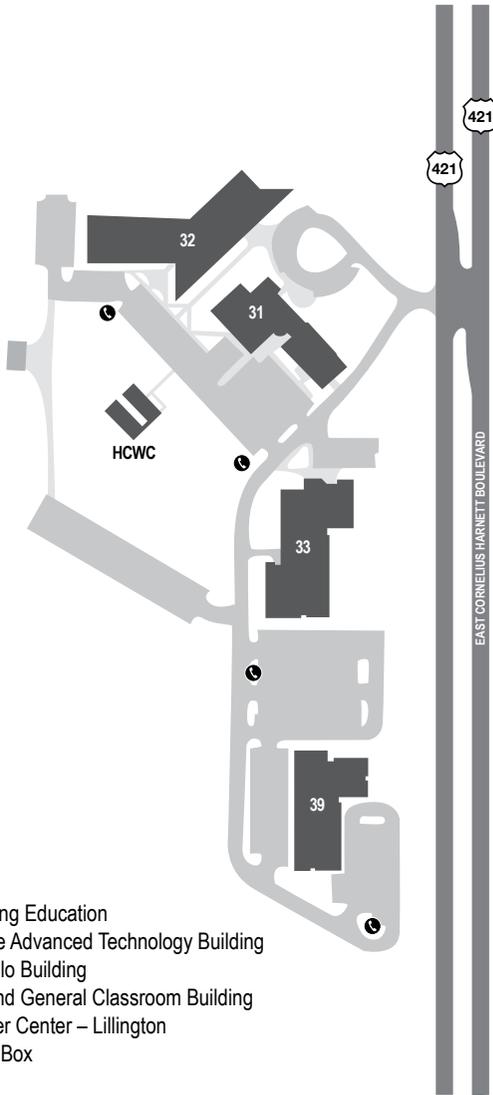
Chatham Health Sciences Center

First Floor



Second Floor





- 31 Harnett Continuing Education
 - 32 Bob R. Etheridge Advanced Technology Building
 - 33 Samuel R. Miriello Building
 - 39 Cosmetic Arts and General Classroom Building
- NCWCC** NC Works Career Center – Lillington
- 📞 Emergency Call Box

1075 East Cornelius Harnett Boulevard | Lillington, NC

Map is not to scale.

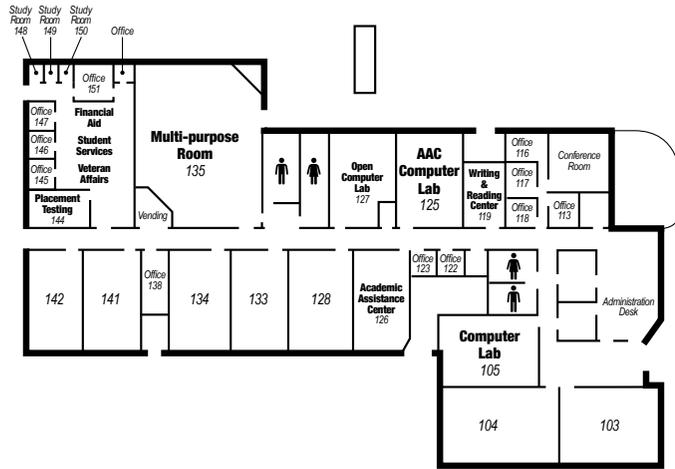
0031 | Harnett Continuing Education



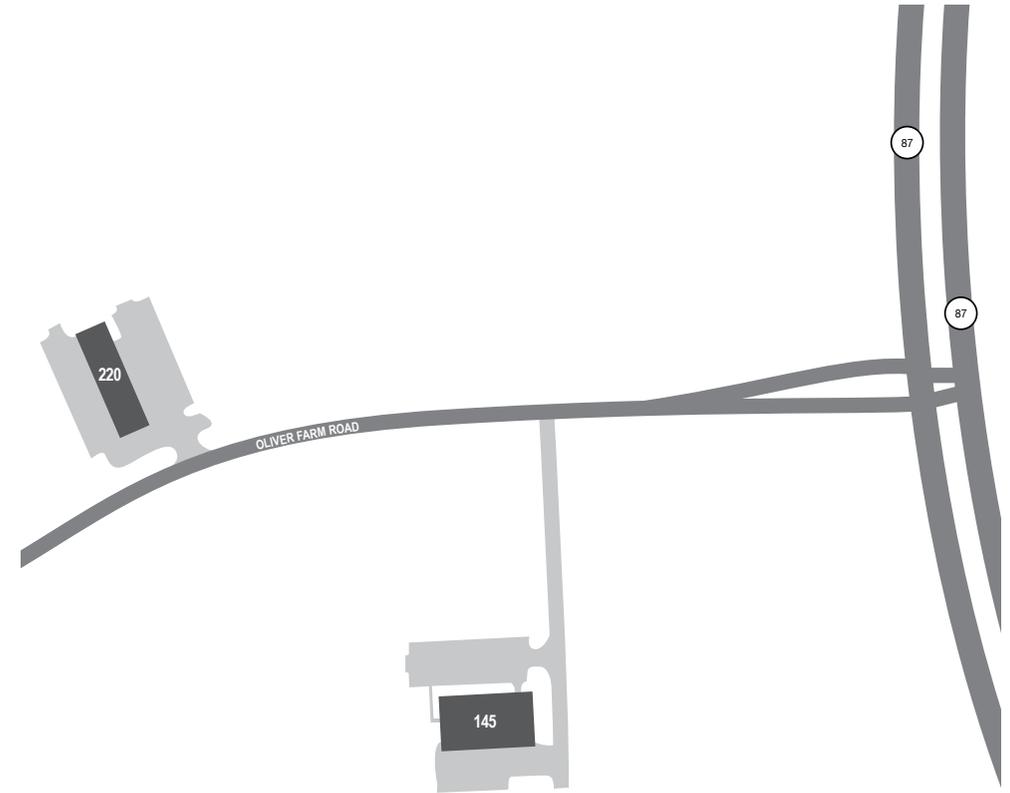
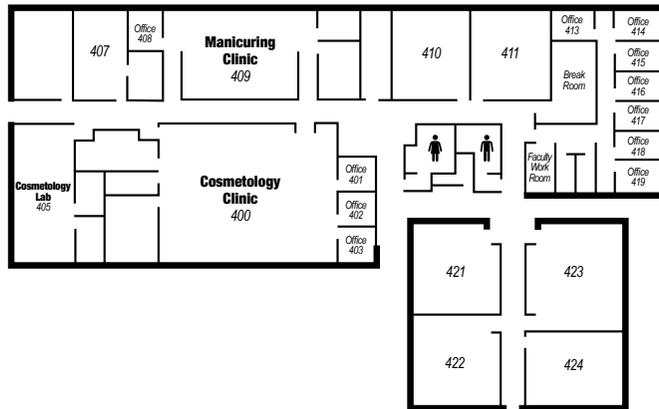
0032 | Bob R. Etheridge Advanced Technology Building



0033 | Samuel R. Miriello Building

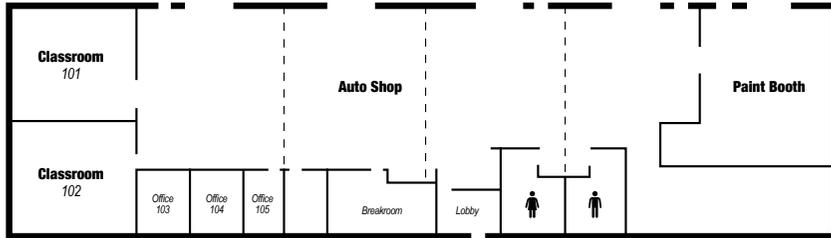


0039 | Cosmetic Arts and General Classroom Building

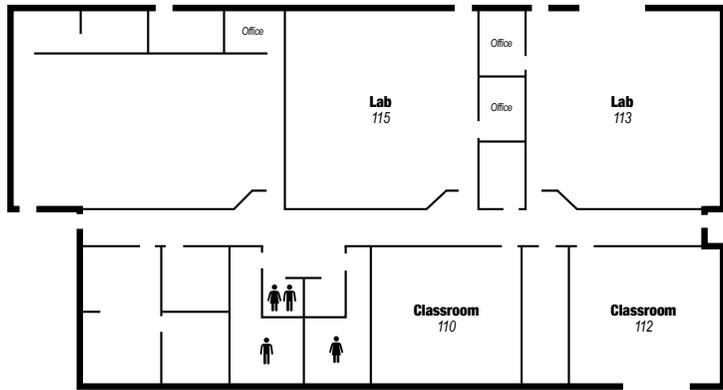


220 West Harnett Automotive Restoration Facility
145 West Harnett Center

West Harnett Center Automotive Restoration Facility

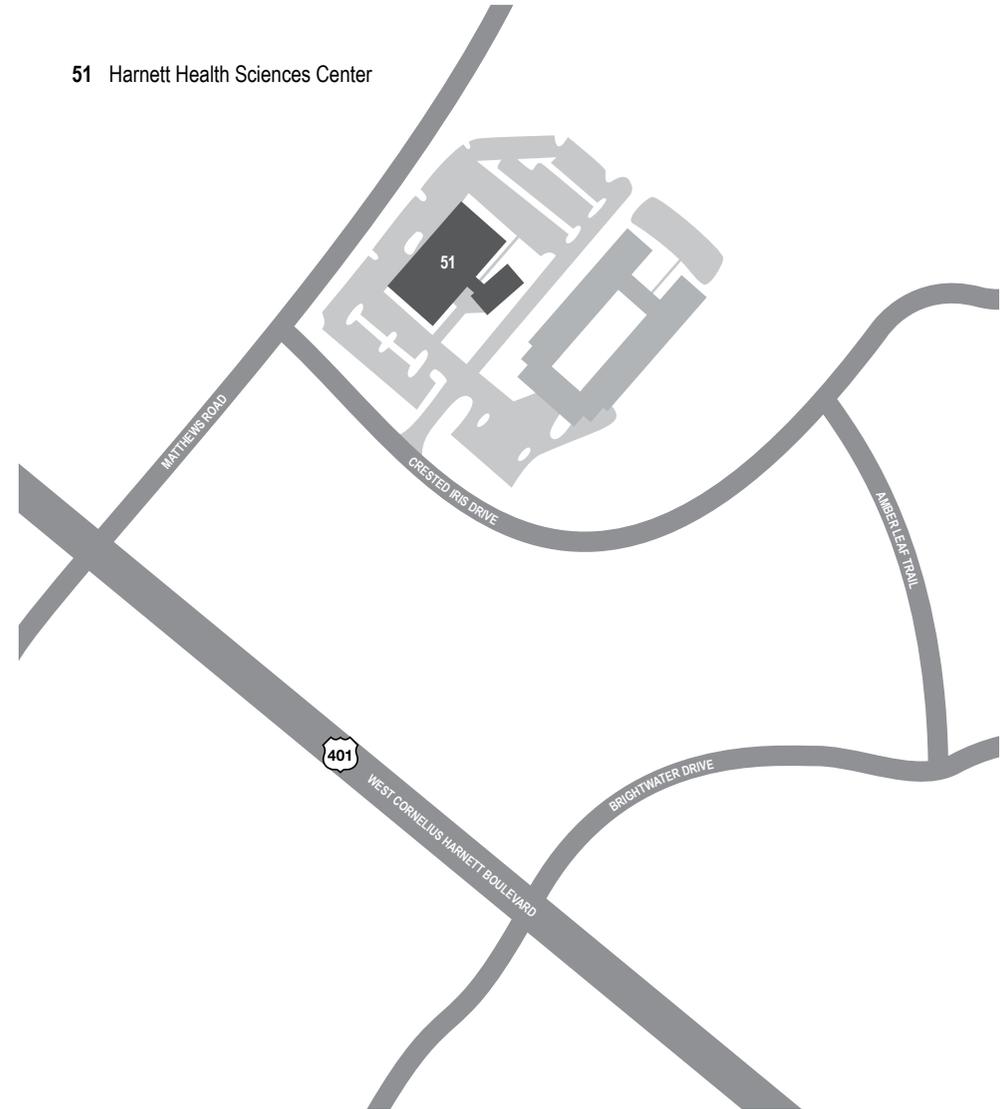


West Harnett Center



HARNETT HEALTH SCIENCES CENTER

51 Harnett Health Sciences Center

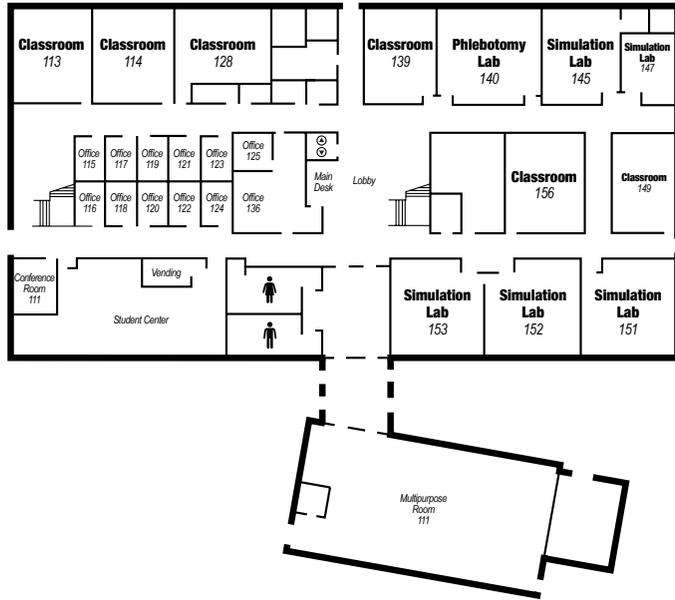


51 Red Mulberry Way | Lillington, NC

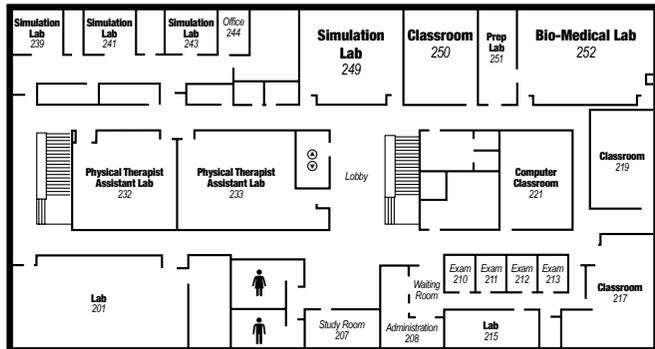
Map is not to scale.

Harnett Health Sciences Center

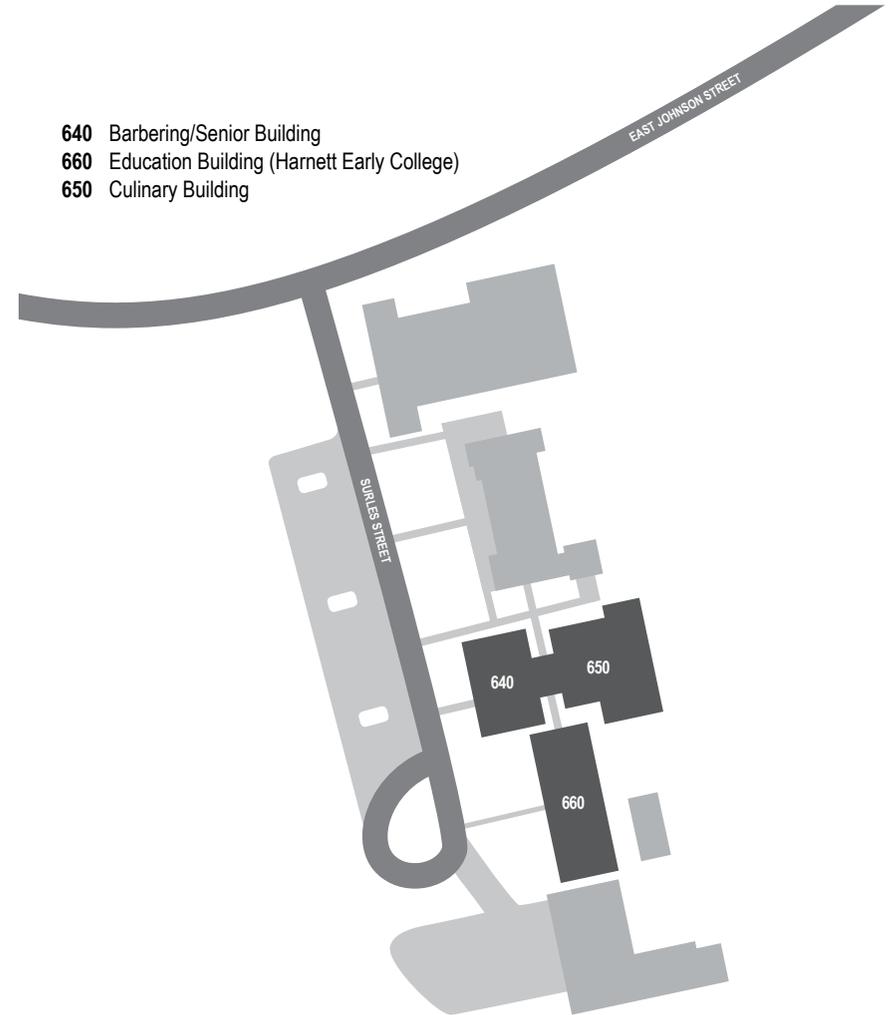
First Floor



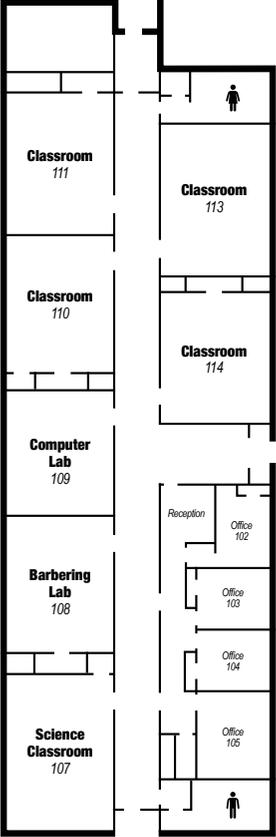
Second Floor



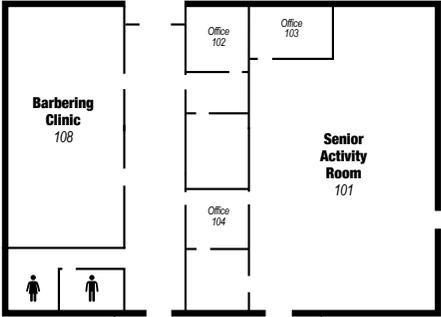
- 640 Barbering/Senior Building
- 660 Education Building (Harnett Early College)
- 650 Culinary Building



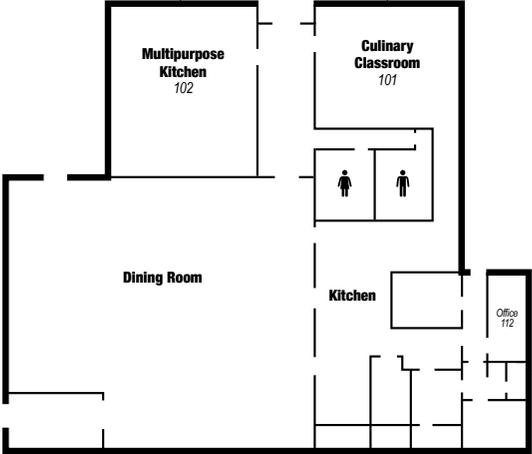
660 | Education Building
Harnett Early College

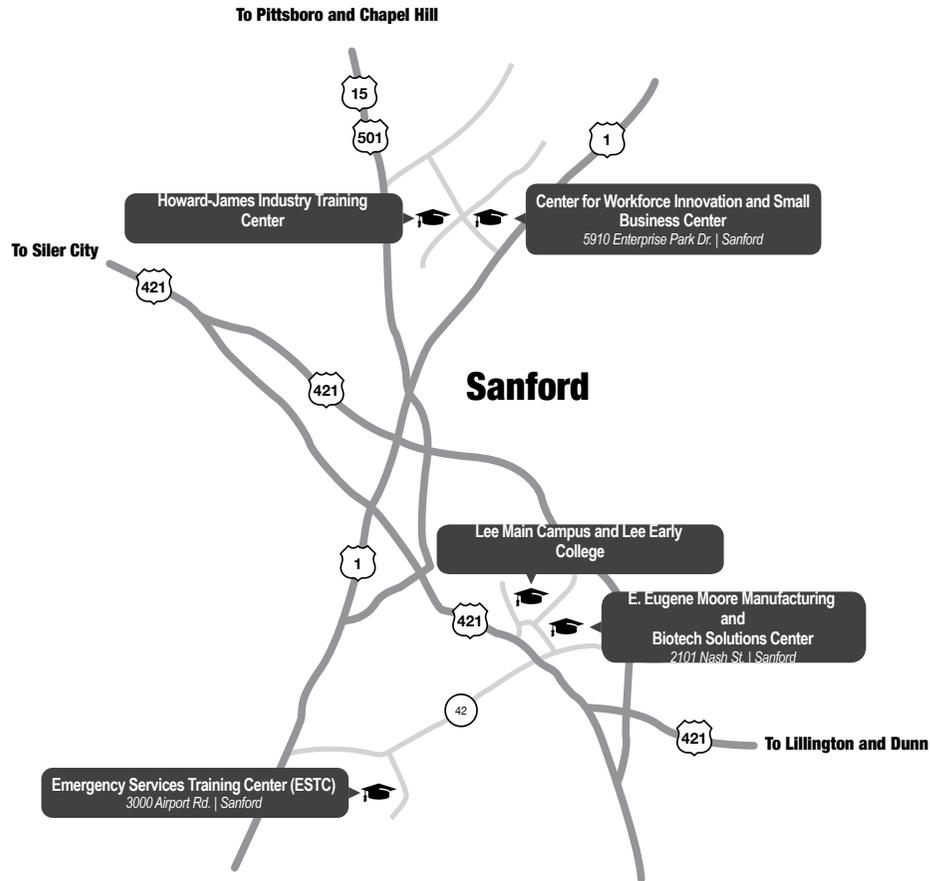


**640 | Barbering/
 Senior Building**

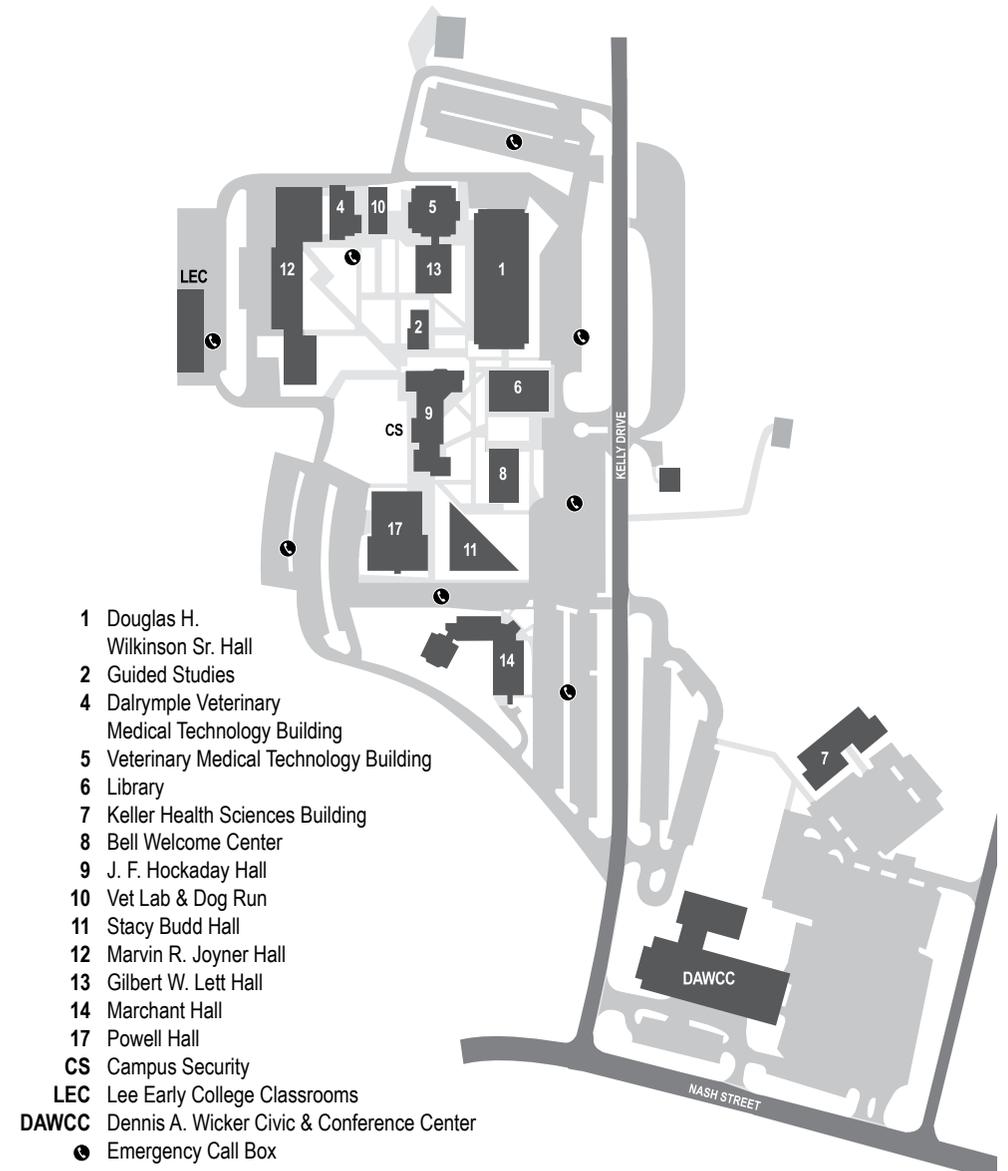


**650 | Culinary
 Building**





Map is not to scale.



- 1 Douglas H. Wilkinson Sr. Hall
- 2 Guided Studies
- 4 Dalrymple Veterinary Medical Technology Building
- 5 Veterinary Medical Technology Building
- 6 Library
- 7 Keller Health Sciences Building
- 8 Bell Welcome Center
- 9 J. F. Hockaday Hall
- 10 Vet Lab & Dog Run
- 11 Stacy Budd Hall
- 12 Marvin R. Joyner Hall
- 13 Gilbert W. Lett Hall
- 14 Marchant Hall
- 17 Powell Hall
- CS Campus Security
- LEC Lee Early College Classrooms
- DAWCC Dennis A. Wicker Civic & Conference Center
- ☎ Emergency Call Box

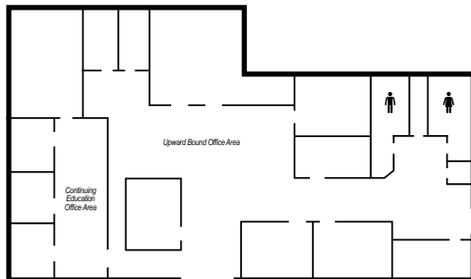
1105 Kelly Drive | Sanford, NC

Map is not to scale.

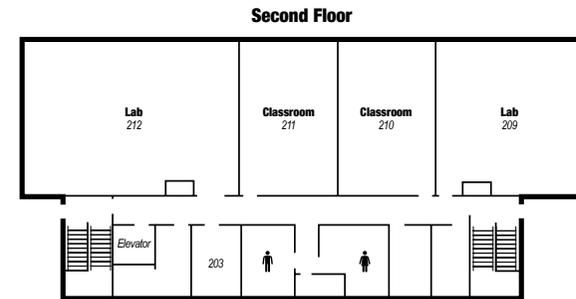
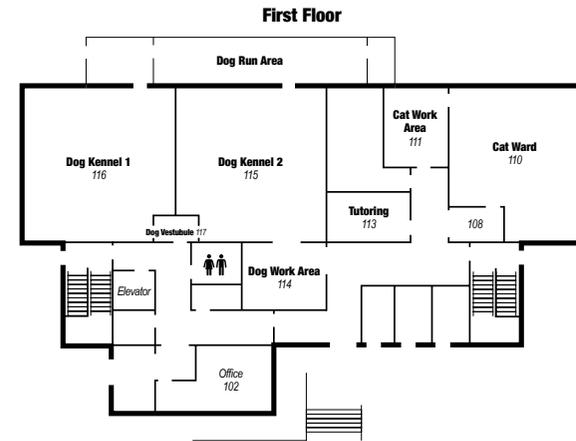
0001 | Douglas H. Wilkinson Hall Sr. Hall
*Broadcasting, Business, Engineering,
 Information Technologies, Machining*



0002 | Guided Studies

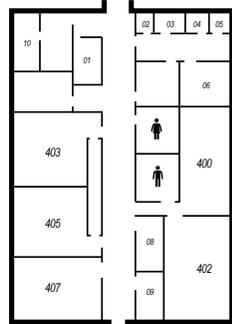
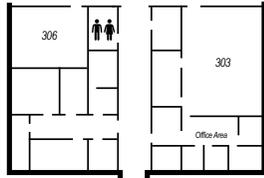


**0004 | Dalrymple Veterinary Medical
 Technology Building**



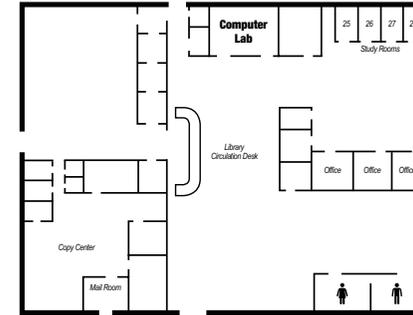


**0005 | Veterinary
Medical Technology
Building**

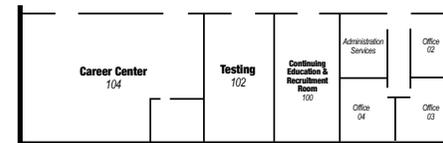
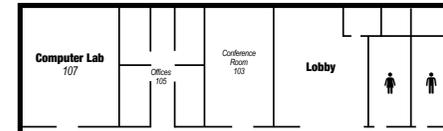


**0013 | Lett Hall
Medical Assisting, Nursing**

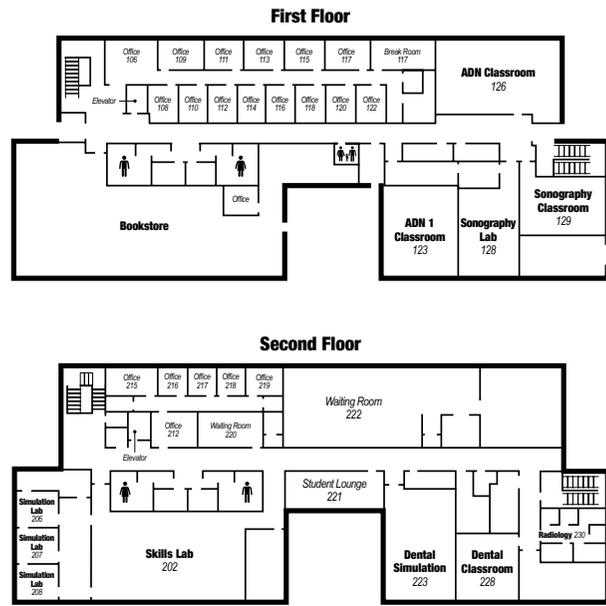
**0006 | Library
Mailroom, Copy Center**



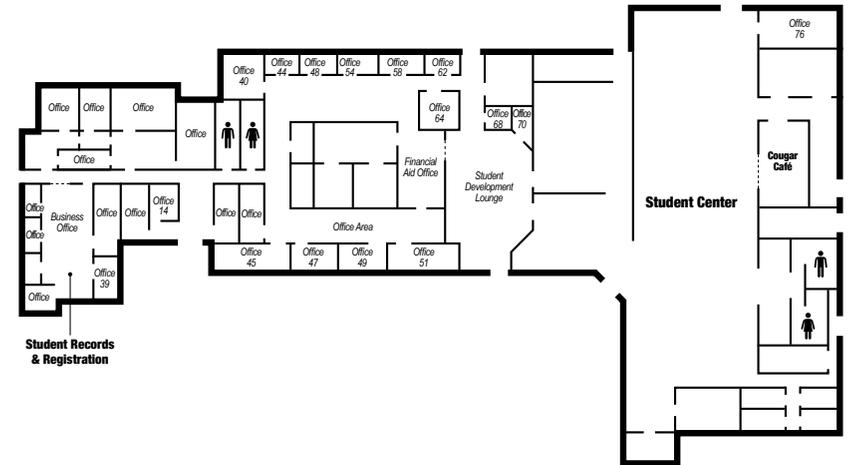
**0008 | Bell Welcome Center
Admissions, Career Center,
Continuing Education Registration, Placement Testing**



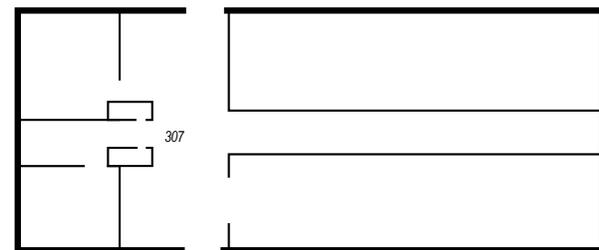
0007 | Keller Health Sciences Building



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

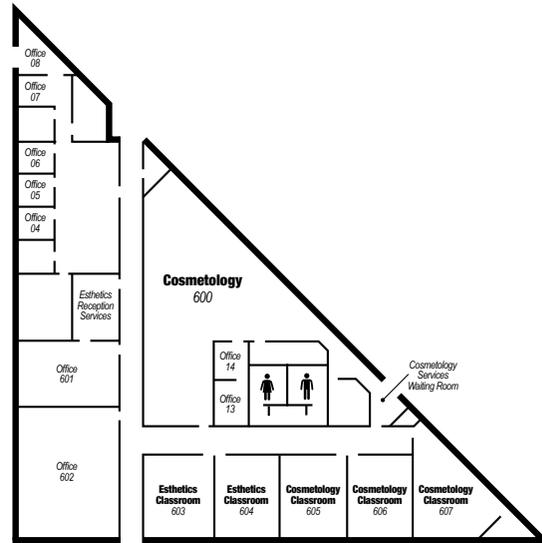


0010 | Vet Lab & Dog Run



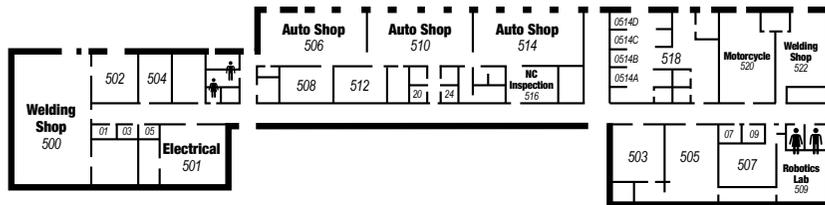
0011 | Stacy Budd Hall

Cosmetology, Esthetics, Information Technology



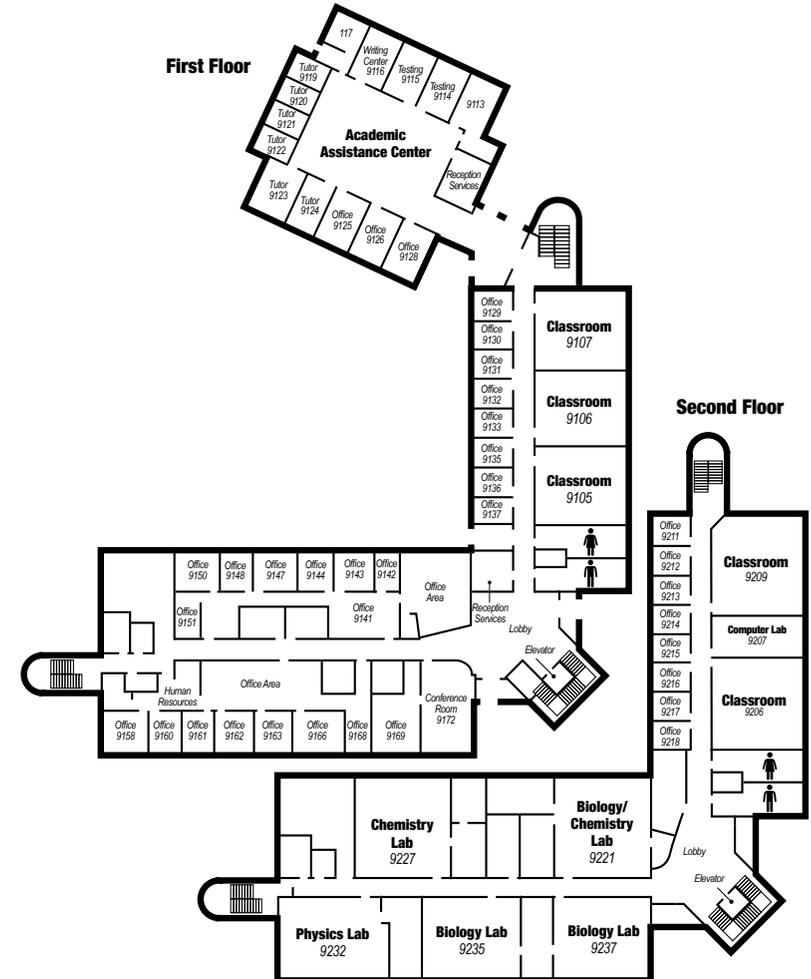
0012 | Marvin R. Joyner Hall

Automotive, Industrial Systems, Motorcycles, Welding



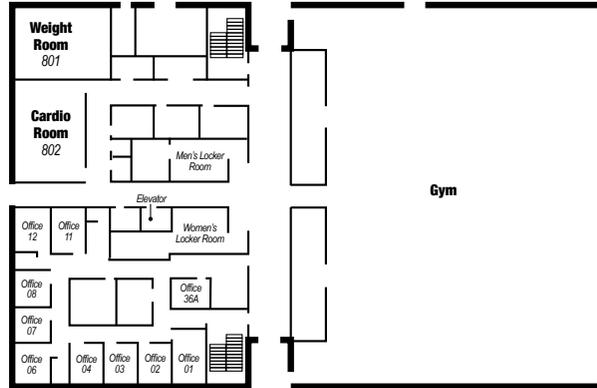
0014 | Marchant Hall

Academic Assistance, Academic Deans, President's Office, Receptionist

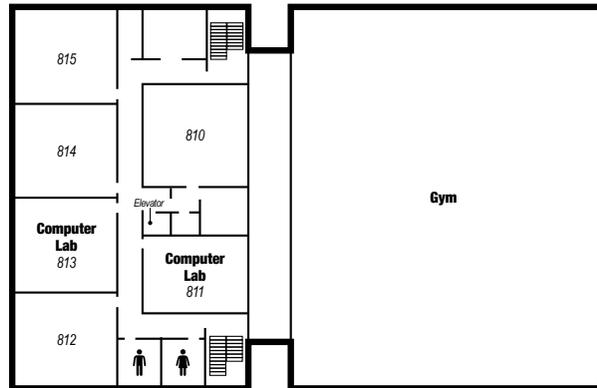


0017 | Powell Hall
Gym, Humanities, Health & Fitness Science

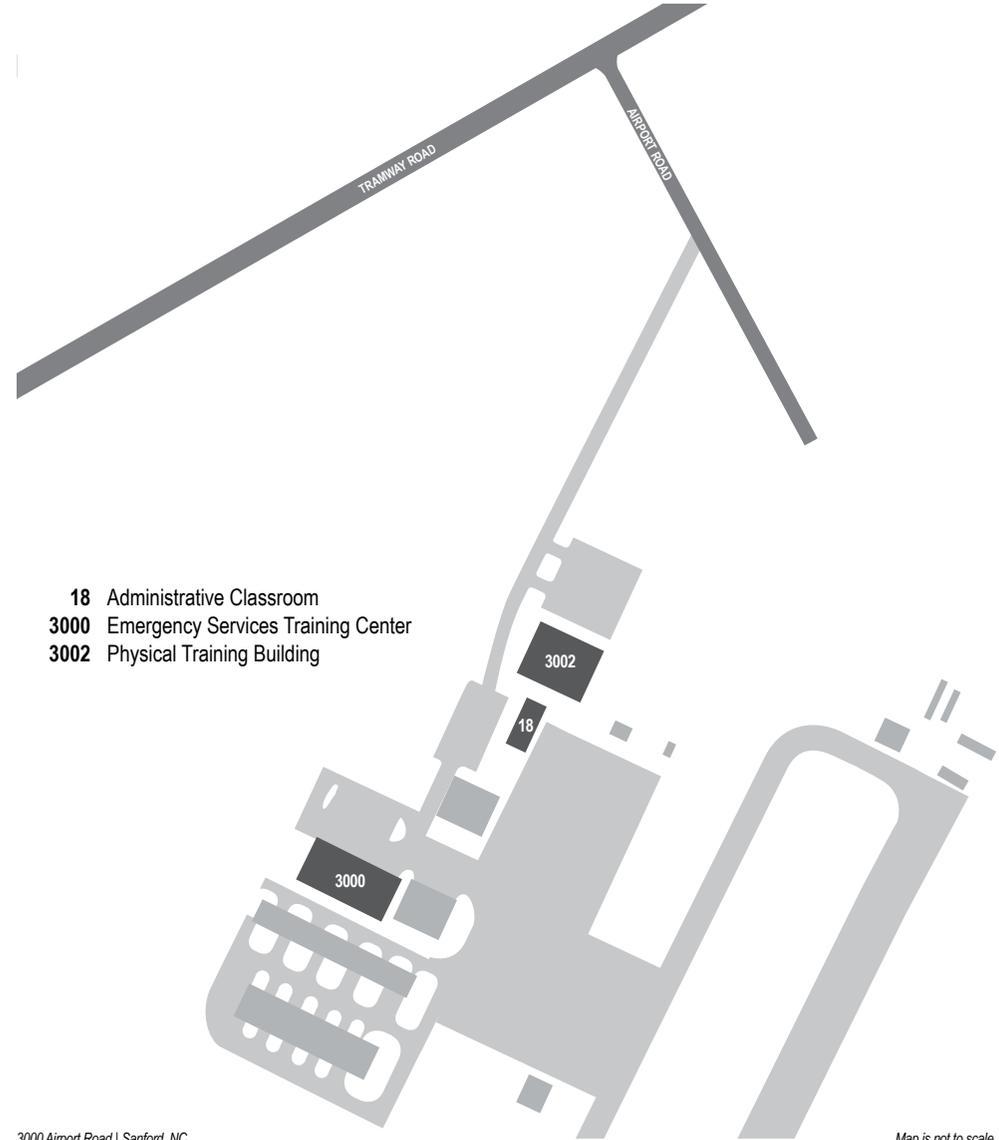
First Floor



Second Floor



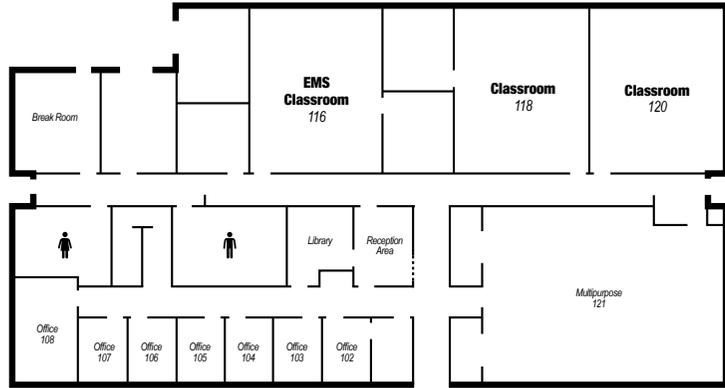
**EMERGENCY SERVICES
 TRAINING CENTER**



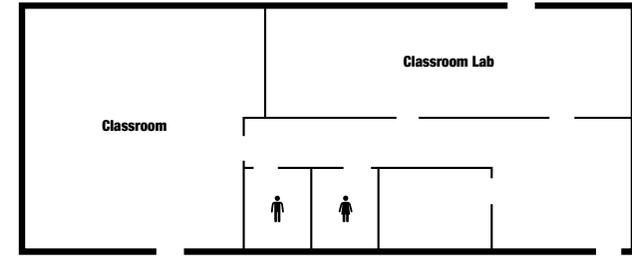
3000 Airport Road | Sanford, NC

Map is not to scale.

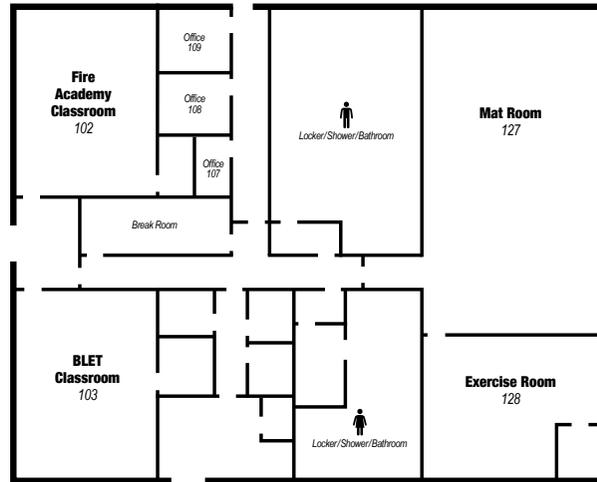
Emergency Services Training Center



Administrative Classroom

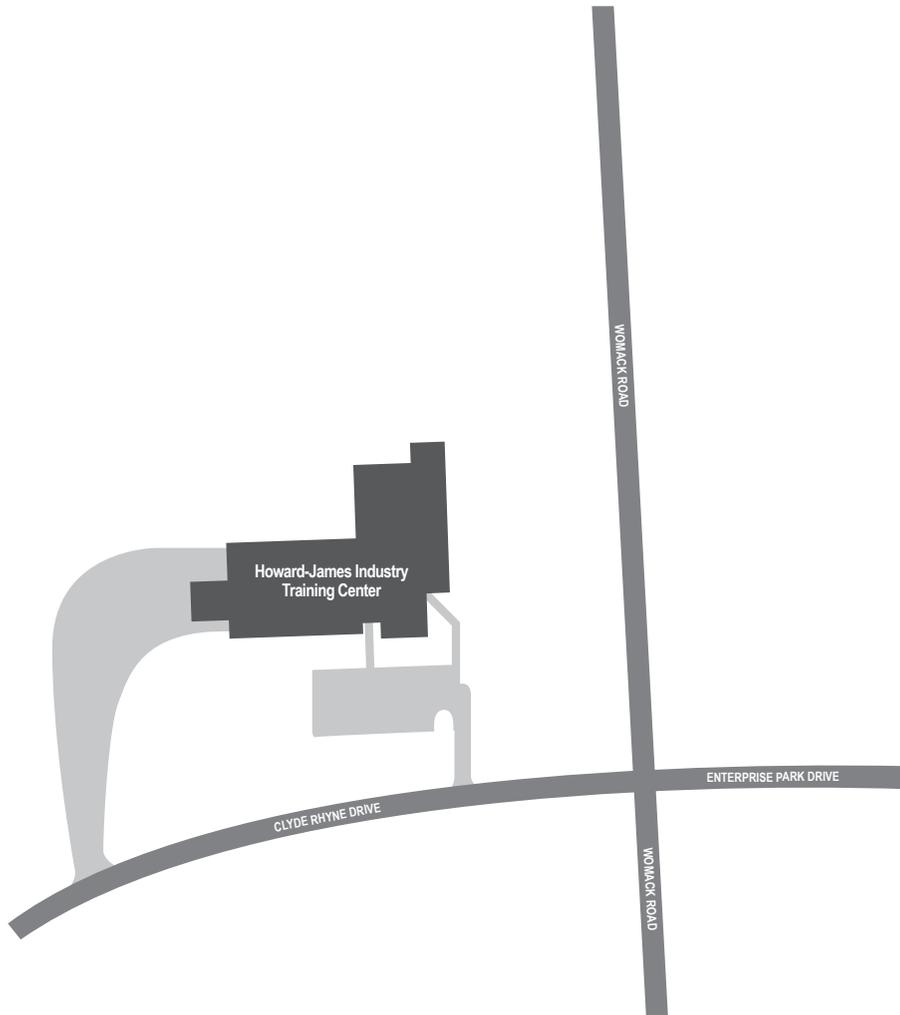


Physical Training Building





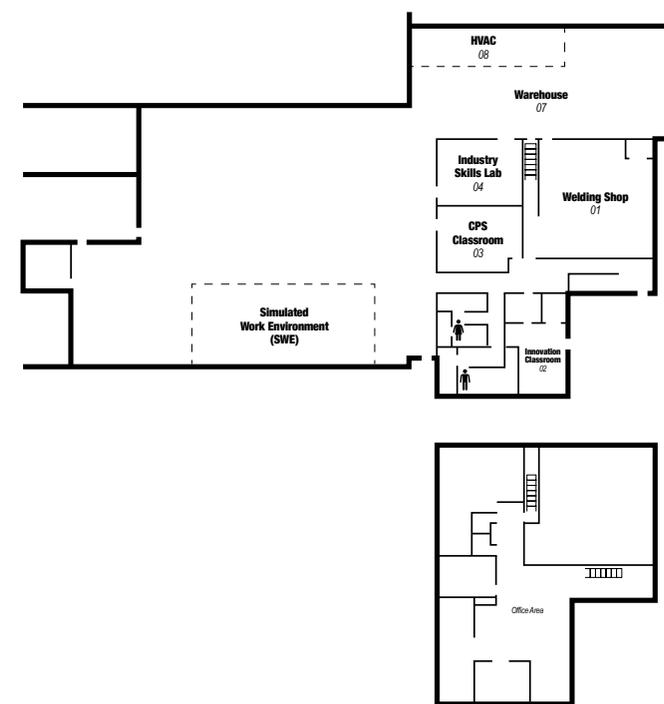
HOWARD-JAMES INDUSTRY TRAINING CENTER



5825 Clyde Rhyne Drive | Sanford, NC

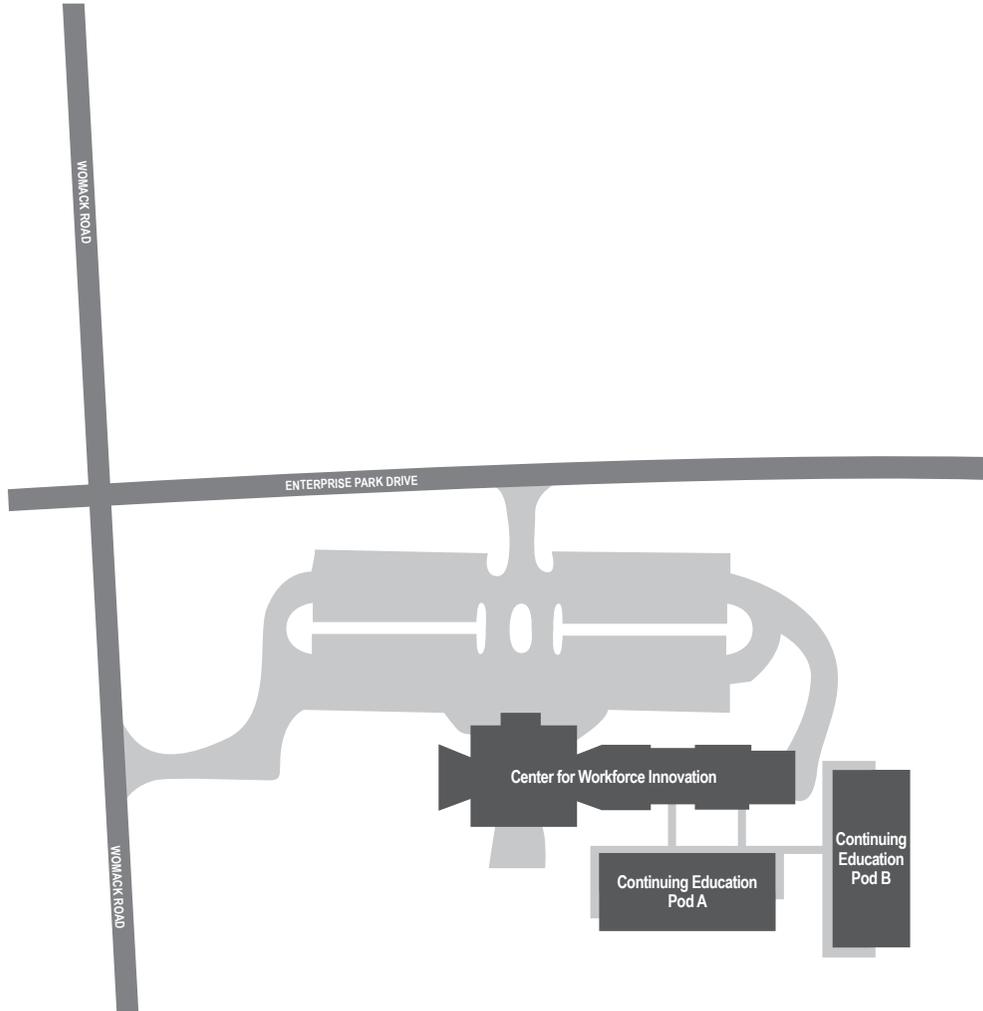
Map is not to scale.

Howard-James Industry Training Center





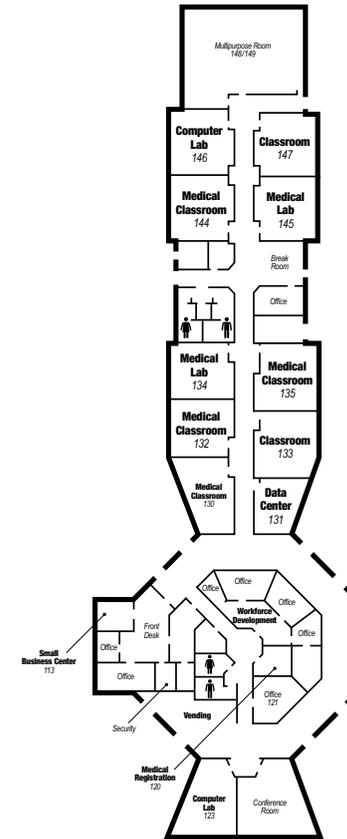
CENTER FOR WORKFORCE INNOVATION



5910 Enterprise Park Drive | Sanford, NC

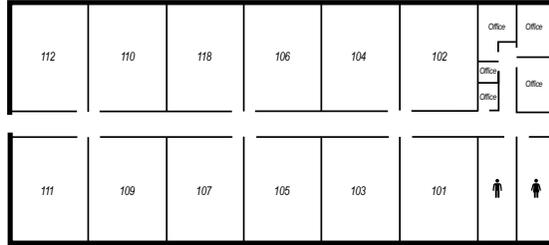
Map is not to scale.

Center for Workforce Innovation

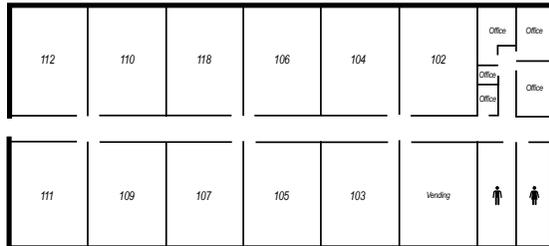


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