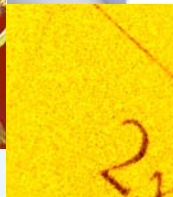




2011
2012

S T U D E N T
H A N D B O O K



Caldwell Community College
& Technical Institute



Caldwell Community College and Technical Institute

Student Handbook

2011/2012

Caldwell Campus

2855 Hickory Blvd.
Hudson, North Carolina 28638
(828) 726-2200 or 264-7670

Watauga Campus

294 Community College Drive
Boone, North Carolina 28607
(828) 297-3811

Caldwell Community College and Technical Institute Website

www.cccti.edu

THIS STUDENT HANDBOOK BELONGS TO:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-Mail: _____

NOTE TO STUDENTS:

This Handbook has been carefully prepared to ensure that all information is as accurate and complete as possible. However, CCC&TI reserves the right to make changes to the handbook and to the information and policies contained herein. Such changes will be communicated to students as necessary.

The most current, official version of this handbook can be found at www.cccti.edu.

A Message from the President



Dr. Kenneth A. Boham
President
Caldwell Community College
and Technical Institute

Welcome! We are delighted you have chosen to attend Caldwell Community College and Technical Institute. Whether you are just beginning college or returning, I encourage you to familiarize yourself with the information that follows to take advantage of all that CCC&TI has to offer. Our faculty and staff are committed to providing you with the best possible instruction and support as you pursue your goals.

Home to thousands of students each year, Caldwell Community College and Technical Institute is your gateway to creating success through hope, opportunity and jobs. This handbook will be a valuable reference and planning tool as you begin to explore the many opportunities available at CCC&TI. Please feel free to ask questions or provide suggestions to faculty and staff for improving our services.

Again, we are pleased you are here. Remember, this is your community college. We want this to be a meaningful experience for you as you pursue your dreams.

A handwritten signature in black ink that reads "Kenneth A. Boham". The signature is written in a cursive, slightly slanted style.

Kenneth A. Boham
President, CCC&TI

Welcome from the 2011-12 CCC&TI Student Government Association



2011-2012 SGA Executive Officers

L-R President-Pete Walser, Vice President-Tammie Bryant, Treasurer-Dawn Donovan,
Parliamentarian- Joel Pitman

Greetings to all CCC&TI students:

I am Pete Walser and on behalf of the CCC&TI Student Government Association (SGA), it is an honor to welcome you to CCC&TI. As your SGA President, my vision for SGA this year is for us to be the "middle man" between students and college officials. My hopes for you, the student, is that you will have a better understanding of what SGA does. Hopefully that will lead you to being more involved at CCC&TI than ever before. I am here to serve and make your time at CCC&TI enjoyable.

During your time here at CCC&TI, the administration and faculty will devote countless hours ensuring the best academic experience available. Just as they are devoted to providing superior academic opportunities, the SGA is dedicated to enhancing your life outside the classroom. You are encouraged throughout the year to broaden your cultural background, by interacting with students of other disciplines and taking advantage of the many opportunities brought to you by your SGA. SGA sponsored opportunities include our Fall Festival, Spring Fling, Intramurals along with other culturally enriching events throughout the two semesters. Not only do we strive to make life better for the students, but we are also involved in many community based projects as well. We support our community through a variety of events ranging from food and clothing drives, to blood drives and other charitable causes. Save the dates when you see

these activities advertised on bulletin boards, in your school email account and school newspaper (The Chronicle). Come out and join your peers as we work together to make life in our college and our community the best it can be. Every student is encouraged to be involved in every aspect of our college.

In closing, your SGA serves on the various college committees, so we are able to voice your concerns and opinions. You, the students, are always welcomed to contact the SGA with any concerns or ideas that will better student life. On the Caldwell Campus, you can reach us anytime by stopping by the office, located in E 118. Our officer hours are posted on the door at all times. If you do not have time to come by the office, you can call us at 828.726.2479 or email us at SGA@students.cccti.edu. Another resource is our advisor Kim Roper; her office is located in E 121. You can also call her at 828.726.2301 or email her at kroper@cccti.edu. On the Watauga Campus, you can contact Diane Mazza; her office is in the Student Services building, room 108. Her phone number is 828-297-2185 ext. 5279 and her email is dmazza@cccti.edu.

Sincerely,
Pete Walser, SGA President 2011-2012

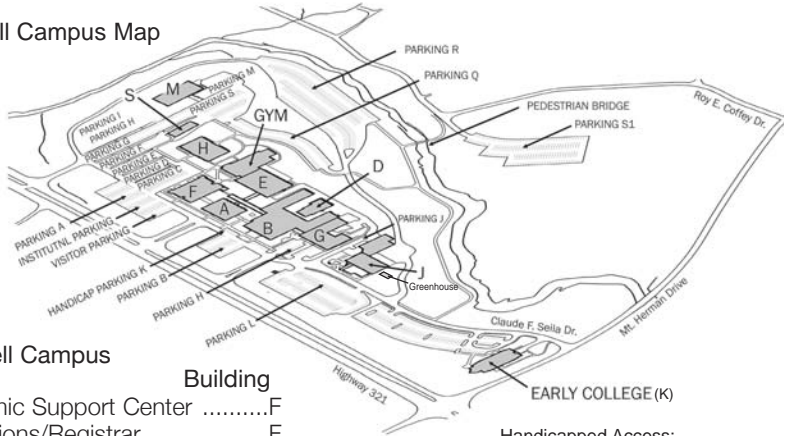


2011-2012 Watauga SGA
Chris Thompson-Vice President
Courtney Stover-Senator
Debbie Mason-Secretary
Sheri Hicks-Treasurer
Shane Bare-Senator

See the Student Activities section of the Cobra Calendar on our website for more information on campus activities.

Location and Facilities

Caldwell Campus Map



Caldwell Campus Area

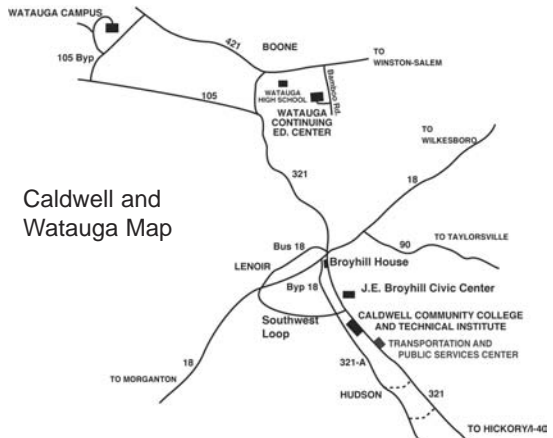
Building

Academic Support Center	F
Admissions/Registrar	F
Advising Center	F
Appalachian State University Ctr ..	H
Art	S
Basic Skills	G
BLET/EPT/EMT	D
Bookstore (downstairs).....	E
Business Office	A
Career Center	J
Career Services	F
Computer Services/Lab	F
Corp. & Continuing Ed.....	H
Cosmetology	K
Counseling	F
Culinary	K
Early College	K
Faculty Offices (2nd floor).....	E
Financial Aid	F
GED/AHS/ESL/Pre-Job	G
Health Sciences Wing	E
Industrial.....	J
Industrial Labs.....	J, B & G
Caldwell Co. JobLink Career Ctr ..	F
LRC/Library	E
Lounge (downstairs).....	E
Maintenance	M
Rooms E 215-218 (gym entrance, up)	E
Student Services	F
SGA Office	E
Television Studio	B
Testing Center	F
Theatre, Interactive Classrooms ..	B
TRIO	B Annex
Weight Room.....	D
Writing Center	F

Handicapped Access:
Front of B, F and G Bldgs.
and rear of B Bldg.

Located off Highway 321 in Hudson, NC, the Caldwell Campus is easily accessible to the population centers of Lenoir (5 miles), Granite Falls (5 miles), and Hickory (10 miles). Facilities include a Learning Resource Center, Academic Support Center, computer labs, gym, theatre, student lounge, bookstore, food service, art gallery and Highway Room.

The Watauga Campus Instructional Facility is located in Boone, NC, on Community College Drive off the 105 Bypass. The Watauga Continuing Education Center is located on Health Center Drive off Bamboo Road. Evening classes are also held at Watauga High School.



Caldwell and Watauga Map

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2011-12 Academic Calendar

Fall Semester 2011

Thursday, August 11	Employee/Kickoff Day
Tuesday, August 16	Final Registration, Caldwell & Watauga Campuses
Thursday, August 18	Curriculum Classes Begin
August 18-19	Schedule Change Period
August 17-26	Charge in Bookstore for Financial Aid Recipients
August 18 – September 2	Charge in Bookstore for TAA/WIA Recipients
Monday, September 5	Labor Day Holiday/Institution Closed
Saturday, October 1	FAFSA filing target deadline for Spring 2012
October 10-11	Curriculum Student Fall Break
Wednesday, October 26	Last Day for Students to Drop Classes
November 8-10	Spring 2012 Curriculum Priority Registration for Currently Enrolled Students Only
Friday, November 11	Veterans Day Holiday/Institution Closed
November 14-18	Spring Semester Registration for New Students and Students Not Currently Enrolled
Tuesday, November 22	Fall Graduation Application Deadline
Wednesday, November 23	Curriculum Student Holiday
November 24-26	Thanksgiving Holiday/Institution Closed
Friday, December 2	Spring Tuition Payment Due by 12pm
December 14-16	Exams
Friday, December 16	End of Fall Semester
Monday, December 19	Grades due by 5pm
Friday, December 23	Annual Leave Day/Institution Closed
December 24-31	Christmas Holiday/Institution Closed

Spring Semester 2012

Sunday, January 1	Institution closed for New Year's Holiday
Monday, January 2	Professional Development Faculty/Staff
Wednesday, January 4	Final Registration, Caldwell & Watauga Campuses
January 5-13	Charge in Bookstore for Financial Aid Recipients
January 5-20	Charge in Bookstore for TAA/WIA recipients (all counties except Caldwell)
January 9-12	Charge in Bookstore for TAA/WIA recipients in Caldwell County
Monday, January 9	Curriculum Classes Begin
January 9-10	Schedule Change Period
Monday, January 16	Martin Luther King Jr. Holiday/Institution Closed
Friday, January 27	Spring Graduation Application Deadline
Thursday, March 1	FAFSA Filing target deadline for Summer 2012
March 14-17	Curriculum Student Spring Break
Thursday, March 22	Last Day for Students to Drop Classes
April 2-4	Summer 2012 & Fall 2012 Curriculum Priority Registration for Currently Enrolled Students Only
April 5-6	Summer Semester Registration for New Students and Students Not Currently Enrolled
Saturday, April 7	Institution Closed
Monday, April 9	Easter Holiday/Institution Closed
April 10	Curriculum Student Easter Break
Friday, April 20	Summer Tuition Payment Due by 12 pm
Tuesday, May 1	FAFSA filing target deadline for Fall 2012

May 3-4 & 7Exams
 Monday, May 7End of Spring Semester
 Wednesday, May 9Grades due by 12 pm
 Thursday, May 10.....AHS/GED Graduation
 Friday, May 11Curriculum Graduation

Summer Semester 2012 (10 weeks)

Tuesday, May 15Final Registration, Caldwell & Watauga Campuses
 May 16-25Charge in Bookstore for Financial Aid Recipients
 May 16 – June 1Charge in Bookstore for TAA/WIA recipients
 (all counties except Caldwell)
 May 17 – June 1Charge in Bookstore for TAA/WIA recipients
 in Caldwell County
 Thursday, May 17Curriculum Classes Begin
 May 17-18Schedule Change Period
 Monday, May 28.....Memorial Day Holiday/ Institution Closed
 Thursday, June 21.....Deadline to Apply for Summer Graduation
 Friday, June 29.....Last Day for Students to Drop Classes
 Wednesday, July 4Independence Day Holiday/ Institution Closed
 July 5-7Curriculum Student Holiday for Independence Day
 July 9-10Schedule Adjustment for Students Early Registered in April
 July 11-13Fall 2012 Curriculum Priority Registration for Fall Semester
 (Students Enrolled in Fall 2011, Spring 2012, & Summer 2012 only)
 Tuesday, July 17.....Advising/Registration Day (New Students)
 No Curriculum Classes
 July 18-20.....Fall Semester Registration for New Students
 and Students Not Currently Enrolled
 Wednesday, August 1End of Summer Semester
 Friday, August 3Grades Due by 12pm; Fall Tuition Payment Due by 12pm

Note: Please see Adult, Corporate and Continuing Education Section for additional information, registration and assessment dates. Adult High School calendar also available.



Log on to the Cobra Calendar at www.ccti.edu. Click on "Services for Students," Calendars, and then the Cobra Calendar link.

Upcoming events can be sorted by location, category, and keyword.

For technical assistance, call 726-2264.

Student Mail



CCC&TI students now have access to Student E-Mail accounts. This is the primary way the College will communicate with you. It is essential that you check your student email frequently.

- Go to <http://mail.google.com/a/students.cccti.edu>
- Your username is your first initial, middle initial and last name. For example, Jane Elizabeth Doe would be jedoe.
- Your password is CCC (all caps) and your 6 digit birthday (no spaces). For example, if your birthday is May 1, 1980, your password is CCC050180.

Once you have logged in successfully, you can begin using e-mail and other services available.

Special Note to Users:

1. Users with common last names such as Smith, Wilson, Johnson, etc. may need to contact technical support for assistance logging in for the first time.
2. Your new CCC&TI student e-mail address will be: yourusername@students.cccti.edu. For example, Jane E. Doe's e-mail address would be: jedoe@students.cccti.edu.

If you have problems or need technical assistance, contact Myra Moore at 726-2701 or e-mail googlehelp@cccti.edu.

About CCC&TI

CCC&TI Mission

Caldwell Community College and Technical Institute is a public, comprehensive postsecondary institution whose primary service area is Caldwell and Watauga Counties. Operating under the legal framework of the State of North Carolina and in partnership with the NC Community College System, CCC&TI is an open-door institution, which values the diversity of its constituencies and offers equal opportunities.

The faculty and staff of CCC&TI are committed to providing an environment conducive to student success through institutional integrity, ethical practices and an expectation of excellence. The institution provides leadership during social, economic and cultural transitions through teaching, promoting lifelong learning, improving the quality of life and fostering academic and civic enrichment. We are dedicated to educating a workforce prepared for a rapidly changing global economy.

The mission of Caldwell Community College and Technical Institute is to

- provide accessible, quality instruction to enhance student learning;
- support economic development through comprehensive resources to business, industry and agencies;
- offer diverse services and opportunities which improve the quality of life.

Core Values for Planning and Improvement

CCC&TI is committed to continuously improving both the quality of teaching and learning for our students and to improving the effectiveness of our services. As an educational community, we believe that all students, employees and supporting constituencies must have an “expectation of excellence” and must join together to improve the environment in which they work and learn.

In support of these core values, we believe that

- students must join with the faculty as colleagues in learning and should constantly evaluate their own educational progress, as well as the quality of instruction and services provided by the college;
- faculty and staff must model their willingness to improve their areas of influence and must base all planning and decisions on students’ and employers’ long-term best interest; and
- administrative leadership throughout the college must be diligent in removing the barriers that hinder employees from making improvements in the teaching and learning environment and must provide the resources, training and personal support for all to be active participants in continuous improvements.

Accreditation

Caldwell Community College and Technical Institute is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097 Telephone: (404) 679-4501) to award associate degrees. Inquiries to the Commission should relate only to the accreditation status of the institution and not to general admission information. Diploma, Associate in Applied Science, Associate in Arts, Associate in Fine Arts and Associate in Science programs have been approved by the North Carolina Department of Community Colleges and the State Board of Community Colleges.

About CCC&TI

Frequently Used Numbers

	Caldwell	Watauga
Academic Advising Center	726-2746	297-5287
Academic Support (tutoring, computer-aided lessons, workshops, test review materials, disability services)	726-2725	297-5239
Student Activities	726-2301	297-5279
Admissions	726-2700	297-5185
Athletics	726-2606	
Basic Skills (GED, Adult High School, etc.)	726-2230	297-5320
<i>See page 51 for Division Directory</i>		
Bookstore	726-2302	297-5300
Broyhill Civic Center	726-2401	
Business Office	726-2223	297-5226
Counseling and Advisement Services	726-2746	297-5206
Corporate and Continuing Education	726-2242	263-5370
<i>See page 49 for Division Directory</i>		
Disability Services (See Academic Support)	726-2724	297-5239
Distance Learning Technical Support	866-851-5713	
NCIH Rooms	726-2707 or 759-4646	297-5234
Faculty Office	726-2316 or 726-2315	297-3811
Financial Aid	726-2713	297-5250
Foothills Performing Arts Theatre (FPA)	726-2318	
Foundation Office	726-2260	
JobLink Center	759-4680	
Job Placement/Student Employment	759-4635	297-5200
Library (Learning Resource Center)	726-2309	297-5238
Records	726-2731	297-5280
Transcripts	726-2720	297-5280
Security	726-2200	228-3541
SGA Office	726-2479	297-5279
Student Services	726-2700	297-2185
Switchboard/Information	726-2200	297-3811
Testing Center	726-2719	297-5220
TRIO ETS (Educational Talent Search)	726-2727	297-5279
TRIO SSS (Student Support Services)	726-2726	297-5279
Writing Center	726-2722	297-5292

About CCC&TI

Administration



Dr. Kenneth A. Boham
President



Dr. David Shockley
Executive Vice President



Mark Poarch
VP, Student Services



Susan Wooten
VP, Technology & Instructional Support Services



Margaret Hampson
VP, College Transfer & Technical Programs



Elaine Lockhart
VP, Adult, Corporate & Continuing Education



Dr. Sandra Phillips
Executive Director, Watauga Campus



Donnie Bassinger
VP, Facility Services



David Holman
VP, Finance and Administration

General Information

Accidents

Accidents during class time should first be reported to the supervising instructor. Outside class time, any student or faculty/staff member who first discovers a serious accident or someone who needs medical attention should immediately call the switchboard or call directly for emergency services (ambulance). If there is any doubt as to the seriousness of the incident, call for emergency assistance first (911). CCC&TI cannot guarantee trained first-aid personnel will be available. First aid kits are available throughout the college. Contact the main switchboard for their locations.

Accident forms should be completed on all first-aid emergencies within 24 hours of the injury. Forms can be picked up at the switchboard of either campus, E-342, or Student Services and must be completed and returned to the main receptionist areas on either campus. Accident insurance forms for those who have purchased the school policy are available in Student Services.

Accident Insurance

All CCC&TI students may purchase school-time accident insurance through the college. Any student who is interested in accident insurance may obtain an application and information from the Business Office outlining the cost and coverage.

Adult, Corporate and Continuing Education

The Corporate and Continuing Education Division of Caldwell Community College and Technical Institute seeks to provide accessible, quality educational instruction in Occupational Extension courses to individuals who seek to enhance their employment skills and to offer a variety of Community Service and Self-Supporting courses to individuals and the community for personal enrichment. See page 50 for more information.

Bookstore

CCC&TI Bookstores are located in Room E-107 on the Caldwell Campus, adjacent to the Student Lounge, and next to the Instructional Facility on the Watauga Campus. Regular operating hours are Monday through Thursday, 7:45 a.m. to 7 p.m., and 7:45 a.m. to 4 p.m. on Fridays. Changes to these hours during holidays, semester breaks or inventory will be posted at the door.

The Bookstore sells on a cash/credit basis, accepting Mastercard and VISA. In addition, textbooks may be purchased online at www.ccccti.edu. Various supplies, bookbags, clothing, software, cards and gift items are also available, depending on location.

All items brought into the store must be placed in the book drops at the entrance until you are ready to check out. Up to one personal check per day not exceeding \$5.00 may be cashed.

Students are advised to attend each class before purchasing books. Refunds for textbooks will be issued if books are returned within 14 days from date of receipt, subject to the following conditions.

- Book was purchased from the CCC&TI Bookstore.
- Book is in new condition with no marks or names.
- Return is accompanied by receipt.

General Information

Book Buyback dates take place on the last two days of final exams and on the last day of summer exams. Tentative dates (subject to change) will be posted and announced through student email.

Business Office

Students may pay tuition, fines and graduation fees and purchase student accident and/or malpractice insurance in the Business Office. All checks should be made payable to CCC&TI. Visa and MasterCard are accepted. Valid ID is required for checks and credit cards. Current students can pay online through WebAdvisor. Office hours are as follows:

Caldwell Campus:

Mon. – Thurs.: 8:30 a.m. - 6 p.m. and Fri., 8:30 a.m. - 5 p.m.

Watauga Campus:

Mon. – Thurs.: 8:30 a.m. - 1 p.m. and 2 - 6 p.m.; Fri.: 8:30 a.m. - noon

*Times are subject to change without notice due to illness, registration, holidays, end of semester, etc.

CCC&TI Closings and Delays

At certain times, it may be necessary for CCC&TI to alter its schedule due to winter weather or other adverse conditions. Closings or delays will be placed first on the college website and snow lines and then given to selected major radio and television stations. Check for the latest information at:

http://www.ccti.edu/Weather_Announcements/weather.htm
726-2900 (Caldwell Campus)
297-7077 (Watauga Campus)

Cancellation decisions will be made by 6 a.m. for day classes and by 4 p.m. for evening classes. Because the college's primary mission centers around serving adults, keep in mind that decisions will more closely resemble those of area business and industry than the local school system. Announcements will be as follows:

Campus Closed - Classes are not in session; employees are NOT expected to report to work unless specifically required by their supervisors.

Delayed Start - CCC&TI will be delayed for the designated period of time based on 8 a.m. and 5 p.m. reference times. A 2-hour delay would mean CCC&TI will open at 10 a.m. Students and faculty should report to the class where they would normally be at the delayed start. For example, on a 2-hour delay, for a course that meets from 9 to 10:45 a.m., students and faculty would report at 10 a.m. to the classroom where this course would normally meet.

Please note that CCC&TI's official inclement weather policy may be accessed in college publications or on the website at http://www.ccti.edu/Documents/inclement_weather_policy.htm. Specific inclement weather policies for clinical, cooperative education and other off-campus work experiences are available from program directors.

General Information

Computer Labs

In an effort to provide training and support to students, CCC&TI provides three open-access computer labs that house networked computer stations across both campuses to support student technology needs. These labs provide students with access to computers and hundreds of software programs as well as Internet access outside of class. They are open during the normal operating hours of the college and are staffed with employees, whose responsibilities include providing technical support to students and faculty, monitoring the lab and maintaining the working order of the computer systems. Student i.d. cards are required to access open computer lab services. See computer usage policy page 36. The full policy may be viewed by going to <http://www.cccti.edu/Students/StudentComputerUserPandP.pdf>

Labs are located in the Academic Support Center on both campuses and in the John A. Forlines Building (Caldwell Campus).

Hours are as follows:

Lab	Operating Hours
ASC Caldwell	M-TH 8 am-8 pm, Friday 8 am-4 pm
ASC Watauga	M-TH 8 am-8 pm, Friday 8 am-4 pm
Forlines Building, Caldwell (Second Floor)	M-TH 7:30 am-10 pm, Friday 7:30 am-4 pm

Distance Learning

Busy, working adults can benefit from a significant number of distance learning courses at CCC&TI. Distance learning, often called DL, enables students to take courses somewhere other than one of the college's two campuses. This means most of the coursework, including exams and quizzes, can be completed from home and have the same credit hours as conventional courses. Distance learning courses come in a number of forms. Almost half of the DL courses CCC&TI offers are Internet-based classes, where students use a Web browser to log in to a Web-based application, called Blackboard, to download course work and assignments, turn in assignments, participate in discussion boards with classmates and the instructor, take exams and check their grades. Other types of DL courses use DVDs to deliver prerecorded lectures that supplement a printed syllabus and an assignment packet developed by the instructor. Hybrid courses combine the use of the Internet and/or DVDs with traditional classroom-based learning techniques. For more information about CCC&TI's Distance Learning offerings and requirements, or to learn more about Blackboard, visit www.cccti.edu/DistanceLearning/DistanceLearning.htm or call 828-726-2707.

Food Services

The Student Lounge and food service areas on the Caldwell Campus are located on the ground floor of E Building. The cafeteria serves breakfast, lunch and dinner. The cafeteria regularly features a salad bar, sandwiches, quick grill-to-order items and hot foods. Vending machines are also available in the Student Lounge area and the ground floor of H Building. Hours of operations are posted at the cafeteria entrance.

Vending offerings are available in Room 115 at the Watauga Campus and also at the Watauga Continuing Education Center.

General Information

Vending offerings are available in the lobby area of the college's J.E. Broyhill Civic Center in addition to a hospitality lab/catering kitchen that is available for conferences and meetings.

Learning Resource Center (Library)

The mission of the Broyhill Center for Learning Resources (LRC) is to support the information, literacy, and research needs of the college community. Students, faculty, and staff, regardless of location or course delivery method, have access to resources. Staff is available to assist with information gathering, reference questions, and orientation to the LRC. Information literacy training is taught through English and other classes and on the LRC website at <http://www.cccti.edu/LRC/infolit.htm>.

Library cards are issued at no cost upon verification of enrollment and are required in order to check out any (delete any) materials. There is a \$5.00 fee for replacement of an original card, unless the card holder has not been enrolled for at least one year (delete s) prior to the current semester.

Instructional materials identified by instructors are placed on reserve for a specified time period. These materials may be accessed at the main circulation desk by identifying the instructor and course number.

The LRC offers a wide range of resources and services, including:

- Print collections - books, e-books, periodicals, information file (delete information file), newspapers, reference material
 - Audiovisuals - videos, CDs, DVDs, and recordings
 - NCLive – includes magazine, journal, and newspaper sources in full text, as well as e-books, streaming PBS videos, an image gallery, and audio books. A password, available to students and staff at the circulation desk, is required to access this resource off campus; no password is required on campus.
- Site-based Databases – to include, Gale Literary Database, Poetry Criticism, Issues and Controversies (Facts on File), Opposing Viewpoints, Wilson Web, and Anatomy TV
- Westlaw – an electronic legal research database for the use of paralegal students, only
 - Internet – (Students are asked to familiarize themselves with the College's policy on Internet usage).
 - Interlibrary Loan – allows access to books from libraries nationwide; a \$2.00 fee is required for a loan transaction.
 - AHEC Libraries – Resources of selected hospital libraries are available to health sciences students, to include a digital library (please see the LRC librarians) and interlibrary loan services.
 - LRC Webpage – Located on the college website at <http://www.cccti.edu/LRC/library.htm>, this site contains complete information about the resources and services of the LRC, including those provided for distance learning students. Online tutorials, helpful links to subject specific resources, electronic ready reference, and other valuable information is available. The site also has an "Ask AL" service whereby students may e-mail LRC librarians to ask questions about resources, research and CCC&TI's LRC.
 - Reference and one-on-one instruction – PLEASE ASK FOR HELP. The staff welcomes questions and requests for assistance.

General Information

Watauga Campus students have access to all databases. Materials requested from the online catalog are sent by next-day courier. The Watauga LRC works closely with the Caldwell Campus staff to insure uniformity of services and research opportunities on both campuses.

Locations, normal hours of operation and circulation periods are as follows:*

Location:

Caldwell Campus LRC: Second Floor, E Building

Watauga Campus LRC: Room 110, Watauga Instructional Facility

Hours:

Caldwell Campus LRC:

Monday – Thursday, 7:45 a.m. – 9:00 p.m.

Friday, 7:45 a.m. – 4:30 p.m.

Watauga Campus LRC:

Monday – Thursday, 8:00 a.m. – 9:00 p.m.

Friday, 8:00 a.m. – 5:00 p.m.

Hours for semester breaks and holidays as posted

Circulation Periods:

Books – three weeks, one renewal

Back issue periodicals – four days

Audiovisuals – Check-out is for LRC viewing purposes

Reserves – varies by instructor

***Overdue fees:**

Books - \$.10 per day

Periodicals - \$.25 per day

**Subject to change*

News and Events

The Marketing and Communications Department shares campus news, events and activities through various means. Publicity Request Forms are available to help publicize college information, including club activities, news, accomplishments and unique features, by contacting the Marketing and Communications Office on the second floor of E Building on the Caldwell Campus, by calling 726-2202 or on the college website. To find out what's happening on campus, information is disseminated as follows:

The Caldwell Chronicle – the college's campus newsletter covering announcements, news and features is available at various locations on both campuses; students are encouraged to share suggestions for content. Be sure to look for this and other important announcements in your **student email**.

The College Connection – CCC&TI produces a weekly half-hour news show on Caldwell Cable Channel 3 which airs daily mornings and evenings at 7 and 11. In addition, the college's cable channel also airs various announcements and educational programming round the clock which reach Caldwell County cable viewers.

General Information

Hallway monitors located on the Caldwell Campus rotate announcements throughout the day. CCC&TI's t.v. and digital production facility is located in B Building on the Caldwell Campus.

Flyers – Information on campus events may be posted as space permits on campus bulletin boards located in the Forlines, B and E Buildings, on the breezeway, in the Student Lounge of the Caldwell Campus and at approved locations on the Watauga Campus. Individuals are asked to refrain from posting announcements on glass doors. SGA and college officials will ensure that items are current and appropriate with campus events receiving first priority. All flyers or college information posted off-campus must be approved by the Public Information Officer prior to printing and distribution. (Email eterry@cccti.edu)

Sign – The electronic marquee at the entrance of the Caldwell Campus is programmed at request through the Marketing and Communications Department.

Website – Log on to www.cccti.edu for the latest news, events, class schedules, catalog, publications, program information, club activities, sports and many other resources and opportunities. This is also the best way to check for any closings and delays. For the college's annual calendar of events (club meetings, athletic events, Civic Center show times and more), visit the Cobra Calendar by clicking the calendar link on the CCC&TI homepage (www.cccti.edu).

Please note every effort is made to handle information on a first-come, first-served basis and by institutional priority. Also, any potential public media coverage must be initiated and/or approved by the Public information Officer. Call 828.726.2202 for more information.

Parking and Traffic Regulations Policy

All vehicles must be registered with the college, and a current hangtag must be displayed on the rearview mirror. Hangtags are valid for the academic year as noted on the tag. There is no charge for parking hangtags and they may be obtained at the following locations:

Caldwell Campus

Switchboard- F Building
Continuing Education- H Building
Basic Skills- G Building
TAPS (Transportation and Public Services)

Watauga Campus

Switchboard- Instructional Facility
Basic Skills Building
Continuing Education Center

- Parking for students, faculty and staff is on a first-come, first-served basis except for certain designated areas.
- Students, faculty and staff must register all vehicles they expect to use on campus.
- Students, faculty and staff with disabilities displaying a handicapped placard must

General Information

submit the following information each academic year in order to receive a CCC&TI handicapped placard:

- Copy of handicapped placard issued by the Department of Motor Vehicles
- Copy of handicapped placard registration
- Driver's license
- Make, model, license plate number

Students, faculty and staff needing access to a handicapped parking space on campus must obtain a state issued disabled license plate, hangtag, or disabled veteran's plate from the Department of Motor Vehicles (DMV). CCC&TI does not grant temporary permits for handicapped spaces. Temporary handicapped parking permits are issued by NC License Tag Bureau. Handicapped parking violators will be charged under North Carolina General Statute 20-37, punishment by fine of up to \$250.

- Visitors must register their vehicle and receive a visitors parking hangtag. No students are allowed to park in visitor parking.
- Students, faculty and staff are responsible for being aware of all traffic and parking regulations. Lack of knowledge of these regulations will not justify forgiveness of penalties for violations.
- Parking availability, including handicapped areas, and parking regulations are reviewed annually by the college's Executive Council.

Students will receive a complete copy of the parking policy upon registering their vehicle.

Telephones

Public telephones are provided for student use. Incoming calls for students will not be honored except in the case of medical emergency. Students are requested not to use phones located in the faculty offices, Business Offices or Student Services.

Student Services

Counseling and Advisement Services

CCC&TI provides either directly or through collaboration and referral, a variety of academic, career, employment and personal counseling services through individual and group counseling, testing, evaluation and information resources to support co-curricular education growth. Services and programs within Counseling and Advisement Services are designated to promote student learning outcomes and to reduce barriers to attaining personal, academic and career goals. Service areas include Career Assessment and Counseling, Student Employment Services, Personal Counseling and Referral Services, Academic Advisement Services and high school Transition Advisement Services.

Counselors are available on the Caldwell and Watauga campuses, both day and evening, to provide confidential assessment, counseling, information and referral services. Although an appointment is preferred, limited emergency services are provided as needed. Referrals to private counseling or mental health providers may be made for students in need of extended counseling services beyond the brief counseling services offered by the college's professional counselors. The CCC&TI Foundation provides funds to help pay for those services referred to a private provider.

Additional personal, career and employee development activities are offered throughout the year in the form of workshops and support groups. Career assessment and counseling services are provided by individual appointment. Students seeking employment assistance are encouraged to register with the CCC&TI Jobs Network by accessing the link from the college website, as an additional tool beyond the individual assistance offered by the employment counselor on campus. Distance learners may utilize resource links from the Counseling and Advisement Services pages on the college website or may request that a self-guided career exploration packet be mailed to them.

Academic Advising Center

The main purpose of the Academic Advising Center (AAC) is to provide academic advising for college transfer students in the Associate in Arts and the Associate in Science programs. Advising services for technical programs is also coordinated through the AAC. In addition to academic advisement, services provided include:

- Placement test score interpretation
- Assistance with college program selection
- Support services information
- Semester schedule planning
- Assistance with registration
- Assistance with transition from high school programs to CCC&TI admission
- Transfer information for students transitioning from CCC&TI to four-year colleges and universities
- Assistance with adding and/or dropping classes

Making the Most of Advisement

Be aware of program requirements as stated in the college catalog. The final responsibility for meeting program and graduation requirements belongs to YOU!

- Ask questions.
- Get to know your advisor (name, location, office hours). Let him/her be your contact with the college.
- Understand that enrolling in the college is a major transition.
- Have realistic expectations and set realistic goals.

Student Services

- Use all available campus resources to aid in achieving educational, career, and personal goals.
- Know your limitations and adjust your schedule accordingly. Are you working full-time? Do you have other obligations? Can you wake up for an 8:00 a.m. class? Are you self-motivated enough for a distance learning class, or do you perform better in a seated class?
- Make and keep advising appointments with your advisor.
- Come to advising appointments prepared (review the class schedule and plan your semester schedule). Watauga students should update their portfolios in advance of the appointment. Share in the responsibility of scheduling courses.
- Be familiar with college publications, particularly the college catalog and student handbook. These publications contain most of the information that you will need during your attendance at CCC&TI.
- Get to know the support staff - Student Services, Academic Support, Computer Services, Library, Office Staff. These individuals can provide additional support toward your academic success.
- Be aware of notices posted regarding critical dates and deadlines, (e.g. dropping a class, refund policy, early registration, etc.)

Academic Support Services

The Academic Support Center offers a variety of services to enhance student learning, including:

- free tutoring in areas such as math, accounting and other subjects as needed
- interactive computer tutorials in a range of subject areas
- word processing and printers for typing papers
- internet access
- video tutorials
- reading labs
- review materials for ATI entrance nursing test, Accuplacer (placement tests) and PRAXIS
- study skills
- supplemental instruction (an academic enrichment program that utilizes peer-assisted study sessions)

Instructors and tutors are available to assist students if they need help. Special tutors are provided for students with language barriers and disabling conditions (i.e., seeing or hearing). All services are free to students enrolled in Caldwell Community College and Technical Institute. Appointments are not necessary. Student I.D. cards are required.

The Caldwell Campus Academic Support Center is located in F-146 and is open Monday through Thursday from 8 a.m. to 8 p.m. and Friday from 8 a.m. to 4 p.m. The Watauga Campus Academic Support Center is located in Room 110 at the Instructional Facility and is open Monday through Thursday from 8 a.m. to 8 p.m. and Friday from 8 a.m. to 4 p.m.

Disability Services

Disability Services at Caldwell Community College & Technical Institute provides comprehensive, quality support to students with disabilities. The goal of the services is to provide all students with access to the programs and offerings of the college. Personnel in Disability Services work closely with students, instructors, staff, and

Student Services

others to coordinate accommodations and other support services for all qualified students with disabilities.

Section 504/American with Disabilities Act

No otherwise qualified handicapped individual shall, solely by reason of such disability, be excluded from participation in, or benefits of, or be subjected to discrimination by any public or private entity. The American with Disabilities Act defines disability as “a physical or mental impairment that substantially limits one or more major life activities such as walking, talking, seeing, hearing, learning, breathing, working; or having a record of such impairment; or being regarded as having one.”

Confidentiality

The college will not share information about a student’s disability with others without the written permission of the student.

How to Obtain Services

Contact Tuesday Sigmon in Student Services on the Caldwell Campus, in room F 152 (828) 726-2716, or by email at tsigmon@cccti.edu. Students on the Watauga Campus should contact Nancy Leonard, Director of Disability Services, located in Academic Support, Room 110 of the Watauga Instructional Facility, (828) 297-3811, or by email at nleonard@cccti.edu. After meeting with personnel in Disability Services, students may be asked to provide documentation of their disability. Requesting accommodations and auxiliary aids in a timely manner is important. Students working with Disability Services should communicate with personnel often, keeping them up-to-date on problems and progress. We want to know how students are doing and how we can help.

Financial Aid

Student Checklist to Success

- Complete the Free Application for Federal Student Aid (FAFSA). Be sure to include the school code (004835).
- You may pick up a worksheet from the Financial Aid office or apply online at www.fafsa.ed.gov.
- Apply for admission to CCC&TI. Financial aid cannot be disbursed until you are approved for admission to the college.
- Meet all deadlines! Respond to all requests for information quickly and completely. Complete any other required financial aid forms from the college.
- Applications for federal student aid at CCC&TI should be submitted no later than the following target dates; this is to ensure your aid package will be complete at registration dates:
 - Starting Fall Semester - Target Application Date is May 1
 - Starting Spring Semester - Target Application Date is October 1
 - Start Summer Semester - Target Application Date is March 1

*NOTE: These are target dates not deadlines.
- Review your Student Aid Report (SAR). Read it carefully and follow all instructions.
- Review award or notification email. When you receive an award notification of financial aid, please read it carefully, and contact the Financial Aid Office if you have questions.
- Total withdrawal from all courses prior to the 60% point of the semester usually causes the student to owe aid back to the program it came from. Review calendar deadlines and other aid related information on the FA homepage regularly.

Student Services

Remember: You must file the FAFSA or the Renewal FAFSA to apply for federal financial aid each year. You may also need to complete other required forms from the college each year as well. Any time you are planning to take classes at another college while receiving aid at CCC&TI, see the Director of Financial Aid in advance.

Many academic and need-based scholarship opportunities are posted throughout the year at the Financial Aid Office, online and in the Student Lounge of the Caldwell Campus. Stay informed!

Veterans' Benefits

Eligibility for veterans' educational benefits is determined by the Veterans Administration, not Caldwell Community College. What CCC&TI can provide is the standard form used to apply for the benefits. Note: your initial application requires the DD214 - Report of Separation from Active Duty. Be prepared to supply this to the veterans' coordinator early in the application process. If you have questions about your eligibility payments, contact the Veteran's Coordinator at CCC&TI at (828) 726-2714 or call the VA in Atlanta at (888) 442-4551. You may also contact Myra Sanders by e-mail at msanders@cccti.edu.

Payment Plan

CCC&TI provides, through the College Foundation of North Carolina, an integrated payment solution. This is an interest-free tuition payment plan for tuition and fees only and is only available during early registration periods. A non-refundable enrollment fee is required. Please contact College Foundation of North Carolina for more information on the payment plan. Details may also be found at www.cfnc.org or 1-866-866-CFNC.

Identification Cards

Identification cards are required for all CCC&TI students, faculty and staff and should be carried at all times for identification at request of any college official, student leader or security personnel. Student cards will be made during registration periods, by appointment and throughout the semester. For hours, contact 726-2306 on the Caldwell Campus or 297-3811 on the Watauga Campus. Identification cards are required for access to computer labs, Academic Support Center, Writing Center and other relevant access points. Basic Skills and Continuing Education students must pay a \$2.50 fee for the ID card. A \$5.00 fee will be charged for all replacement cards. For more information, contact Marketing and Communications or Watauga Student Services.

Caldwell County JobLink Career Center

The Caldwell County JobLink Career Center on the Caldwell campus of Caldwell Community College and Technical Institute is a partnership of agencies and employers which provides comprehensive career planning, training and job placement resources to Caldwell County. The JobLink works to provide quality employment and training services to both job seekers and employers. Services to individuals include job-seeking skills workshops, computer software tutorials, resume consultation and preparation, career counseling, skills assessment and more. The JobLink also offers resources to local businesses such as job fairs, on-site interviewing, job placement assistance and WorkKeys profiling, assessments and skill training. The center is located on the first floor of the John A. Forlines Building, Room 155. Hours are Monday, Wednesday, Thursday, and Friday, 8 am to 5 pm and Tuesday, 8 am to 8 pm. For more information, call 759-4680.

Student Services

Job Placement/Student Employment

Student Employment Services, a division of Counseling and Advisement Services, provides help locating part-time or full-time jobs, plus many job-related services. Check the Job Opportunities bulletin board in the Student Lounge and in the John A. Forlines Building for openings. These opportunities, in addition to online job searches and resume posting services, are also accessible through the CCC&TI Jobs Network located on the CCC&TI website. For more information contact Rick Shew at (828) 759-4635. Representatives from the Employment Security Commission are also available on the Caldwell Campus on a part-time basis to serve students. Watauga students and graduates are encouraged to contact Movita Hurst at (828) 297-2185. Students and graduates may also contact the Employment Security Commission/JobLink Center on Winkler's Creek Road (828) 265-5385.

Testing

The Testing Center is used for placement testing, distance learning testing, instructors' make-up testing, high school diploma testing and GED testing. It is also an approved testing site for Lasergrade FAA testing and other state licensure exams. Testing hours are planned so that each type of testing has its own time slot. Printed schedules are available from the testing secretary, and an up-to-date schedule is posted at the center. Special testing accommodations may also be arranged by contacting the Director of Testing. The Testing Center on the Caldwell Campus is located in F-127 and on the Watauga Campus in the Student Support Services Building located next to the Instructional Facility.

TRIO

Two federally-funded TRIO programs are available at CCC&TI to serve primarily first-generation, low-income students. TRIO/Student Support Services (SSS) is on both Caldwell and Watauga Campuses and provides personal/career/academic counseling, tutoring, study skills courses, service group and leadership opportunities for qualifying CCC&TI students. TRIO/Educational Talent Search (ETS) works with 6th-12th grade academically-talented students in Caldwell County Public Schools. The program provides travel and service opportunities as well as information on basic study skills, colleges/universities, the admissions process and financial aid. The TRIO programs are located at the TRIO Center in B-Annex on the Caldwell Campus and on the Watauga Campus, at Student Services. For more information on TRIO call 726-2726 or 726-2727 for the Caldwell campus or 297-2185 on the Watauga campus.

Writing Center

The Writing Center is designed to provide writers with the tools necessary to write and communicate effectively, thereby promoting success throughout the college as well as in the workplace. The Writing Center offers a positive, individualized and collaborative learning environment with trained staff who are willing and able to assist writers one-to-one with all types, modes, and levels of writing at all stages of the writing process. The Writing Center is a free service for all CCC&TI students, faculty, and staff. Open Monday through Friday, no appointments are necessary in the Writing Center located on the Caldwell Campus in F-148 and on the Watauga Campus in the Student Services Center, Room 100. The Online Writing Center offers three electronic forms of writing assistance: Pronto instant message, email, and web conferencing. Visit the Writing Center's web page or tab on Blackboard for more information.

Academic Information

Grading System

Official grades are issued for each student at the end of each semester. Students who lack passing averages at mid-semester should schedule a conference with the instructor and/or faculty advisor.

Students will be graded by the grade system listed below and assigned a grade point equivalent in quality points for each semester.

93-100	A - Excellent	4 quality points each semester hour
85-92	B - Good	3 quality points each semester hour
77-84	C - Average	2 quality points each semester hour
70-76	D - Below Average	1 quality point each semester hour
Below 70	F - Unsatisfactory	0 quality points each semester hour

Grade Codes

AC	Articulated Credit - No quality points
AP	Advanced Placement - No quality points
AU	Audit - Indicates no grade or credit
CR	Credit by examination - No quality points; reflects competence of "C" level or better
CS	Continued study to meet course objectives
I	Incomplete - Indicates failure to complete certain course requirements because of extenuating circumstances
NA	Never Attended
NG	No grade available
P	Pass - No quality points; reflects competence of "C" level or better
TR	Transfer Credit
W	Student withdrew from the course
CL	CLEP (College Level Examination Program)
DT	DSST (DANTES Subject Standardized Tests)

Computation of Grade Point Averages

Computing a grade point average is determined by dividing the total number of grade quality points by the total credit hours attempted. Quality points are determined by using the following scale A=4, B=3, C=2, D=1, F=0.

GPA calculation example:

Course	Credit Hours	Grade in Class=Quality Points	Credit Hours x Quality Points
MAT 070	4	B=3	4x3=12
BIO 168	4	C=2	4x2=8
ENG 113	3	A=4	3x4=12
PSY 150	3	A=4	3x4=12
CIS 111	2	F=0	2x0=0
Totals	16		44

GPA Calculation is Total Grade Quality Points/Total Credit Hours Attempted: $44/16 = 2.75$

Academic Information

Student Records (Transcripts, Confidentiality)

Student records may be obtained from the Student Services Office on both campuses. Requests must be made in writing, including student signature, at least 24 hours in advance. Transcripts may be picked up, with proper identification, or mailed as indicated in the written request. Request forms are available in the Continuing Education and Student Services Offices on both campuses.

Confidentiality of Student Records

CCC&TI protects the privacy of students in accordance with the Family Educational Rights and Privacy Act of 1974. FERPA, also known as the Buckley Amendment, is a complicated piece of legislation which basically protects the privacy of students and allows for the accessing of student records by the student.

Student Rights

According to FERPA, students have the right to:

- Inspect and review their educational records.
- Seek amendment to their educational 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 FERPA authorizes disclosures without consent.
- File with the U.S. Department of Education a complaint concerning alleged failures by the College to comply with FERPA.

Information (non-directory) CCC&TI cannot disclose:

The following information (non-directory) cannot be disclosed unless written permission is received from the student.

- Grades or GPA
- Test scores
- Schedule of courses taken or being taken
- Social security numbers
- Class attendance
- Progress in course
- Number of credit hours completed
- Personal information such as height, weight, disabilities, race, gender, etc.
- Country of citizenship
- Financial Aid information
- Veterans Benefits information
- Date and place of birth
- Mother's maiden name

What information (directory) can be given out:

A part of FERPA states that certain information called directory information can be disclosed without the written consent of the student. Directory information includes information contained in the educational record of a student that would not be considered harmful or an invasion of privacy if disclosed. The following information may be disclosed without written consent unless the student notifies Student Services in writing that such information is not to be made available:

- Students name
- Phone number
- Address

Academic Information

- E-mail address
- Major field of study
- Dates of attendance
- Degree/diploma/certificate and awards received
- Full- or part-time enrollment status
- Participation in officially recognized activities
- Most recent previous institution

Student Status-(Full-time)

Full-time status for financial aid (Pell Grant) students is always a minimum of twelve credit hours for each semester. Full-time status for insurance verifications is a minimum of twelve credit hours for fall and spring semesters and nine credit hours for summer semester. Continuing Education Units do not count toward these totals. Contact the Registrar if more information is needed.

Student Activities

Student Activities

Student Activities occur under the guidance of the Student Activities Director, Kim Roper. Ms. Roper can be reached by e-mail Kroper@cccti.edu or by phone (828) 726-2301. On the Watauga campus, student activities are directed by the Coordinator of Student Activities, Diane Mazza. Ms. Mazza can be reached by e-mail Dmazza@cccti.edu or by phone (828) 297-5279.

To support student activities on both campuses, curriculum students are charged a \$7.00 per course activity fee up to a maximum of \$28.00 per semester (fall & spring), and \$3.00 per course up to a maximum of \$9.00 for summer semester. This fee is not refundable unless there is an institutional error. Activity fees will also be charged to students in the Career Center High School, Caldwell Early College High School and dual-enrollment programs. This fee supports a variety of extracurricular activities and out-of-class learning experiences which include SGA sponsored activities (Fall Festival and Spring Fling), support to campus clubs, athletics, recreation equipment use, scholarships, trophies, t-shirts, Intramural Sports and a variety of other miscellaneous activities.

Students wishing to form a new club may do so by picking up a Club Packet and following the instructions outlined by the SGA Constitution. Clubs and other extracurricular activities are available to all students. Students wishing to initiate new student activities should contact the Director of Student Activities for assistance.

Student Activities Policy

Students wishing to form a new club may do so by picking up a Club Packet and following the instructions outlined by the SGA Constitution. Clubs and other extracurricular activities are available to all curriculum students. Students wishing to initiate new student activities should contact the Director of Student Activities for assistance.

The college encourages a wide range of student activities which contribute to the development of our students. All clubs must be organized in a manner consistent with the requirement of the Student Government Association Constitution. In addition, all student activities and clubs that receive or dispense funds must do so in accordance with procedures specified by the Vice President of Finance & Administration. Activities designed to raise funds and requests for using those funds must be approved in advance by the Student Activities Director/Coordinator, the Vice President of Student Services, and the Executive Director of the CCC&TI Foundation. Receipt and disbursement of funds shall be in accordance with provisions of the North Carolina Administrative Code, the State Auditor's office, the NC Community College System and the college. The College Executive Council retains final authority to approve, modify or discontinue student activities or clubs.

Student Government Association

The Student Government Association (SGA) represents the curriculum student body of CCC&TI. The purpose of the SGA is to serve as a united voice of the students, provide a medium for leadership development, promote self-governance within the student body in order to support students' rights, responsibilities and code of conduct; and lead the student body in extra-curricular and student life activities. SGA officers are elected in the spring of each year to serve the student body the following year. Senators are appointed in the Fall Semester on the Caldwell campus. Other positions on the Watauga campus are

Student Activities

appointed by Watauga's Coordinator and the Vice President. SGA takes responsibility for conducting various activities and providing opportunities for out of class learning, social contacts, entertainment and self-governance. The members of SGA strive to promote the general welfare of the student in a democratic fashion. General Assembly meetings are held each month and are open to all students. General Assembly provides an opportunity for the Student Government Association to meet with the student body. To find the dates, times and locations of General Assembly meetings, please consult the COBRA calendar on our website. A copy of the SGA Constitution may be found in the SGA Office, E-118 (Caldwell Campus) or with the Student Activities Director located in E121 or Student Activities Coordinator on the Watauga Campus.

Clubs and Organizations

Students are encouraged to join clubs and organizations to enhance their experience of the college community. The following organizations are related to subject or department areas:

Alpha Gamma Beta (Nuclear Medicine Club) Basic Law Enforcement Club, Biomed Club, Blue Ridge Flying Eagles (Aviation Club), Business Club, Cosmetology Club (Day - Night), Culinary Guild, Early Childhood Club, Global Diversity and Awareness Club (Watauga campus), IT Club, Landscape Gardening Club, Mentors Club (Communities In Schools), Paralegal Club, Phi Beta Lambda (Future Business Leaders of America) on both campuses, Physical Therapist Assistant Club, Rho Alpha Delta (RAD-Radiography), Sonography Club, and Speech Language Club.

Special Interest Clubs

The following general interest clubs are open to all students:

Alpha Omega - is a Christian-based organization promoting a healthy school spirit, community relations and activities that build positive relationships among members and provides a spiritual or Christian atmosphere on campus.

Ebony Kinship - enhances communications between CCC&TI and the African-American community in arts and cultural affairs

Honor Societies

Students are invited to join based on criteria set by each organization.

Ambassadors Club

National Society of Leadership and Success

Phi Theta Kappa

Committees open to student involvement

Go Green Committee – focused on environmental issues

Global Diversity Committee – focused on issues surrounding global awareness and diversity

Student Ambassadors

The CCC&TI Student Ambassadors are a select group of students demonstrating academic excellence who represent the college at a variety of events. Nominated by faculty members, the Ambassadors serve CCC&TI by conducting campus tours, assisting with special events, mentoring students and representing the college at a variety of campus and community activities. Students eligible for nomination must have a minimum grade point average of 3.0.

Student Activities

Intercollegiate Sports

CCC&TI participates in intercollegiate athletics during fall and spring semesters. Sports include Division III NJCAA Men's and Women's Basketball. For more information on athletics, contact the respective coach or CCC&TI's athletic director at 828.726.2606.

Intramurals

CCC&TI's Caldwell Campus offers a comprehensive intramural sports program with a variety of team and individual activities, including basketball, volleyball, ping pong, pool and others on demand. Students, faculty and staff members are encouraged to participate on a voluntary basis. The program provides the opportunity for recreation, physical fitness, skill improvement, team building, spirit and good sportsmanship. Individuals participating in the intramural program assume responsibility for their own safety and health. It is recommended that each participant have an annual physical examination and be adequately protected by accident and health insurance. See the Director of Student Activities for more information.

Chorus

Students are encouraged to sing with the chorus and earn one hour of elective credit. The CCC&TI chorus performs three to five concerts a year. No auditions are required, although some knowledge of music is preferred. Many styles of music are performed including classical, spiritual, pop, and rock.

Theater

Foothills Performing Arts Theatre, Inc. (FPA) is a nonprofit community theatre group located in B Building of CCC&TI's Caldwell Campus. The award-winning theatre group has received regional and statewide recognition for its performances. CCC&TI students are encouraged to participate in all FPA productions as actors, crew members and volunteers. Tickets for students are offered at reduced rates and are available by contacting FPA at 726-2318. Visit www.foothillsperformingarts.org for show listings and dates.

J.E. Broyhill Civic Center

The J.E. Broyhill Civic Center of CCC&TI is located in Lenoir two miles north of the Caldwell Campus on US 321. The civic center features a 1000-seat performance theatre and meeting rooms along with a hospitality lab/catering kitchen located on the conference level. Facilities are available for rent for conferences, meetings, weddings and other events. Be sure to check out the civic center's annual Showcase of Stars events at www.broyhillcenter.com. From comedy and dance to Broadway shows and a variety of music programs, each year's season lineup offers something for everyone. In addition, the college presents several Performing Artist Series programs throughout the year at the civic center featuring regional, national and internationally known musical artists, lecturers, dance and dramatic presentations. Discounted tickets for civic center events are available to CCC&TI students and employees with a college I.D. Contact the Box Office at 726-2407 for complete details and ticket information.

Publications

See also News and Events

Student news and activities are communicated in the college's campus newsletter, *The*

Student Activities

Caldwell Chronicle, found at various campus locations and on the college website at www.cccti.edu. Special student publications appear periodically depending on student interest in newsletters, newspapers and other publications. New publications to be produced on a regular basis must have a faculty or staff sponsor and be approved by the Vice President of Student Services and the college's Public Information Office.

Regardless of the source of funding, the college retains editorial control of all student publications. Student editors have the responsibility to ensure that such publications establish and maintain an atmosphere of responsible discussion. All articles expressing opinions must be signed. Sponsors may exercise editorial control, and decisions regarding the initiation or continuance of any student publications are vested with the college's Executive Council. All financial operations of student publications must be in accordance with procedures specified by the Controller.

Sports Equipment Checkout

Equipment checkout provides all students, faculty, and staff on the Caldwell Campus opportunities to utilize sports equipment, such as basketball, tennis, badminton, softball, volleyball, etc. Those interested should see the Director of Student Activities in E-121 in the Student Lounge of the Caldwell Campus. College I.D.'s are required for checkout. Hours are 9 a.m. to 5 p.m. unless otherwise posted.

WISE-UP Workshops

WISE-UP is a noon-hour workshop series for students to provide information related to academics, careers and wellness. Topics may include using Blackboard and other technology resources, stress management, math anxiety and book discussions. Visit the Cobra Calendar for specific workshops and times.

Consumer Information

According to federal regulations, CCC&TI is required to provide specific information about the school to current and prospective students, employees and applicants. This information may be referenced on the college website at <http://www.cccti.edu/consumerinfo.htm>. A paper copy may be obtained by contacting Student Services.

Campus Crime Report

Under the Student Right-To-Know and Campus Security Act of 1990, CCC&TI must report the crime incidents, if any, each year. The Campus Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by CCC&TI, and on public property within, or immediately adjacent to and accessible from, the campus. You can access this report at <http://www.cccti.edu/consumerinfo/campussecurity.html>. Students may obtain a printed copy of this report by contacting the Vice President of Student Services.

The Victims of Trafficking and Violence Protection Act of 2000 requires colleges and universities to inform students and employees how to learn the identity of registered sex offenders on campus. This law contains the Campus Sex Crimes Protection Act which became effective October 28, 2002. Sex offender information is compiled by the North Carolina State Bureau of Investigation and posted at <http://ncfindoffender.gov/>. Information about registered sex offenders can also be obtained from the local sheriffs' department in Caldwell or Watauga counties.

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Animals on Campus Policy

To ensure the safety of persons on campus, it is the College's policy that animals (with the exception of service animals) may not be brought on campus grounds.

Children on Campus

While some official college-sponsored functions such as Foothills Performing Arts presentations and special summer youth programs may be open to children, generally children are not permitted on campus.

Faculty, staff and students may not bring their children to work with them. Students of the college may not bring their children to classrooms or laboratories with them nor leave their children in college buildings or on campus while they attend classes. Visitors may bring their children on campus as long as they remain under their direct supervision and control.

Communicable Disease

The Communicable Disease Policy of CCC&TI is an effort to ensure the good health and safety of all students.

Communicable disease is defined as an illness due to an infectious agent or its toxic products which is transmitted directly or indirectly to a person from an infected person or animal through the agency of an intermediate animal, host or vector, or through the inanimate environment (NC G.S. 130A-133). Communicable diseases shall include, but not be limited to, AIDS, conjunctivitis, chicken pox virus, Hepatitis A, B and D, infectious mononucleosis, influenza, measles, meningitis, positive HIV antibody status, sexually transmitted diseases, tuberculosis, whooping cough, and MRSA.

Students who know, or have a reasonable basis for believing, that they are infected with a communicable disease have an ethical and legal obligation to conduct themselves in accordance with such knowledge, to protect themselves and others. A student who is infected or suspects he/she is infected is urged to report his/her condition to the Vice President of Student Services. All information will be kept confidential.

Persons infected with any communicable disease will not be excluded from enrollment, or restricted in their access to College services or facilities, unless medically based judgment in individual cases establish that exclusion or restriction is necessary for the welfare of the individual or for the welfare of other members of the College community. Temporary exclusion from access to the campus or enrollment may be appropriate in individual cases if deemed necessary until a medical judgment can be made.

If there is outbreak of influenza and it reaches a pandemic stage, the President shall regularly monitor the situation by communicating with local and state health officials. Should influenza reach a pandemic level in a county contiguous to Caldwell County or Watauga County, the President will provide information to students and employees on preventing the spread of the pandemic flu. Should influenza reach a pandemic level within the service area the President, after consulting with local health officials, may close the college temporarily if he feels it is in the best interest of the college and community. Persons who are infected with the pandemic flu, or know of someone in

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the College community who is, should contact college officials immediately. Students should contact the Vice President of Student Services and employees should contact the Human Resources Office.

Each case will be evaluated and final determination of the student's ability to remain in school will be made by the Vice President of Student Services. If deemed appropriate, a student in a high risk situation who has been temporarily removed from the classroom may be placed in an alternative educational program. College officials are required to report certain diseases to the local health department (G.S. 130A-142). Confidentiality of such reports is protected by law (G.S. 30A-143), and officials cannot be held liable for reporting.

For more information regarding this policy, please see the Student Services Policies and Procedures Manual.

Computer Usage

CCC&TI uses technology to advance the institution and enhance the students' learning environment. Students of the college are directly responsible for the integrity of the computer system for the period of time they use it. Unless specifically authorized by the software developer or publisher, programs and their contents shall not be reproduced in any form.

Computer related files or data (including email) are considered open records and are subject to discovery and subpoena during disciplinary or legal actions. The college reserves the right to view, monitor, and disclose contents of e-mail and data created, transmitted, received, and stored on college owned computer systems.

Freedom of expression is a constitutional right afforded to individuals. However, users of college equipment, systems and software are held accountable for their actions and will respect the rights of individuals who may be offended by the services and images retrieved on the Internet. Individuals who feel they have been harassed should report the incident to the Vice President of Technology and Instructional Support Services. Violators of the computer usage policies and procedures previously stated will be subject to one or more of the following sanctions: verbal and/or written warning, temporary or permanent suspension of computer access privileges, or dismissal from the college as stated in the CCC&TI Student Code of Conduct. The full policy may be viewed by going to <http://www.ccceti.edu/Students/StudentComputerUserPandP.pdf>

Debts to the College

Students will not be allowed to graduate, register for a new semester or receive transcripts unless all student fees are paid. "Bad checks" are collected through appropriate channels. The college will not accept checks for at least three years from an individual if one is returned. All checks written to CCC&TI must include the individual's student identification number.

Academic Integrity Policy

It is the responsibility of every student, staff member, and instructor at CCC&TI to maintain the highest standards of academic integrity. For this reason, the college will not tolerate any instance of plagiarism or cheating, or any act that violates standards necessary to maintain academic honesty.

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Violations of the college's Academic Integrity Policy include, but are not limited to:

1. Cheating includes taking, possessing, or using any academic material (test information, research papers, notes, etc.) without permission; receiving or giving help during tests; copying or attempting to copy another person's paper, exam, assignments or similar materials, or other graded work; or allowing another to copy such paper, exam or graded work. In addition, use of any unauthorized electronic devices during a testing situation may be in violation of the policy as well.
2. Plagiarism is defined as representing as one's own another's work or ideas, or any part thereof, published or unpublished. It includes copying a phrase, sentence, or passage from another's work and not identifying or citing that source; failing to cite a source fully, inadequate paraphrasing or summarizing; or attempting to pass off as one's own a paper written by another.
3. Collaboration is intentionally helping or attempting to help another to commit an act of academic dishonesty. It includes intentionally allowing another to copy from one's paper during an examination or test; intentionally distributing test questions or substantive information about the material to be tested before the scheduled exercise; collaborating on academic work knowing that the collaboration will not be reported; taking an examination or test for another student, or signing a false name on an academic exercise. **THESE BECOME VIOLATIONS WHEN THEY INVOLVE DISHONESTY.** Instructors should make expectations about collaborations clear to students. Students should seek clarification when in doubt.
4. Furnishing false information with the intent to deceive members of the college faculty or administration who are acting in the exercise of their official duties.

Violations of this policy will result in failure of the course and academic probation for one semester. Subsequent violations will result in suspension or expulsion from the college. Any student who disagrees with the penalty associated with violations of the academic integrity policy may file an appeal in accordance with the college's Grade Appeal Procedure as outlined in the college catalog and student handbook.

Grade Appeal Policy

I. Statement of Policy

The purpose of the Student Grade Appeal Procedure is to provide an orderly and equitable process for resolving differences between students and faculty relating to final course grades. A course grade assigned in a manner consistent with CCC&TI policy can be changed only by the instructor. College administrators can direct a grade to be changed only when it is determined through the procedure established by this policy that the faculty member assigned the course grade impermissibly or arbitrarily as defined below.

Faculty Responsibility:

It is a fundamental principle of higher education that faculty members are expected to exercise their professional judgment in evaluating student performance. At the same time, faculty members have the responsibility to specify in each of their courses at the beginning of the academic term:

- a. Course requirements and expectations for academic performance
- b. Procedures for evaluating performance (method(s) of evaluation and grading scales).

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Faculty members must clearly document to all students in the course any subsequent additions to or changes in these requirements, standards, and procedures. Finally, faculty members have the responsibility to apply the specified grading criteria equitably to the academic performance of all students in the course regardless of their race, color, creed, national origin, sex, age, sexual orientation, disabling condition, or other personal characteristics.

Student Responsibility:

Students have the responsibility to know and adhere to college policies and standards pertaining to them. As students willingly accept the benefits of membership in the Caldwell Community College and Technical Institute academic community, they are obligated to uphold and observe the principles and standards articulated in the Caldwell Community College and Technical Institute Catalog and the Caldwell Community College and Technical Institute Student Handbook.

II. Applications and Definitions

For purposes of this policy, a course grade is deemed to have been assigned arbitrarily or impermissibly if, by clear and convincing evidence, a student establishes that:

1. The course grade was based upon the student's race, color, creed, national origin, sex, age, sexual orientation, disabling condition, or other personal characteristics, or for some other arbitrary or personal reason unrelated to the instructor's exercise of his or her professional academic judgment in the evaluation of the academic performance of the student; or
2. The course grade was assigned in a manner not consistent with the standards and procedures for evaluation established by the instructor, usually at the beginning of the course in the course syllabus but supplemented on occasion during the semester in other clearly documented communication directed to the class as a whole; or
3. The course grade assigned by the instructor was the result of a clear and material mistake in calculating or recording grades. Individual elements (e.g., assignments, tests, activities, projects) which contribute to a course grade are generally NOT subject to appeal or subsequent review during a grade appeal procedure. However, individual elements may be appealed under these procedures providing all of the following conditions are met:
 - a. The student presents compelling evidence that one or more individual elements were graded on arbitrary or impermissible grounds (defined in 1 - 3 above in this section);
 - b. Grounds can be established for determining a professionally sound grade for the appealed element(s); and
 - c. The ensuing grade for each appealed element would have resulted in a different course grade than that assigned by the faculty member.

III. Procedure

A student who believes his/her final grade in a course has been incorrectly assigned may seek corrective action through the following procedure.

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Informal Grade Appeal Process: Every reasonable effort should be made to resolve the matter at the informal level.

Step 1 - Consultation with the faculty member:

The student should first request a meeting with the instructor to explain why he/she considers the grade to be incorrect. If the instructor is not available, the student should contact the program coordinator/director or department chairperson to schedule an appointment with the instructor. This meeting must occur within the first two weeks of the next semester. The instructor should document the result of the meeting and maintain this record in the event the appeal proceeds further.

Step 2 - Consultation with the program coordinator/director:

If the student and the instructor fail to reach a mutual agreement, the student may submit a written appeal to the program coordinator/director of the area within five (5) business days. The coordinator/director should document the result of the meeting and maintain this record in the event the appeal proceeds further.

Step 3 - Consultation with the department chair:

If the student and program coordinator/director fail to reach a mutual agreement, the student may submit a written appeal to the department chair within five (5) business days. The department chair should document the result of the meeting and maintain this record in the event the appeal proceeds further.

Formal Grade Appeal Process: If the dispute over the course grade cannot be resolved through the informal process outlined above, the student may submit a Grade Appeal Form, available from Student Services, to the executive vice president within five (5) business days of the consultation with the department chair.

Step 4 - Appeal to the executive vice president:

- a. Once the formal grade appeal is received, the executive vice president will appoint a grade appeal committee to hear the appeal within ten (10) business days of the receipt of the appeal.
- b. The grade appeal committee will be chaired by the executive vice president, or a designee, who will be a non-voting member except in the case of a tie. Voting members will consist of four (4) faculty members not associated with the appeal, one (1) student representative with a minimum GPA of 2.5 or greater, and the vice president of the instructional area in which the grade appeal has occurred.
- c. The grade appeal hearing will be conducted in closed session in accordance with the Open Meetings Law unless otherwise requested in writing by the student. Neither the college nor the student will be permitted to have legal representation during the grade appeal hearing.
- d. The committee will be made up of members from the campus of attendance to assure a fair and equitable hearing.
- e. The committee will hear all parties involved and render a written decision that is considered to be fair and educationally sound within ten (10) business days. The decision of the committee will be the final binding decision for the institution.

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IV. Substitution Provisions

In the event that the faculty member whose grade is being reviewed is also a department chair or program coordinator/director, the vice president of the instructional area shall do those things required by the chair or coordinator/director. In the event that the faculty member whose grade is being reviewed is also the vice president of the instructional area, the executive vice president can name an appropriate substitute to perform the functions of the vice president as required by this policy.

Drugs and Alcohol

CCC&TI is committed to an environment that supports the pursuit and dissemination of knowledge. All students share in the responsibility of protecting and promoting that environment. The illegal use of drugs and alcohol by students adversely affects this educational environment. North Carolina and/or Federal laws attempt to control use of drugs and alcohol. All behavior which is prohibited by federal, state, and local laws is also prohibited on campus. The illegal use of drugs and alcohol is not compatible with personal health and welfare or with the pursuit of academic excellence and will not be tolerated by CCC&TI.

The college provides ongoing educational programs to students and staff which emphasize drug abuse prevention. Referrals to community and regional counseling and rehabilitation resources will be made as appropriate. See Student Services for counseling and referrals. Drug and alcohol prevention information can be found at <http://cccti.edu/consumerinfo/drugalcoholprevent.htm>.

CCC&TI will also act through formal disciplinary and legal procedures to control the illegal or abusive use of drugs and alcohol. No public consumption of drugs or alcohol will be permitted on campus. Violations will result in prompt disciplinary action which may result in suspension or dismissal from school.

Sexual Harassment

Sexual harassment is defined as a prohibited act of sexual discrimination and is unlawful. It can be verbal, visual, physical, or communicated in writing or electronically. Any student found to have engaged in sexual harassment, whether or not the harassment rises to the level of a civil rights violation, will be subject to appropriate disciplinary measures commensurate with the offense, including, but not limited to, expulsion. Any CCC&TI student who believes he/she has been discriminated against or desires more information regarding this policy should contact the Vice President of Student Services or the Director of Human Resources.

Solicitation

The general policy of the college is that of prohibiting non-college-related solicitations, public signage and announcements on property owned, leased or operated by the college.

Non-profit solicitations for fundraising purposes for civic clubs, schools, churches, etc. is allowed on a limited basis for current students and employees. The Vice President of Student Services is responsible for ensuring that such solicitations by students are unobtrusive and do not disrupt the educational process.

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Non-profit solicitation to provide information and materials to the college community is also allowed on a limited basis. Requests must be made in writing to the office of the President who will provide a response in 10 working days. The college reserves the right to determine the time and location of such solicitations/distributions.

The college reserves the right to deny or stop any action on campus which does not contribute to the college's mission, disrupts the educational process or presents a clear and present danger.

Any off-campus solicitation of funds by CCC&TI students, clubs or organizations must be approved by the Vice President for Student Services. Requests must be made in writing at least two weeks in advance of the activity, as per the following guidelines.

Guidelines for Fundraising Activities for Clubs

- 1 All fundraising activities must be submitted on a Proposed Student Activity Request Form.
- 2 Fundraising activities must be approved by Club Faculty/Staff sponsor, Student Government Advisor, SGA President, and Vice President of Student Services.
- 3 Fundraising events should be on campus events. Sale of products to raise money is permissible to individuals only.
- 4 The collection and expenditure of funds derived from fundraising activities of student clubs shall be consistent with the stated purpose and goals of the college.
- 5 Off-campus solicitation of any kind (goods, services, pro-bono work or money) must be approved through the Proposed Student Activity Request Form and by the CCC&TI Foundation Office.
- 6 Any off-campus solicitations for money or in-kind gifts must be reviewed for compatibility with the institutional purpose and coordinated and approved by the Foundation Office.
- 7 No clubs may sell meals or food unless purchased pre-packaged. The culinary club is exempt from this if the items are prepared in a state-inspected kitchen.

Tobacco Use Policy

CCC&TI recognizes the serious and substantial public health risk and productivity problems caused by tobacco use. In an effort to create a healthy, comfortable and productive environment for all students, employees and visitors, CCC&TI adopts this Tobacco Use Policy. This policy is in effect for all CCC&TI properties and applies to all students, employees and visitors.

The following campus properties are tobacco free:

- building interiors
- building entrances
- exterior areas surrounding all building entrances
- covered walkways

Tobacco products will not be promoted, sold or distributed on CCC&TI properties. Tobacco use cessation information will be offered by CCC&TI.

Refund Policy

A full tuition and activity fee refund will be granted to curriculum students who pre-register and completely withdraw prior to the first day of the college's academic

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semester. For students who pre-register and withdraw from a class, a full refund will be given for that class if the student officially withdraws prior to the first day of the semester and if the withdrawal reduces the credit hours taken by the student to fewer than 16 credit hours. Note: For purposes of the refund policy, “pre-registration” refers to registration that occurs prior to the first day of the semester.

A 75 percent tuition refund will be given to students who completely withdraw from the first day of the semester until the official 10 percent point of the semester. A 75 percent tuition refund will be given to students who withdraw from class(es) from the first day of the semester until the official 10 percent point of the class(es). For contact hour classes, 10 calendar days from the first day of classes will be the determination date. No activity fees will be refunded for students receiving 75 percent refunds.

Full refunds (tuition and activity fees) will be given automatically if the class(es) never materialized. In the event of the death of a student, a full refund will be granted to the individual’s immediate family and/or estate. Full refunds also are given in the case of military call up. A copy of the student’s orders must be provided.

Fees not refundable (unless institutional error) are: (1) insurance payment, (2) special course fees, (3) student activity fees, (4) campus services fees, and (5) graduation fee. Please see Student Services or refer to the CCC&TI catalog for details on the refund process.

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Code of Conduct

Student Rights, Responsibilities and Code of Conduct

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 that accrue to them by virtue of this membership. As members of the larger community of which the college is a part, students are entitled to all rights and protection accorded them by the laws of that community. By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instance, college discipline will be initiated only when the presence of the student on campus will disrupt the educational process of the college. However, when a student's violation of the law also 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.

Student Rights

- All rights and privileges guaranteed to every citizen by the Constitution of the United States and by the state of North Carolina shall not be denied any student.
- Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.
- 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 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 offices.
- 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.
- No disciplinary sanctions other than temporary removal from class or activity (only for duration of said activity) may be imposed upon any student without due process. Due process procedures are established to guarantee a student accused of a student code of conduct violation the right to 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.

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 disrupts or threatens to disrupt the college community, appropriate disciplinary action will be taken to restore and protect the sanctity of the community. Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality. The purpose of this code is not to restrict student rights but to protect the rights of individuals in their academic pursuits.

Code of Conduct

The following are violations of the Student Code of Conduct:

- Academic Dishonesty (See Academic Integrity Policy); a second violation of the CCC&TI Academic Integrity Policy shall be treated as a disciplinary issue carrying severe consequences.
- 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.
- Possession, or distribution, 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. Possession, use or distribution of any illegal drugs, except as expressly permitted by law. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his/her actions.
- Lewd or indecent conduct, including public physical or verbal action or distribution of obscene or libelous written material.
- Mental or physical abuse of any person on college premises or at college sponsored or college supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such persons or which promote hatred or racial prejudice.
- Any act, comment, or behavior which is of a sexually suggestive or harassing nature and which in any way interferes with a student's or an employee's performance or creates an intimidating, hostile or offensive environment.
- Any act or misuse of technology that is directly prohibited by the current computer usage policy.
- 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.
- 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.
- 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; or 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.
- Possession or use of a firearm, incendiary device or explosive, except in connection with a college approved activity. This also includes unauthorized use of any instrument designed to inflict serious bodily injury to any person.
- 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.
- Gambling.
- Smoking in classrooms, shops, labs or other unauthorized areas.
- Violation of college regulations regarding the operation and parking of motor vehicles.
- Forgery, alteration, or misuse of college documents, records, or instruments of identification with intent to deceive.
- Failure to comply with instructions of college officials acting in performance of their duties.

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- Violation of the terms of disciplinary probation or any college regulation during the period of probation.
- 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. The college will not accept checks from students who have written the college a check with insufficient funds.
- Violation of a local, state or federal criminal law on college premises adversely affecting the college community's pursuit of its proper educational purposes.
- Any conduct which materially and adversely affects the educational process.
- Any physical, emotional or behavioral problems that adversely affects the safety of students and the educational process.

Disciplinary Procedures

Immediate Dismissal

Any instructor or administrative officer may dismiss a student from the class or the college if an act of misconduct threatens the health or well being of any member of the academic community or seriously disrupts the function and good order of the college. Prior to dismissal, student(s) shall be given the opportunity to explain his or her conduct to the suspending instructor or administrative officer.

Disciplinary Process

In order to provide an orderly procedure for handling student disciplinary cases in accordance with due process and justice, following procedures will be followed: Charges: Any administrative official, faculty member, or student may file charges with the Vice President of Student Services against any student or student organization for violations of college regulations.

Investigation and Decision

Within 5 working days 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 or designee may act as follows:

- Drop the charges.
- Impose a sanction consistent with those shown below.
- Refer the student to a college office or community agency for services.

Notification

The decision of the Vice President of Student Services shall be presented to the student in writing immediately following the meeting with the student. The student will be made aware of the charges, the Vice President's decision and instructions governing the appeal process.

Sanctions

The VP of Student Services may apply the following sanctions as appropriate:

- Reprimand: A written communication which gives official notice to the student that any subsequent offense against the Student Code of Conduct will carry heavier penalties.
- General Probation: An individual may be placed on General Probation when involved in a minor disciplinary offense; General Probation has two important

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implications: the individual is given a chance to show his/her capability and willingness to observe the Student Code of Conduct without further penalty; secondly, if he/she errs again, further action will be taken.

- **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. This probation will be in effect for no less than two semesters. Any violation of Restrictive Probation may result in immediate suspension.
- **Restitution:** Paying for damaging, misusing, destroying or losing property belonging the college, college personnel or students.
- **Interim Suspension:** Exclusion from class and/or other privileges or activities as Institutional Policies set forth in the notice, until a final decision has been made concerning the alleged violation.
- **Loss of Academic Credit or Grade:** Imposed as a result of academic dishonesty (as determined by the Grade Appeal Procedure).
- **Withholding transcript, diploma, or right to register:** Imposed when financial obligations are not met.
- **Suspension:** Exclusion from class(es) and/or all other privileges or activities of the college for a specified period of time. Students who receive this sanction must get specific written permission from the Vice President of Student Services or designee before returning to campus.
- **Expulsion:** Dismissing a student from campus for an indefinite period. The student loses his/her student status. The student may be re-admitted to the college only with the approval of the President.
- **Group Probation:** This is given to a college club or other organized group for a specified period of time.
- **Group Restriction:** Removing college recognition during the semester in which the offense occurred or for a longer period (usually not more than one other semester).
- **Group Charter Revocation:** Removal of college recognition for a group, club, society or other organization for a minimum of two years

Appeals Procedure

A student who disagrees with the decision of the Vice President of Student Services or designee may file a formal grievance as follows.

Grievance Procedures

Statement of Policy

CCC&TI is committed to mutual respect among all constituents of the college community. The purpose of this procedure is to provide CCC&TI students an equitable and orderly process to resolve grievances other than sexual harassment complaints and grade appeals. Because separate policies/procedures exist for these disputes, complaints of this nature are excluded from consideration under this policy.

Definition: A grievance exists in any situation in which students feel that there has been a violation, misinterpretation, or misapplication of an existing college policy including complaints alleging discrimination or harassment on the basis of race, color, creed, national origin, sex, age, sexual orientation, disabling condition, or other personal characteristics.

Every attempt should be made to resolve violations of policy in an informal manner and only when these attempts are not successful should the formal procedure be

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utilized. Persons involved in the grievance procedures shall not be coerced, intimidated, or suffer any reprisal.

Informal Procedure

Prior to filing a formal grievance, students are strongly encouraged to discuss their grievances with the person alleged to have caused the grievance. The purpose of this informal discussion is to provide the student, faculty member, or other person with authority the opportunity to address and resolve the grievance at the lowest possible level.

- a. The student shall first informally discuss the matter in question with the college faculty or staff member most directly involved. If the meeting with the college employee fails to produce a satisfactory settlement, the student may appeal directly to the employee's immediate supervisor.
- b. Should an informal discussion fail to produce a satisfactory settlement of the grievance, the student should contact the employee's immediate supervisor, who will attempt to mediate a resolution. If these informal discussions do not satisfactorily resolve the grievance, the student may initiate the formal grievance procedure.

Formal Procedure

Step One: In the event the matter is not resolved informally, the student may submit the grievance in writing to the vice president of student services who shall hear all parties involved in the grievance and render a written decision. *Note: The grievance may be initiated at or moved to Step Two without a hearing at a lower step(s), if both parties agree.*

A copy of the grievance must be filed as provided in Step One within twenty (20) business days from the date on which the act or purported act which is the subject of the grievance occurred.

The vice president of student services will hear all parties involved in the grievance and render a written decision within five (5) business days of receipt of the grievance. If the grievance is against the vice president of student services, the executive vice president will perform the functions of the vice president of student services as required by this policy.

- a. Should a grievance not be satisfactorily resolved or should no decision be forthcoming in the time prescribed above, the grievance may, within five (5) business days, be submitted to the next step.

If the finding or resolution of a grievance at any step in the grievance procedure is not appealed within ten (10) business days, the grievance will be considered settled on the basis of the last answer provided, and there shall be no further appeal or review.

Step Two: If the grievance is not resolved satisfactorily in Step One, it may be appealed to the Grievance Committee, who will make a decision regarding the grievance. This decision shall be binding to all parties.

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The Grievance Committee will hear all parties involved in the grievance and render a written decision within ten (10) business days of receipt of the appeal from the Step One decision.

- a. Time limits under the procedure may be changed by mutual agreement only.

The chair of the grievance committee will be appointed at the first meeting called by the president or by the chair of the board of trustees if the grievance is related to the president. The grievance committee will consist of four (4) standing members and three (3) members selected at the time a grievance is presented. In addition to the committee members, a recorder will be assigned. The four standing members will serve for two (2) years; and, in order to provide continuity, initially two members will be appointed for two years and two members will serve one year. The parties involved may challenge the impartiality of any of the seven members selected by the president or by the chair of the board of trustees. This committee will act as a hearing committee for all student grievances.

Continue To Grow...



Adult, Corporate and Continuing Education
Caldwell Community College & Technical Institute

Adult, Corporate & Continuing Education

The mission of CCC&TI's Corporate and Continuing Education is to provide accessible, quality educational instruction in occupational courses to individuals who seek to enhance their employment skills and to offer a variety of community service and self-supporting courses to individuals and to the community for personal enrichment.

Please Note: All students must adhere to the institutional policies contained in this handbook.

Students may register on regular registration day or any Tuesday from 8:00 a.m. - 7:00 p.m. at either the Continuing Education Office (Caldwell) or the Watauga Continuing Education Center (Watauga). Pick up a class schedule at the office on either campus, or visit www.cccti.edu for a complete course listing.

The Corporate and Continuing Education Office (Caldwell) is located on the first floor of the Faye A. Broyhill Building, and the Watauga Continuing Education Center is located on Health Center Drive off Bamboo Road in Boone.

Need Help? Ask Us!

Absences.....	Instructors
Attendance	Instructors
Dropping a Course Corp. & Continuing Education	Office Staff
Grading System	Basic Skills Office and/or Corp. & Continuing Education Office Staff
I.D. Card	Marketing and Communications/Watauga Student Services
Parking Tags	Office Staff
Student Transcripts	Student Services

Corporate and Continuing Education Directory

Vice President, Adult, Corporate and Continuing Education	726-2241
Department Chair, Corporate and Continuing Education	726-2383
Director, Vocational and Technical Services	726-2382
Office Manager	726-2251
Program Assistant (Watauga)	263-5370
Receptionist/Administrative Assistant	726-2242
Evening Admin. Assistant (Caldwell)	726-2242
Evening Admin. Assistant (Watauga)	263-5370
Director, Fire, Rescue, EMS & Law Enforcement.....	726-2271
Director, Health Services	726-2256
Coordinator/Instructor, Nurse Aide.....	726-2319
Coordinator/Instructor, Massage Therapy.....	726-2261
Coordinator/Instructor Occupational Training	726-2453
Instructor, Phlebotomy	263-5370
Director, Caldwell County JobLink.....	759-4675
Coordinator/Instructor, Fire Rescue, EMS.....	726-2628
Coordiinator/Instructor, Small Business.....	726-2284
Coordinator/Instructor, Vocational and Technical.....	726-2615

Attendance

Since the Corporate and Continuing Education department offers such a wide variety

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of courses, it is impossible to have a departmental-wide attendance policy. Therefore, it is important that each student be aware of the particular attendance policy for each course. Instructors will issue attendance policies at the beginning of the course. Students will be held responsible for understanding all attendance and classroom rules issued by the instructor.

Dates to Remember

Students may register each Tuesday for classes in the current semester.

Regular Continuing Education registration dates are:

Fall	August
Spring	January
Summer	May

The college will be closed on the following holidays in the 2011-12 academic year:

Labor Day	Sept. 5
Veteran's Day	Nov. 11
Thanksgiving.....	Nov. 23-26
Christmas/New Year's	Dec. 23-Jan. 1
Dr. Martin L. King Holiday.....	Jan. 16
Easter	April 9
Memorial Day Holiday	May 28
Fourth of July Holiday	July 4

Grading System

Numerical and/or letter grades will be given for occupational extension classes requiring certification. A course syllabus with the requirements for each class will be given to students at the first class session. All other continuing education grades will be recorded as follows:

A = Excellent	S = Satisfactory
B = Above Average	U = Unsatisfactory
C = Average	W = Withdrawn
D = Below Average	AU = Audit
F = Failing	I = Incomplete

Insurance (Accident)

All CCC&TI students may purchase school-time accident insurance through the college. Any student who is interested in accident insurance may obtain a brochure from Student Services office staff or the Business Office outlining the cost and coverage. An application form may be obtained from the Business Office

Insurance (Malpractice)

Special malpractice insurance is required for certain continuing education courses such as: massage therapy, phlebotomy, nurse aide, EMT, paramedic, etc. This fee is not refundable.

Refund Policy

- Students registered for an occupational extension class who officially withdraw prior to the first class session will be eligible for a 100 percent refund, if requested.

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- Students who officially withdraw at the first class session or by the 10 percent date of the class will be eligible for a 75 percent refund, if requested. (Students enrolled in a multi entry/multi exit class who officially withdraw on the first day of class or within 10 calendar days of the first class meeting are eligible for a 75 percent refund, if requested.)
- Students registered for an occupational extension class that is canceled for any reason by the Department Chair or Vice-President of Adult, Corporate & Continuing Education will automatically be issued a 100 percent refund.
- Students registered for a community service/self supporting class will not be eligible to receive a refund. Exceptions will be determined on an individual basis by the Department Chair or Vice-President of Adult, Corporate & Continuing Education.
- To receive a refund, a student must complete and sign a continuing education drop form and have the Department Chair or Vice-President of Adult, Corporate & Continuing Education sign for the class(es) being dropped.

Repetition Policy

- No occupational extension class may be taken more than twice within a five-year period unless the student pays full cost of the course.
- The occupational extension repeat policy does not apply to students taking classes for certification, licensure or recertification.

Student Records/Transcripts

Official continuing education transcripts are available in Student Services. Student records and transcripts can be reviewed by students for accuracy.

Basic Skills Department

The mission of CCC&TP's Basic Skills Department is to educate and train individuals to raise their level of education and increase their opportunities for success, allowing them to become better parents, citizens and employees.

Caldwell Staff

Christie Arney.....	Coordinator, Compensatory Education.....	726-2275
Sandy Blair.....	Coordinator, Instructor Adult High School.....	726-2207
Shari Brown.....	Coordinator, Family Literacy.....	757-8632
Kathy Church.....	Office Manager.....	726-2239
Melissa Darling.....	Director, ESL.....	726-2246
Melinda Hefner.....	Director, Literacy Support Services.....	726-2245
Kim Hinton.....	Director, ABE/GED.....	726-2235
Beverly Jaynes.....	Basic Skills Department Chair.....	726-2237
Sally Lackey.....	Director, Adult High School.....	726-2231
Elaine Lockhart.....	Vice President, Adult, Corporate & CE.....	726-2241
Beverly Marcellin.....	Coordinator, EL Civics/BAS Recruiter.....	726-2272
Patricia Maynard.....	Transition Advisor.....	726-6211
Susan Proietti.....	Administrative Assistant.....	726-2228
Cindy Richards.....	Administrative Assistant.....	726-2273
Lauri Stilwell.....	Coordinator/Learning Needs Specialist.....	754-2767
Jane Wesson.....	Administrative Assistant.....	726-2208
Mandy Williams.....	Coordinator/Instructor/Success Coach.....	726-2274

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Watauga Staff

Tara Gaskill	Clerical Assistant, Watauga Basic Skills.....	297-5253
		Ext. 5320
Lynn LeFever	Director, Watauga Basic Skills	297-5253

Basic Skills Offerings

Adult Basic Education (ABE)

Adult Basic Education classes are offered for people who may need help learning basic reading, writing and math skills. Instruction is also provided in science and social studies. Classes are offered free of charge, including all books and materials which have been especially prepared for adult learners. Persons can study at their own pace with instructors available to assist them in this pre-high school program. Volunteer tutors are also available to assist as needed. Instruction and materials are available in content specific classes where students can improve their reading, writing and math skills while learning about the career area in which they are interested.

Adult High School Diploma (AHS)

The Adult High School Diploma Program is for anyone who wants to complete his/her high school education and earn a diploma. Credits previously earned in public or private high school can be transferred into this program. Classes are free and are offered on both the Caldwell and Watauga campus.

Compensatory Education

This is a community college program designed for intellectually disabled adults or those with traumatic brain injuries. Its goals are to help the individual acquire basic skills and abilities needed to become more independent and self directed and to meet and manage community, social, work and personal adult responsibilities. Classes are free and meet in sheltered workshops, community sites and campus classes.

English as a Second Language (ESL)

English as a Second Language classes are designed for non-native students who need to learn to speak, read or write English. Special curricula and instructional techniques are used to meet the needs of this population. Conversation classes, a computer lab, a U.S. Citizenship Preparation Class, and an online class are all available.

Family Literacy

Local elementary schools and the Family Resource Center provide classes that enable parents and children to learn together in both joint and separate classes on a daily basis. Adult Basic Education/GED, English as a Second Language, parenting, and life skills instruction for parents, and preschool and school enhancement activities for children are provided in these free Family Literacy classes.

General Education Development (GED)

This program is designed to give adults who have less than a twelfth-grade education an opportunity to earn a high school equivalency credential. Classes are offered on the Caldwell and Watauga campuses and throughout the community. Individualized instruction as well as group instruction in reading, language, and math are provided in an adult-centered atmosphere. Students can also work online to do some

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preparatory work for the GED. To complete the GED, passing scores are required on five tests: Language Arts: Reading, Science, Math, Social Studies, and Language Arts: Writing. Those who want to earn a GED may enroll and complete the program at any time during the semester. Registration is free.

GED Online

Students with high school level placement test scores may choose to enroll in the GED Online program to prepare for GED testing. This program can be accessed in any location that has reliable internet service. Students wishing to be part of the online program should complete the twelve hour Basic Skills Orientation and Assessment class and meet with an advisor who will evaluate their placement test scores and their eligibility for the online course. Those who meet the requirements will need to attend a short GED Online Orientation in order to meet the online instructor, learn about the software, receive a password, and get ready to work online. Students may complete their preparation for the GED test battery while communicating with the online instructor electronically. When ready, students come to the Testing Center on the college campus to take the official GED tests.

Enrollment

Classes are offered on both the Caldwell and Watauga campuses and in the community during the day and evening most days of the week. Students must enroll at the community college in Caldwell or Watauga even if they wish to attend a class off campus at one of the community sites. All new Adult Basic Education, GED and Adult High School students including students who wish to attend off campus will need to attend the Basic Skills Orientation/ Assessment Class in order to enroll in classes. The Caldwell Orientation/Assessment Class is offered weekly throughout the semester, meeting 3 ½ hours per day for 4 days. Morning and evening hours are available. Watauga Orientation/Assessment Class is offered weekly throughout the semester and meets for 3½ hours for two days. Registration is required.

Who May Enroll?

Anyone 16 years of age or older may enroll.

Minor Permission Form

If a prospective student is under the age of 18, he/she must complete a minor permission form. The minor permission form may be obtained from the Basic Skills Department on the Caldwell campus and the Watauga Basic Skills Center. The form must have the signatures of the student, the parent or guardian, the notary public and the principal of the last school attended with the date of public school withdrawal. Any student who has been out of public school less than 6 months must also have the superintendent's signature. Any student who has a driver's license or permit must provide a copy.

ESL-English as a Second Language

Those needing English classes may enroll on Wednesdays at 8:30 am or 6:00 pm in G Building if they wish to attend on-campus. Watauga ESL enrollment is the first Tuesday of each month at 5:00 p.m. or Friday mornings at 9:00 am.

Driver's License

Minors who wish to keep or apply for their driver's license or learner's permit must

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attend class 60 hours a month (average 15 hours a week). After a student has been successful in class for 6 months, he/she may request a certificate from the Department Chair of Basic Skills. The Department will issue a certificate to the Department of Motor Vehicles to apply for his/her driver's license. Driver's education classes are the responsibility of the student.

Transition Counseling

Students have access to a counselor trained to assist them in moving from GED and AHS to college programs. This individual is available to students in Caldwell and Watauga counties by appointment. Each graduate is expected to meet with the counselor to develop a plan for his/her post-secondary education and/or training.

Adult High School Diploma Program

Adult High School classes are structured on an eight-week schedule. Students may enroll in morning, afternoon or evening classes, or all three. Core subject classes meet twice a week and elective classes meet once a week. One unit of credit is earned for each class that is successfully completed.

2011-2012 Adult High School Academic Calendar

- Fall Semester 2011 Session I: August 15 – October 10
Caldwell enrollment deadline: July 18
Watauga enrollment deadline: July 28
- Fall Semester 2011 Session II: October 17 – December 13
Caldwell enrollment deadline: September 19
Watauga enrollment deadline: September 29
- Spring Semester 2012 Session I: January 2 – February 27
Caldwell enrollment deadline: November 28
Watauga enrollment deadline: December 1
- Spring Semester 2012 Session II: March 5 – May 3
Caldwell enrollment deadline: February 6
Watauga enrollment deadline: February 16

AHS GRADUATION: THURSDAY, MAY 10, 2012

- Summer Session 2012: June 4 – July 31
Caldwell enrollment deadline: May 14
Watauga enrollment deadline: May 17

Requirements for Graduation

A total of 20 units must be completed for graduation. Applicants may receive transfer credits for courses previously completed in public, private, or home school. If there are no credits to transfer, a student may earn all 20 units with the Adult High School program. The requirements for graduation are:

- A minimum score of 9.0 on the Reading, Language Skills, and Math Placement Tests

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- English 4 units
 - Mathematics 3 units (to include Algebra 1)
 - Science 3 units (to include Biology and Physical Science)
 - Social Studies 3 units (to include Government/Economic, US History and a World Studies)
 - Health or PE 1 unit
 - Electives 6 units
- Total: 20 units**

AHS Attendance Policy

Students are expected to attend all regularly scheduled classes and stay the entire three hours. Students are encouraged to register for a schedule that matches their personal schedule so that absences and tardies are not necessary. Being tardy is considered a class disturbance and may result in probation. There are no excused absences in the Adult High School Program; however, students are allowed three emergency absences in core classes and two emergency absences in elective classes. Class work missed because of emergency absences must be promptly made up upon return to class. Students are dropped from class once absences exceed three in core class or two in an elective class.



Caldwell Campus
2855 Hickory Blvd.
Hudson, North Carolina 28638
(828) 726-2200

Watauga Campus
294 Community College Drive
Boone, North Carolina 28607
(828) 297-3811, 297-2185 or 265-5060