Tuition and Fees

Tuition is subject to change without notice by N.C. legislature.

**In-State Resident:**
- $69 per credit hour
- $1,104 maximum tuition
- $7 per course activity fee
- $2 per course campus services fee

**Out-of-State Resident:**
- $261 per credit hour
- $4,176 maximum tuition
- $7 per course activity fee
- $2 per course campus services fee

VISA and Mastercard are accepted.

Note: N.C. residents ages 65 and older are exempt from curriculum tuition and activity fees for up to 6 credit hours.

**Veterans:** Contact the VA representative in Student Services after paying fees.

Please see page 8 for more information on payment deadlines.

Refund Policy: See page 5 and/or the current CCC&TI catalog for the college’s tuition refund policy.

Financial Aid: CCC&TI encourages prospective students who face financial difficulties to apply for assistance through the Financial Aid Office located in Student Services. Assistance for educational costs may be available in the form of scholarships, grants, loans and work programs. For more information, call Eva Harmon at 828.726.2715 or e-mail eharmon@cccti.edu.

CCC&TI currently offers a tuition payment plan during the early registration period. Please contact www.cfnc.org/cfpayplan for more information.
## Caldwell Campus

<table>
<thead>
<tr>
<th>Area</th>
<th>Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advising Center</td>
<td>F</td>
</tr>
<tr>
<td>Academic Support Center</td>
<td>F</td>
</tr>
<tr>
<td>Admissions/Registrar</td>
<td>F</td>
</tr>
<tr>
<td>Art</td>
<td>S</td>
</tr>
<tr>
<td>ASU Center</td>
<td>H</td>
</tr>
<tr>
<td>BLET/EPT</td>
<td>D</td>
</tr>
<tr>
<td>Bookstore (downstairs)</td>
<td>E</td>
</tr>
<tr>
<td>Business Office</td>
<td>A</td>
</tr>
<tr>
<td>Middle College</td>
<td>J</td>
</tr>
<tr>
<td>Career Services</td>
<td>F</td>
</tr>
<tr>
<td>Computer Services/Lab</td>
<td>F</td>
</tr>
<tr>
<td>Corporate and Continuing Ed.</td>
<td>H</td>
</tr>
<tr>
<td>Counseling</td>
<td>F</td>
</tr>
<tr>
<td>Early College, Culinary, Cosmetology</td>
<td>K</td>
</tr>
<tr>
<td>Faculty Offices (3rd floor)</td>
<td>E</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>F</td>
</tr>
<tr>
<td>GED/AHS/ESL/Pre-Job</td>
<td>G</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area</th>
<th>Building</th>
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</thead>
<tbody>
<tr>
<td>Industrial</td>
<td>J</td>
</tr>
<tr>
<td>Industrial Labs</td>
<td>J, B &amp; G</td>
</tr>
<tr>
<td>Caldwell Co. JobLink Center</td>
<td>F</td>
</tr>
<tr>
<td>LRC/Library</td>
<td>E</td>
</tr>
<tr>
<td>Lounge (downstairs)</td>
<td>E</td>
</tr>
<tr>
<td>Maintenance</td>
<td>M</td>
</tr>
<tr>
<td>Rooms E 215-218</td>
<td>E</td>
</tr>
<tr>
<td>(gym entrance, up)</td>
<td>E</td>
</tr>
<tr>
<td>Student Services</td>
<td>F</td>
</tr>
<tr>
<td>S.G.A. Office</td>
<td>E</td>
</tr>
<tr>
<td>Television Studio</td>
<td>B</td>
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<tr>
<td>Testing Center</td>
<td>F</td>
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<tr>
<td>Theatre, PTA</td>
<td>B</td>
</tr>
<tr>
<td>Interactive Classrooms</td>
<td>B</td>
</tr>
<tr>
<td>Weight Room</td>
<td>E/Gym</td>
</tr>
<tr>
<td>Writing Center</td>
<td>F</td>
</tr>
</tbody>
</table>

## Caldwell and Watauga Facilities Map

![Map of Caldwell Campus](image-url)
Programs of Study

Degree Programs
Associate in Arts (College Transfer)*
Associate in Fine Arts/Music or Art (College Transfer)
Associate in Science (College Transfer)
Accounting*
Automotive Systems Technology
Aviation Management and Career Pilot Technology
Business Administration*
Business Administration/Logistics Management
Cardiovascular Sonography
Computer Information Technology*
Computer Programming
Culinary Arts
Early Childhood Education*
Electrical/Electronics Technology
Electronics Engineering Technology
Emergency Preparedness Technology
General Education
General Occupational Technology*
Landscape Gardening*
Mechanical Engineering Technology
Medical Office Administration*
Medical Sonography
Networking Technology
Nuclear Medicine Technology
Associate Degree Nursing*
Office Administration*
Paralegal Technology
Physical Therapist Assistant
Radiography
Speech Language Pathology Assistant
Web Technologies

Diploma Programs
Accounting*
Automotive Systems Technology
Business Administration*
Collision Repair and Refinishing Technology
Computer Information Technology*
Computer Programming
Cosmetology
Early Childhood Education*
Electrical/Electronics Technology
General Occupational Technology*
Landscape Gardening*
Medical Office Administration*
Office Administration*
Ophthalmic Medical Assistant
Transfer Core-Arts
Transfer Core-Science
Web Technologies

Certificate Programs
Automotive Systems Technology-
Basic Engine Performance
Automotive Systems Technology-
Basic Undercar
Aviation Management and Career Pilot Technology
Basic Law Enforcement Training
Cardiovascular Sonography
Collision Repair and Refinishing Technology
Computer Information Technology -
Database Specialist*
Computer Information Technology -
Software Specialist*
Computer Programming-C#
Computer Programming-Java
Computer Programming-Visual Basic
Cosmetology
Cosmetology Instructor
Early Childhood-Child Care Operator*
Early Childhood-Infant/Toddler*
Early Childhood-School-Age Provider*
Early Childhood-Teacher/Caregiver*
Echocardiography
Electrical/Electronics Technology
EPT-Preparedness and Mitigation
EPT-Response and Recovery
Landscape Gardening-General*
Landscape Gardening-Installation and Maintenance*
Landscape Gardening-Landscape Design*
Landscape Gardening-Micro-propagation*
Landscape Gardening-Production*
Mechanical Engineering Technology
Networking Technology: Routing Basics
Office Administration-Receptionist*
Office Administration-Word Processing Clerk*
Paralegal Technology-Family Law
Paralegal Technology-Will and Estates
Truck Driver Training
Web Technologies-Web Design

* Program available on the Watauga Campus
◆ Collaborative Agreement Programs
**Enrollment Procedures**

1. Contact – Student Services to complete or update Admission Application. (Take Placement Test if required)
2. Meet – With Advisor to Select Courses.
3. Register – Students will register online through WebAdvisor.
   - New students must attend New Student Advising and Registration Session** to participate in early registration.
4. Print Schedule – Prior to payment of tuition and fees.
5. Pay Tuition and Fees – To Business Office or online through WebAdvisor.

**New Student Advising and Registration sessions assist students through the process of advising, registration and becoming familiar with services offered at CCC&TI. New students are REQUIRED to attend a session in order to register early and have the most positive experience in transitioning to CCC&TI.**

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**Schedule Change Procedures**

1. Schedule Changes are only permitted on scheduled days.
2. Meet with advisor. If not available, meet with Department Chair.
3. Late registration into a class is **ONLY** permitted if the class has not met and there are seats available.
4. Students that add classes must also pick up their new schedule and pay applicable tuition and fees in the business office prior to attending class.
5. Tuition refund of 75% is available during the first 10% of the semester. Students must officially withdraw from a class to be eligible for a refund. Forms are located in Student Services and online. Any refunds will be processed and mailed 6 to 8 weeks after registration is complete. A 100 percent refund is issued if dropped prior to the start of the semester.

**New students not enrolled must have approval from the Vice President of Student Services to register.**

**IMPORTANT INFORMATION FOR FINANCIAL AID STUDENTS:** In the event that you are unable to attend classes for Fall Semester, it is your responsibility to OFFICIALLY withdraw from classes BEFORE the first day of class January 7, 2013 to avoid a tuition liability.

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**Curriculum Refund Policy**

Students will receive a tuition refund in accordance with the NC Administrative Code (NCAC 2D.0202). A full tuition and activity fee refund will be granted to students who pre-register and completely withdraw prior to the first day of the college’s academic 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 purpose of the refund policy, “pre-registration” refers to registration that occurs prior to the first day of the semester. A 75-percent 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 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 hours 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. Fees not refundable (unless institutional error) are (1) insurance payment, (2) special course fees and (3) graduation fees.
New Students

Before participating in New Student Advising and Registration sessions or Final Registration, make sure you have done the following:
1. Submit an admissions application to CCC&TI. Contact Student Services Office at 828.726.2700 for help with your application or to get more information. For Watauga students, call 828.297.2185.
2. Submit official transcripts (high school, GED/AHS and college) if transferring credit from another college, seeking a degree/diploma/certificate, or registering for courses with prerequisites.
3. Take Accuplacer placement test (waived for those with acceptable SAT or ACT scores or relevant evaluated college credit). Recommended deadline for students taking placement tests is Nov. 2 in order to participate in a New Student Advising and Registration session. Study guides are available and highly recommended.
4. Confirm your admissions file is complete by calling Student Services at 828.726.2732 (Caldwell) or 828.297.2185 (Watauga).

New Student Advising and Registration

Students who submit all admissions materials by Nov. 2 can participate in a New Student Advising and Registration session and take advantage of early registration.

Students must go online under “Future Students” to sign up for one of the New Student Advising and Registration sessions.

New Student Advising and Registration Sessions are open to students applying for the Spring 2013 semester whose admissions file is complete. (This includes all transcripts and any required placement tests.)

Current Students

If you were enrolled Fall 2012 you are considered a current student and can follow current student registration procedures. Questions? Call Student Services at 828.726.2700 (Caldwell Campus) or 828.297.2185 (Watauga Campus.)

Current Students: See page 7 for more information and important registration dates!

Non-Current Students

If you have not been enrolled at CCC&TI since Fall 2011, you will need to be re-admitted. Please call Student Services at 828.726.2700 (Caldwell) or 828.297.2185 (Watauga) for information regarding a re-admit application. Once you have been re-admitted, follow the online registration procedures for non-current students.
Priority Online Registration Through Web-Advisor For Current Students:
Nov. 6-8: Priority Online Registration through Web-Advisor
Open to students enrolled Fall 2012. Registration dates and times are sent to students’ CCC&TI-issued e-mail accounts.

Non-Current Student Registration Dates
Nov. 13-16 beginning at 8 a.m. online or in person
Students must be advised prior to registering online. Students should call the designated contact number for their program of study to schedule an advising appointment.

Final Registration
Wednesday, Jan. 3
11 a.m. to 1 p.m. or 4 p.m. to 6 p.m. Caldwell Campus Gym - E Building or Watauga Instructional Facility
Payment of tuition and fees is due at time of registration in the Business Office.

Academic Advising

Students MUST meet with an advisor or attend a group advising session prior to registering for classes. CONTACT THE APPROPRIATE NUMBER LISTED BELOW TO SCHEDULE AN APPOINTMENT FOR ADVISING.

<table>
<thead>
<tr>
<th>Program</th>
<th>How to reach an advisor over the Summer for your program.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting, Bus Admin &amp; Logistics</td>
<td>Call the Faculty office 828-726-2317</td>
</tr>
<tr>
<td>Automotive Systems Tech</td>
<td>Call your assigned advisor directly, or sign up for an advising session posted on your advisor's door.</td>
</tr>
<tr>
<td>Aviation</td>
<td>Contact Dawn Sullivan 828-726-2387</td>
</tr>
<tr>
<td>Basic Law Enforcement</td>
<td>Contact Patty Greer 828-726-2257</td>
</tr>
<tr>
<td>Biomedical Eq. Tech.</td>
<td>E-mail John Noblitt, through your student e-mail account: <a href="mailto:jnoblitt@cccti.edu">jnoblitt@cccti.edu</a></td>
</tr>
<tr>
<td>Collision Repair (aka Autobody)</td>
<td>Call your assigned advisor directly, or sign up for an advising session posted on your advisor’s door.</td>
</tr>
<tr>
<td>Computer Info/Computer Prog/Net/Web</td>
<td>Call the Faculty Office, 828-726-2317, or call the AAC, 828-726-2746, to schedule appt.</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>Call your assigned advisor directly, or sign up for an advising session posted on your advisor’s door.</td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>Call the Faculty Office, 828-726-2317, or call the AAC, 828-726-2746, to schedule appt.</td>
</tr>
<tr>
<td>Early Childhood</td>
<td>Contact your assigned advisor directly, or sign up for an advising session posted on your advisor’s door.</td>
</tr>
<tr>
<td>Elec Tech/Elec Eng/Mech Eng</td>
<td>Call your assigned advisor directly, or sign up for an advising session posted on your advisor’s door.</td>
</tr>
<tr>
<td>Emergency Preparedness Tech</td>
<td>Either call Dennis Hopkins directly (828-726-2750), or e-mail him through your student e-mail (<a href="mailto:dhopkins@cccti.edu">dhopkins@cccti.edu</a>)</td>
</tr>
<tr>
<td>Health Science Programs</td>
<td>Those students actively admitted to health sciences programs, as well as those in A.G.E. programs working on prerequisites before being accepted into health sciences programs, should contact 828-726-2725.</td>
</tr>
<tr>
<td>Landscape Gardening</td>
<td>Call your assigned advisor directly, or sign up for an advising session posted on your advisor’s door.</td>
</tr>
<tr>
<td>Med Off/Office Adm/Paralegal</td>
<td>Call the Faculty Office, 828-726-2317, or call the AAC, 828-726-2746, to schedule appt.</td>
</tr>
<tr>
<td>Truck Driver Training</td>
<td>Contact Chris Thompson, 828-726-2380</td>
</tr>
</tbody>
</table>

Watauga Campus

Allied Health (except Nursing)                          | Contact Movita Hurst at 828-297-2185                                                        |

All Other Programs                                      | Contact Kathy Jones at the Academic Advising Center-Watauga 828-297-2185, x5287              |
Tuition Information For All Students

Tuition and Fees
Dec. 4 at 12 p.m. is the deadline to pay for Spring classes without being deleted for nonpayment during early registration.

Caldwell Campus
The Business Office is open Mon. – Thurs. 8:30 a.m. - 6 p.m. and Fri. 8:30 a.m.- 5 p.m.

Watauga Campus
The Business Office is open Mon. – Thurs. 8:30 a.m. - 6 p.m. and Fri. 8:30 a.m. -1 p.m. (Closed 1 p.m. - 2 p.m. daily.)

Tuition payment plan is not available after Dec. 4 at 12 p.m. (Noon)

Current Students should pay tuition and fees online through WebAdvisor with a Mastercard or Visa.

Dec. 4 at 12 p.m. (Noon) is the last day to pay tuition and fees for early registration.

Remember, register early for best choice of classes!

Spring Semester Begins Monday, Jan. 7, 2013

Financial Aid

Complete the 2012-2013 Free Application for Federal Student Aid (FAFSA) for the Spring Semester. Students must be prepared to pay for classes while they wait for their aid to be processed if Financial Aid deadlines are missed.

To stay up to date on financial aid status, students should set up and regularly check their CCC&TI Student E-mail and WebAdvisor weekly. Awarded students should print a copy of their entire award letter from WebAdvisor and read all terms and conditions of awards.

Students who wish to apply for financial aid should complete the FAFSA annually at www.fafsa.ed.gov. (Don’t forget, CCC&TI’s school code: 004835). Help filling out FAFSA is included when filing online, so students will receive assistance as they go along. Students can even “chat” live online with a customer service representative if they need personal assistance. Go to www.fafsa.ed.gov for more information.

CCC&TI believes that all students should be able to pursue the education that enables them to achieve their personal and professional goals. With this in mind, CCC&TI offers numerous merit- and need-based scholarships.

For available scholarships, students should regularly visit the Financial Aid Scholarship Homepage at: www.cccti.edu/StuServices/Pages/finan_aid/FAInfo.htm
Placement Testing

1. Submit admission application prior to placement test date.
2. Call 828.726.2719 or 828.297.2185 to schedule an appointment.
3. Arrive in Student Services at least 10 minutes before test time.
4. Photo ID must be presented.
5. Allow 1-2 hours to complete testing.

Pre-Requisites/Co-Requisites

Some courses offered have required Pre-requisites and/or Co-requisites. Definitions of both requirements can be found at the beginning of the course descriptions in the 2012-2013 General Catalog. Each pre/corequisite is printed with the course description, also located in the back section of the catalog. Enrolling in a class without the appropriate pre/corequisite will result in the DELETION OF THIS COURSE from your schedule.

Students registering for hybrid courses run the risk of being dropped if it is found that the mandatory on-campus meetings conflict with other courses on their schedule.

Some traditional daytime and evening courses may require supplemental work to be completed online.

Students should be aware that student drops or instructor initiated drops from a co-requisite will be dropped from all required courses in the co-requisite, if it is required.

About the Schedule

How to Interpret Section Numbers:

**Caldwell**

**030’s Early College**
Sections offered only to Early College students.

**040’s Middle College**
Sections offered only to Middle College students.

**050’s High School**
Sections offered to participating high schools: Hibriten, South Caldwell, West Caldwell and Watauga

**100’s Caldwell – Day Traditional Courses**

**500’s Caldwell – Evening Traditional Courses**

100% of instruction is delivered in face-to-face sessions in a seated environment.

**450 - Independent Study**

**Watauga**

**800’s Watauga – Evening Traditional Courses**

**900’s Watauga – Day Traditional Courses**

100% of instruction is delivered in face-to-face sessions in a seated environment.

**Distance Learning**

**620’s Internet Courses** - Courses offered via the Internet using a course website. CCC&TI uses Blackboard to deliver our Internet courses.

**640’s Telenet Courses** - Courses that use a set of course DVDs along with a course website that houses all the course materials and assignments. DVDs can be picked up at the LRC during the first week of classes.

**680’s Hybrid Courses (C = Caldwell or W=Watauga)** - Courses that combine traditional classroom instruction with the interactivity of an Internet course. Part of the course will be seated in a classroom while the other part will be online.

**700’s Highway Room (C = Caldwell or W= Watauga)** - Courses that combine traditional classroom instruction with the interactivity of an Internet course. Part of the course will be seated in a classroom while the other part will be online.

*A Distance Learning Orientation Quiz must be completed for each of these sections, each class and every semester.

Tutoring

FREE tutoring services are available in the Academic Support Center, on both the Caldwell and Watauga Campuses.

**Math and English Tutor Hours:**
Monday - Thursday
8 a.m. - 8 p.m.
and
Friday
8 a.m. - 4 p.m.
For tutoring in other areas, please call 828-726-2725 or speak to your instructor.

**Watauga Campus Tutoring**
Monday - Thursday
8 a.m. to 8 p.m.
Friday
8 a.m. to 4 p.m.
For more information, call 828-297-3811

Graduation Deadlines

Deadline to apply for Fall 2012 Graduation is Tuesday, Nov. 27, 2012.

Deadline to apply for Spring 2013 Graduation is Friday, Feb. 22, 2013.

Deadline to apply for Summer 2013 Graduation is Friday, June 21, 2013.

Graduation applications are available in Student Services.
Disability Services
Caldwell Community College and Technical Institute maintains offices to serve students with disabilities on both campuses.

On the Caldwell Campus contact:
Tuesday Sigmon
Coordinator of Disability Services
828.726.2716

On the Watauga Campus contact:
Nancy Leonard
Director, Disability Services - Watauga Campus
828.297.3811, Ext. 5239

Both offices of Disability Services at CCC&TI strive to provide equal access and quality services to all students with disabilities. Personnel on each campus coordinate accommodations and support services to all qualified students with disabilities.

Services for students with disabilities are intended to provide equal access, not to guarantee success, in the college’s academic environment and in all college offerings.

To receive services, the student requesting them must provide current documentation from an appropriately licensed professional.

Students who need special services must arrange for them through Disability Services well in advance of the time such services may be needed. The college does not assume responsibility for providing personal attendants or services of a personal nature.

Confidentiality
Caldwell Community College and Technical Institute abides by confidentiality laws as required by FERPA (Family Educational Rights and Privacy Act).

Under this act, the college does not disclose education records without the student’s prior written consent except in those circumstances where disclosure is permitted without consent.

Tobacco Use Policy
Caldwell Community College and Technical Institute 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.

Parking Regulations
CCC&TI strives to provide safety and security for all students, faculty, staff and visitors.

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

Note to All Students
This information packet 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 this information, the class schedule, instructor assignments, locations and offerings as necessary.

For the most current schedule information, visit http://www.cccti.edu/schedules.html
You Are a Distance Learning Student if You Are Taking Any of the Following:
Internet Course: Any Course with Section numbers in the 620’s (Example: History 111-620 is an internet course.)
Hybrid Course: Any Course with Section numbers in the 680’s or 780’s (Example: Biology 168-680c is a hybrid course.)

What Kind of Computer Do I Need to Take an Internet Class?
• You’ll need a computer that has a reliable connection to the Internet (modem, DSL, cable).
• Please do not try to complete your courses using smartphone or tablet technology.
• Up-to-date anti-virus software.
• A printer.
• All students will be issued a CCC&TI e-mail address automatically, by the College, in partnership with Google Apps for Education. Students should use this assigned e-mail address for all course related correspondence.
• Information on activating these student e-mail accounts can be found on the Blackboard login page at http://cccti.blackboard.com
• Some courses have higher system requirements.
• Contact the instructor of the course for more details.

Platform:
PC (Windows 2000, XP, Vista or Windows 7)
Mac (10.2, 10.3, 10.4, 10.5, or 10.6)

Hardware and Recommended Browsers:
128 MB of RAM
2 GB of free disk space
Sound card with speakers (for courses with multimedia)
Ethernet or Wireless network card (for high-speed Internet connection) or 56K modem (for dial-up Internet connection) T1, DSL, Cable, or Satellite high-speed connection (56K dial-up will work, but the online course system will run slowly). Internet Explorer, Safari, Mozilla or FireFox to access Blackboard courses.
For specific software requirements for a course, see the notes under the main course listing or contact the course instructor.

Mandatory Orientation and Agreement for All Distance Learning Students
Go to: http://cccti.blackboard.com
Click on “Online Orientation”
Follow instructions to the page where you have two options.
Click the appropriate button and follow the directions.
Option 1: First Time CCC&TI online student
Option 2: Previous CCC&TI online student

The online orientation and DL Agreement will be available beginning Jan. 7 for Spring courses and MUST be completed no later than Jan. 16.
Students taking Internet (section 620’s) or Hybrid (section 680-699 or 780s) classes should log in to their class as soon as the semester begins on January 7. Failure to complete the REQUIRED First Class Assignment by date specified by instructor AND the REQUIRED Mandatory Blackboard Orientation 11:55 p.m. may cause you to be dropped from the course by your course instructor.

Technical Help
CCC&TI has a 24/7 Distance Learning Support Help Desk. If you are having difficulties logging on or completing an assignment in your course then you can contact the Help Desk at 866.851.5713. You can also send an email to the help desk at bbhelpdesk@cccti.edu. The help desk email account is monitored Monday through Thursday from 8 a.m. to 8 p.m. and Fridays from 8 a.m. to 4 p.m.

Questions?
For more information about distance learning, call Kristin Harrison, Director of Distance Learning at 828.726.2707 or go to www.cccti.edu and click on Distance Learning.
**Bookstore Information**

**Wednesday, Dec. 19**
7:45 a.m. to 6 p.m.

**Thursday, Dec. 20**
8 a.m. to 5 p.m.

**Friday, Dec. 21**
8 a.m. to 12 p.m.

**Monday Dec. 24 - Tuesday, Jan. 1**
Closed

**Wednesday, Jan. 2**
8 a.m. to 5 p.m.

**Thursday, Jan. 3**
8 a.m. to 6:30 p.m.

**Friday, Jan. 4**
8 a.m. to 4 p.m.

**Mon. - Wed., Jan. 7-9**
7:45 a.m. to 1 p.m., 2:30 p.m. to 7:30 p.m.

**Thursday, Jan. 10**
7:45 a.m. to 1 p.m., 2 p.m. to 7 p.m.

**Friday, Jan. 11**
7:45 a.m. to 4 p.m.

**Monday, Jan. 14**
Regular posted hours begin - 7:45 a.m. – 7 p.m.

*Please note: The Watauga Bookstore closes 15 minutes prior to the times listed above and is closed from 1 p.m. to 2 p.m. each day for lunch.

**Caldwell Campus Regular Hours:**

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon – Thurs</td>
<td>7:45 a.m. – 7 p.m.</td>
</tr>
<tr>
<td>Fri</td>
<td>7:45 a.m. – 4 p.m.</td>
</tr>
<tr>
<td>Sat – Sun</td>
<td>Closed</td>
</tr>
</tbody>
</table>

Except: Closed all days the college is not operating

**Watauga Campus Regular Hours:**

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon – Thurs</td>
<td>7:45 a.m. – 1 p.m., 2 p.m. – 6:45 p.m.</td>
</tr>
<tr>
<td>Fri</td>
<td>7:45 a.m. – 1:00 p.m., 2 p.m. – 3:45 p.m.</td>
</tr>
<tr>
<td>Sat – Sun</td>
<td>Closed</td>
</tr>
</tbody>
</table>

Except: Closed all days the college is not operating

**When Curriculum Classes Are Not in Session**

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon – Thurs</td>
<td>8 a.m. – 5 p.m.*</td>
</tr>
<tr>
<td>Fri</td>
<td>8 a.m. – 4 p.m.*</td>
</tr>
<tr>
<td>Sat – Sun</td>
<td>Closed</td>
</tr>
</tbody>
</table>

*Please note: The Watauga Bookstore closes 15 minutes prior to the times listed above and closes each day for lunch.*

***Bookstore hours are subject to change***

**Book Buyback**

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, Dec. 13</td>
<td>9 a.m. – 6 p.m.</td>
</tr>
<tr>
<td>Friday, Dec. 14</td>
<td>9 a.m. – 4 p.m.</td>
</tr>
<tr>
<td>Monday, Dec. 17</td>
<td>9 a.m. – 6 p.m.</td>
</tr>
<tr>
<td>Tuesday, Dec. 18</td>
<td>9 a.m. – 6 p.m.</td>
</tr>
</tbody>
</table>

Students must have receipt to participate on Dec. 13 and 14. These days are set aside to reward our customers.

**Frequently Called Numbers**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Support Center</td>
<td>828.726.2725</td>
</tr>
<tr>
<td>Academic Advising Center</td>
<td>828.726.2746</td>
</tr>
<tr>
<td>Admissions Office</td>
<td>828.726.2732</td>
</tr>
<tr>
<td>Blackboard Administrator</td>
<td>828.726.2707</td>
</tr>
<tr>
<td>Bookstore</td>
<td>828.726.2302</td>
</tr>
<tr>
<td>Business Office</td>
<td>828.726.2223</td>
</tr>
<tr>
<td>Business &amp; Technology/Distance Learning</td>
<td>828.726.2707</td>
</tr>
<tr>
<td>Continuing Education</td>
<td>828.726.2242</td>
</tr>
<tr>
<td>Disability Services</td>
<td>828.726.2716</td>
</tr>
<tr>
<td>English</td>
<td>828.726.2334</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>828.726.2715</td>
</tr>
<tr>
<td>Health Sciences</td>
<td>828.726.2710</td>
</tr>
<tr>
<td>Humanities &amp; Social Sciences</td>
<td>828.726.2739</td>
</tr>
<tr>
<td>Information Center</td>
<td>828.726.2200</td>
</tr>
<tr>
<td>Library</td>
<td>828.726.2309</td>
</tr>
<tr>
<td>Records &amp; Transcripts</td>
<td>828.726.2731</td>
</tr>
<tr>
<td>Science, Engineering &amp; Mathematics</td>
<td>828.726.2363</td>
</tr>
<tr>
<td>Security</td>
<td>828.726.2200</td>
</tr>
<tr>
<td>Student Activities</td>
<td>828.726.2301</td>
</tr>
<tr>
<td>Student Services</td>
<td>828.726.2700</td>
</tr>
<tr>
<td>Testing Center</td>
<td>828.726.2719</td>
</tr>
<tr>
<td>Watauga Instructional Facility</td>
<td>828.297.3811</td>
</tr>
<tr>
<td>Watauga Continuing Education Center</td>
<td>828.263.5370</td>
</tr>
<tr>
<td>Watauga Student Support Center</td>
<td>828.297.2185</td>
</tr>
</tbody>
</table>

**Charge Dates**

TAA Caldwell County: Jan. 7 - Jan. 18, 2013

WIA all counties, VA/VR, Dream Awards, TAA (all counties except Caldwell), Etc.: Jan. 4 - Jan. 18, 2013

All other financial aid charge dates: loans, (Pell/FAFSA), scholarships, etc.: Jan. 4 - Jan. 11, 2013

All of the charge accounts listed above are limited to 3 trips to the bookstore. ALL charges and returns must be completed during your assigned charge period.

*Your student ID number and CCC&TI college ID badge or driver’s license is required to access Pell Grant (FAFSA), all scholarships/awards, WIA, TAA, etc. in the bookstore. Please have this information ready for every purchase you make during your charge period.

No refunds on books, bundles, disks or codes if the shrink wrap is broken. It is your responsibility to check with the instructor before opening anything.

Used books are buy-at-your-own-risk. Look them over carefully before purchase. Buyback on used books is NOT guaranteed.

Keep all receipts for book buyback for your personal records.

The bookstore accepts VISA and MasterCard only; with proper Photo ID. Cardholder must be present. Photo ID with personal checks is required and checks must have the student’s 7-digit Student ID # and name on it.

Go to http://www.caldwellcc.blkstr.com for textbook title and price information and to order textbooks online.