



2017 – 2018

CATALOG



www.cccc.edu

My Academic Pathway (M.A.P.)

A plan for student goal completion and success!



Central Carolina Community College is currently designing and preparing to implement an exciting plan this year to help even more students reach their academic and

career goals. CCCC wants to see every student use a M.A.P. for G.P.S. – goals, progress, and success.

Are you looking to transfer to a senior institution?

Perhaps you want to get a job right away?

Maybe you just want to improve or update your skills?

M.A.P. will help you reach your destination!



CCCC's M.A.P. Highlights:



You will examine your academic and career interests when you are admitted to CCCC. You may discover even more possible career options to explore and consider.



In our College Success courses, you will have the opportunity to map your academic plan, explore career or transfer options, and learn the tools critical for college success.



Your academic advisor will help you refine your academic plan, provide information about resources to help you succeed, and help you navigate your experience at CCCC to reach your goals.

Visit ccc.edu/qep



2017 – 2018 Catalog

TABLE OF CONTENTS

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

TABLE OF CONTENTS

Welcome to CCCC	8	Enrollment Status for Clock Hour Programs	20
College Mission, Vision, & Values	8	Financial Aid Award Process.....	20
CCCC is an Equal Opportunity College	8	Types of Financial Aid	20
Services to Students with Disabilities	8	Private Education Loans	21
Programs	8	Other Financial Assistance	21
Facilities	9	Financial Aid Satisfactory Academic Progress.....	21
History and Leadership	9	Appeals/Regaining Eligibility for Financial Aid	22
Accreditations	10	SAP Evaluations and Notifications of Eligibility Status.....	22
Student Services Division	10	Return of Title IV/State Funds Policy.....	22
Visitors/Children on Campus	10	Academic Information	23
Intellectual Property	11	Transfer to Four-Year Institutions	23
Admissions	11	Associate in Applied Science Degree (A.A.S.) Transfer	23
General Information	11	Orientation.....	23
Home-schooled Applicants	11	ACA Course Waiver Guidelines.....	23
Correspondence Schools for High School Diplomas	12	Registration.....	23
Undocumented Immigrant Applicants	12	Course Load.....	23
Deferred Action for Childhood Arrivals (DACA) Applicants	13	Definition of a Credit Hour.....	24
Students Needing State Authorization	13	Double Major.....	24
General Admissions	13	Distance Education	24
General Admissions Standards and Procedures	13	Distance Education Online Courses.....	24
Admissions and the Open Door Policy	14	Distance Education Hybrid, Web-Assisted, and Video- Conference Courses.....	24
Communicable Diseases	14	Auditing Courses	25
Career and College Promise.....	14	Course Substitution.....	25
International Students.....	14	Independent Study	25
Special Credit Student(s).....	14	Academic Advisors.....	25
Counseling	14	Alternative Credit	25
Testing	15	Amount of Alternative Credit Allowed.....	26
Career Center Services.....	15	Resident Transfer Credit.....	26
Quality Enhancement Plan-My Academic Pathway.....	15	Transfer Credit from Another Institution.....	26
Residence Status for Tuition Payment	15	Advanced Placement (AP), CLEP, DANTES.....	26
Expenses	16	Credit by Examination	26
Business Office	16	Articulated CTE High School to Community College Credit	26
Tuition.....	16	Credit by Experience	27
Refund Policy – Tuition	16	Internal Articulated Credit	27
Bookstores	17	Prerequisites/Corequisites.....	27
Special Apparel and Equipment.....	17	Time Provisions for Completing a Curriculum Program	28
Fees	17	Uniform Grading System.....	28
Student Insurance.....	17	How to Compute the Grade Point Average (GPA)	28
Malpractice Insurance	17	Example of Computing Grade Point Average.....	29
Security Fee	17	General Education Competencies	29
Breakage Fee.....	17	General Academic Standards.....	29
Student Fee.....	17	President’s/Dean’s List Eligibility	29
Computer Use and Technology Fee	17	Highest Academic Award	29
Distance Education Fee.....	18	Honors Scholars Program	29
Graduation Fee.....	18	Academic Sanctions.....	29
Student Housing	18	Curriculum Course Repetition	30
Vehicle Registration	18	Academic Forgiveness	30
Policy on Solicitation and Fund Raising.....	18	Removal of Incomplete.....	31
Drone/Unmanned Aircraft Use on Campus	18	Withdrawals.....	31
Policy on Internet Acceptable Use.....	18	Readmission	31
Policy on Copyright – Computer Software.....	19	Transcripts	31
Policy on Copyright – Printed Material and Video.....	19	Graduation Requirements	32
Financial Aid	19	Attendance	32
Financial Aid.....	19	Distance Education Attendance	33
Financial Aid Eligibility Requirements.....	19	Withdrawing Students from Class Roll	33
Dependency/Independency Status for Financial Aid.....	20	Student Rights, Responsibilities, and Judicial Procedures	33
Financial Aid Application Process	20	I. Preamble	33
Federal Aid Enrollment Status for Credit Hour Programs	20	II. Student Rights	33
		III. Student Code of Conduct	34
		IV. Disciplinary Procedures	36

V. Sanctions.....	37	Agriculture and Natural Resources.....	62
VI. Student Grievance Procedure	38	Sustainable Agriculture Degree	62
VII. Appeals Procedure—Sanctions or Disciplinary		Agricultural Sustainability Certificate	62
Actions	38	Sustainable Livestock Systems Certificate	62
VIII. Appeals Procedure—Grade Appeal	39	Sustainable Vegetable Production Certificate	63
Distance Education Student Rights and Grievances	39	Health Sciences.....	63
Free Speech and Public Assembly	39	Associate Degree Nursing.....	63
Title IX: Sexual Violence, Sexual or Gender-based		Dental Assisting Diploma	67
Harassment, and Other Sexual Misconduct.....	40	Dental Hygiene Degree	70
Campus Sex Crimes Prevention Act Information.....	43	General Occupational Technology Degree	73
Family Educational Rights and Privacy Act.....	43	Health and Fitness Science Degree	74
Drug and Alcohol Prevention.....	44	Health and Fitness Science Diploma	76
Problem Gambling	44	Health and Fitness Science Certificate	77
Veterans' Information	45	Health Information Technology Degree	77
Veterans Affairs Office.....	45	Health Information Technology Diploma	79
Standards of Progress, Attendance, and Conduct for		Health Information Technology Data Analytics Certificate ...	80
Students receiving VA Educational Benefits	45	Health Information Technology Electronic Health Records	
Veterans Upward Bound.....	45	Certificate	80
Student Activities.....	46	Human Services Technology Degree.....	80
Student Centers	46	Medical Assisting Degree	81
Alumni	46	Medical Assisting Diploma.....	84
Ambassador Scholarship Program	46	Practical Nursing Diploma.....	86
Carolina Student Transfer Excellence Program (C-STEP).....	46	Therapeutic and Diagnostic Services: Nurse Aide	89
Student Government Association (SGA)	46	Veterinary Medical Technology Degree	90
1. SGA Student Handbook.....	46		
2. Fall Festival/Spring Fling	46	Arts and Sciences (College Transfer)	94
3. Athletics.....	46	Associate in Arts Degree (AA)	94
4. Special Events.....	47	Associate in Science Degree (AS)	96
5. Clubs.....	47	Associate in Engineering (AE)	99
6. Other Activities.....	47		
7. Who's Who.....	47	Business Technologies.....	100
8. Phi Theta Kappa Honor Society	47	Accounting Degree	100
The Honors Scholars Program	47	Accounting Diploma.....	101
Library Services	47	Income Tax Preparer Certificate	101
Library Cards and Student IDs.....	48	Payroll Accounting Certificate.....	101
Circulation Policies.....	48	Small Business Financial Advisor I Certificate	102
Library Assistance	48	Business Administration Degree.....	102
Computers, Printing, and Fax	48	Business Management Diploma.....	103
Study Spaces.....	48	Manager Trainee Certificate	104
Library Resources	48	Entrepreneur Certificate.....	104
College Success Center	48	Retail Management Certificate	104
TRiO Student Support Services & STEM-Health Science.....	49	Social Media Marketing Certificate	105
Developmental Studies Program	48	Business Administration/Human Resource Track	105
Writing and Reading Center.....	49	Business Admin/Human Resource Track Diploma.....	106
AVISO	49	Human Resource Management Certificate	107
Academic Assistance Center.....	50	Healthcare Management Technology	107
The Instructional Program.....	50	Medical Office Administration Degree.....	108
Continuing Education.....	50	Medical Office Administration Diploma	109
College & Career Readiness.....	50	Insurance Coding	109
1. Adult Basic Education	50	Medical Transcription Certificate	109
2. High School Completion Programs	50	Office Administration Degree.....	110
3. Basic Skills Plus	51	Office Administration Diploma	111
4. English as a Second Language (ESL)/English		Information and Word Processing Certificate.....	107
Literacy.....	51	Receptionist Certificate.....	107
Small Business Centers	51	Information Technology Degree (General)	113
Industrial Services & Customized Training	51	Information Technology Diploma.....	114
Workforce Development Services.....	52	Database Programming Certificate	115
2016 Performance Funding Measures Report.....	52	Internet and Computing Core IC3 Certificate	115
Inclement Weather Policy	54	Hardware/Troubleshooting Certificate.....	115
Student Accessibility Services.....	54	Information Technology/Network Technology Degree	116
Academic Standards.....	54	Information Technology Network Management Diploma	117
Campus Security	55	Network Operation Systems Certificate.....	117
100% Tobacco Free Campus Policy.....	55	Network Infrastructure Certificate	118
Curriculum Programs Listing	58	Network Security Certificate	118
		Voice Over IP Certificate.....	119

Commercial and Artistic Production Technologies 112	Esthetics Instructor Certificate..... 147
Broadcasting Production Technology Degree 119	Library and Information Technology Degree 147
Radio Broadcasting Production Diploma..... 119	Library and Information Technology Diploma..... 151
Television Broadcasting Production Diploma..... 120	Library Cataloging Certificate 151
Audio/Radio Production Certificate..... 121	Library Programs Certificate 149
Video/TV Production Certificate 121	Library Public Services Certificate 149
	Library Technical Services Certificate 149
Construction Technologies 122	Library Basics Certificate 150
Building Construction Technology Degree 122	Library Management Certificate..... 150
Building Construction Technology Diploma 122	Manicuring/Nail Technology Certificate 150
Building Construction Technology Certificate..... 122	Paralegal Technology Degree 112
	Paralegal Technology Diploma..... 113
Engineering Technologies 123	Transportation Systems Technologies 152
Computer Engineering Technology Degree 123	Automotive Restoration Technology Diploma 152
Electronics Engineering Technology Degree 125	Automotive Restoration Technology Certificate 152
Electronics Engineering Technology Certificate..... 124	Automotive Systems Technology Degree..... 152
Laser and Photonics Technology Degree 125	Automotive Systems Technology Diploma 153
Sustainability Technologies Degree 125	Automotive Systems Technology Certificate 154
Sustainability Technologies Biofuels Certificate 127	Motorcycle Mechanics Diploma..... 154
Sustainability Technologies Certificate..... 126	Motorcycle Mechanics Certificate..... 155
Sustainability Technologies Green Building Certificate 126	
Renewable Energy Certificate..... 127	
Industrial Technologies 127	Programs at Harnett Correctional Institution..... 155
Computer-Aided Drafting Technology Degree 127	Public Service Technologies 155
Computer-Aided Drafting Technology Diploma..... 128	Barbering Certificate 156
Computer-Aided Drafting Technology Certificate..... 129	Foodservice Technology Certificate 157
Computer-Aided Drafting-Solid Modeling Certificate..... 129	
Computer-Integrated Machining Degree..... 130	Construction Technologies
Computer-Integrated Machining Diploma 130	Carpentry Certificates 155
Computer-Integrated Machining Certificate 131	Masonry Certificates..... 156
Industrial Systems Technology Degree..... 131 131	Electrical Systems Technology Certificates..... 155
Industrial Systems Technology Diploma 132	
Electrical Controls Certificate..... 133	Industrial Systems Technology
Industrial Hydraulics Certificate 133	Welding Certificates 135
Programmable Logic Controller Certificate 133	
Welding Technology Diploma 134	Course Descriptions 159
Welding Technology Certificate 135	Board of Trustees 236
Robotic Welding Technology Certificate..... 135	Administrative Staff..... 236
	Staff 237
Public Service Technologies 136	Full-Time Faculty 246
Barbering Associate Degree..... 136	Index..... 247
Barbering Diploma..... 136	
Barbering Certificate 137	
Basic Law Enforcement Training Certificate..... 137	
Cosmetology Associate Degree 138	
Cosmetology Diploma 138	
Cosmetology Certificate..... 139	
Cosmetology Instructor Certificate 139	
Criminal Justice Technology Degree 139	
Criminal Justice Technology Diploma..... 140	
Criminal Justice Technology–Latent Evidence Degree..... 142	
Latent Evidence Certificate..... 142	
Culinary Arts Associate Degree 142	
Culinary Fundamentals Certificate..... 143	
Farm to Table Entrepreneurship Certificate..... 144	
Early Childhood Associate Degree 144	
Early Childhood Diploma 145	
Early Childhood Administration Certificate 145	
Early Childhood Preschool Certificate..... 151	
Early Childhood School-Age Certificate..... 151	
Family Home & Early Childhood Certificate..... 146	
Infant/Toddler Care Certificate 146	
Esthetics Certificate 146	