



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?

Maybe you just want to improve or update your skills?

Perhaps you want to get a job right away?

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.

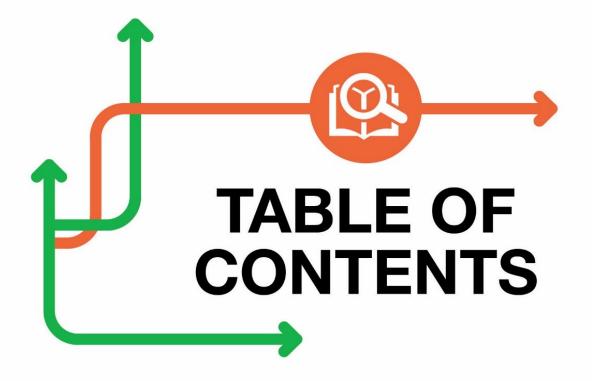


In our College Success courses, you will have the opportunity to map your academic plan, explore career or transfer options, and learn the tools critical for college success.



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 cccc.edu/qep



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

Walaama ta CCCC	7	Financial Aid Application Process	19
Welcome to CCCC		Financial Aid Application Process Federal Aid Enrollment Status for Credit Hour Programs	⁻ 19
College Mission, Vision, & Values	_ ′	Enrollment Status for Clock Hour Programs	19
CCCC is an Equal Opportunity College	_ 7	Financial Aid Award Process	_ 19
Services to Students with Disabilities	7	Types of Financial Aid	_ 19
Programs	7	Private Education Loans	20
Facilities	₈	Other Financial Assistance	20
History and Leadership	₈	Financial Aid Satisfactory Academic Progress	20
A coroditations	- 9	Financial Aid Satisfactory Academic ProgressAppeals/Regaining Eligibility for Financial Aid	$-\frac{20}{21}$
Accreditations	- í	SAP Evaluations and Notifications of Eligibility Status	21
Student Services Division	- ⁹	Return of Title IV/State Funds Policy	21
Visitors/Children on Campus	_ 9		
Intellectual Property	_ 10	Acadamia Information	22
Admissions	_ 10	Academic Information Transfer to Four-Year Institutions	$-\frac{22}{22}$
General Information	10	Associate in Applied Science Degree (A.A.S.) Transfer	
Home-schooled Applicants	10		
Correspondence Schools for High School Diplomas	11	ACA Course Waiver Guidelines	$-\frac{22}{22}$
Undocumented Immigrant Applicants	11	Designation	$-\frac{22}{22}$
Deferred Action for Childhood Arrivals (DACA)		Registration Course Load	$-\frac{22}{22}$
Applicants	11	Course Load	$-\frac{22}{23}$
ApplicantsStudents Needing State Authorization	12	Definition of a Credit Hour	$-\frac{23}{22}$
		Double Major	$-\frac{23}{22}$
General Admissions	12	Distance Education	$-\frac{23}{22}$
General Admissions Standards and Procedures	12	Distance Education Online Courses	_23
Admissions and the Open Door Policy	13	Distance Education Hybrid, Web-Assisted, and Video-	22
Communicable Diseases	13	Conference Courses	_23
Career and College Promise	13	Auditing Courses	_24
Central Carolina Promise (Lee County)	13	Course Substitution	_24
International Students		Independent Study	_24
Special Credit Student(s)	13	Academic Advisors	_24
Counseling	13	Alternative Credit	_24
Testing	14	Amount of Alternative Credit Allowed	
Career Center Services	14	Resident Transfer Credit	_25
Quality Enhancement Plan-My Academic Pathway		Transfer Credit from Another Institution	_25
Residence Status for Tuition Payment	14	Advanced Placement (AP), CLEP, DANTES	_25
		Credit by Examination Articulated CTE High School to Community College Credit	_25
ExpensesBusiness Office	- 15 15	Articulated CTE High School to Community College Credit	25
Tuition	$-\frac{15}{15}$	Credit by Experience Internal Articulated Credit	_26
Tuition	$-\frac{13}{15}$	Internal Articulated Credit	_26
Refund Policy – Tuition	$-\frac{13}{16}$	Prerequisites/Corequisites	26
BookstoresSpecial Apparel and Equipment	$-\frac{10}{16}$	Time Provisions for Completing a Curriculum Program _	_27
		Uniform Grading System	_27
Fees	_ 16	How to Compute the Grade Point Average (GPA)	_27
Student Insurance	-16	Example of Computing Grade Point Average	_28
Malpractice Insurance	$-^{16}$	General Education Competencies	_28
Security Fee	_16	General Academic Standards	_28
Breakage Fee	16	President's/Dean's List Eligibility	_28
Student Fee	16	Highest Academic Award	_28
Computer Use and Technology Fee	17	Honors Scholars Program	_28
Distance Education Fee	17	Academic Sanctions	28
Graduation Fee	17	Curriculum Course Repetition	
Student Housing	17	Academic Forgiveness	
Vehicle Registration	17	Removal of Incomplete	30
Policy on Solicitation and Fund Raising	17	Withdrawals	30
Drone/Unmanned Aircraft Use on Campus	17	Readmission	30
Policy on Internet Acceptable Use	<u> </u>	Transcripts	30
Policy on Copyright – Computer Software	18	Graduation Requirements	-31
Policy on Copyright – Printed Material and Video	18	Attendance	31
	_	Distance Education Attendance	-31
Financial Aid	18	Alternate Assignments	$-\frac{32}{32}$
Financial Aid	- 10	Withdrawing Students from Class Roll	-32
Financial Aid Eligibility Requirements	-18	Conduct and Student Due Process	$-\frac{32}{32}$
Dependency/Independency Status for Financial Aid		Student Rights, Responsibilities, and Judicial Procedures	_

I. Preamble	_32	Campus Security	54
II. Student Rights	32	Smoking-100% Tobacco Free Campus Policy	54
III. Student Code of Conduct	_33	Curriculum Programs Listing	57
IV. Disciplinary Procedures	_36	Curriculum Programs Listing Approved Humanities/Fine Arts & Social/Behaviora	_ ´´
V. Sanctions	_36	Science Electives Error! Bookmark not def	fined
VI. Student Grievance Procedure	_37	Enter: Bookmark not der	incu
VII. Appeals Procedure—Sanctions or Disciplinary		Agriculture and Natural Descriptor	61
Actions	_37	Agriculture and Natural Resources	— Ö
VIII. Appeals Procedure–Grade Appeal	_38	Sustainable Agriculture DegreeAgricultural Sustainability Certificate	— 61
Distance Education Student Rights and Grievances	_38	Systemable Liverteels Systems Contiferate	$-\frac{0}{6}$
Free Speech and Public Assembly Title IX: Sexual Violence, Sexual or Gender-based	_38	Sustainable Livestock Systems Certificate Systemable Production Certificate	$-\frac{6}{6}$
	20	Sustainable Vegetable Production Certificate	
Harassment, and Other Sexual Misconduct	_39	Health Sciences	$-\frac{6}{3}$
Campus Sex Crimes Prevention Act Information	_42	Associate Degree Nursing	— 6.
Family Educational Rights and Privacy Act	_42	Dental Assisting Diploma	$-\frac{0}{6}$
	_43	Dental Hygiene Degree	$-\frac{69}{7}$
Problem Gambling	_43	Health Information Technology Degree	— /: 7:
	_44	Health Information Technology Diploma Health Information Tech. Data Analytics Certificate	— /:
Veterans Affairs Office	_44	Health Information Tech. Data Analytics Certificate Health Information Tech. Electronic Health Records	/:
Standards of Progress, Attendance, and Conduct for	4.4		7.
Students receiving VA Educational Benefits	_44	Health Information Tech Potient Access Specialist	76
Veterans Upward Bound	_44	Health Information Tech. Patient Access Specialist Certificate	7.
Student Activities	_45		$-\frac{7}{2}$
Student Centers	_45	Human Services Technology Degree	— / ¹
AlumniAmbassador Scholarship Program	45	Medical Assisting Degree	$-\frac{1}{2}$
Ambassador Scholarship Program	_45 _45	Medical Assisting Diploma	— /:
Athletics Continue State of Transfer Familian Program (C. STER)		Medical Sonography Health and Fitness Science Degree	— °
Carolina Student Transfer Excellence Program (C-STEP)	_	Health and Fitness Science Degree	— °
C3 Program (NC State)	_45 _45	Health and Fitness Science Certificate	— 8.
CCCC: The Spartan Passage (UNC-G)	_45 _46	Practical Nursing Diploma	— 8.
Pathway to Excellence (UNC-W)	_46 46	Practical Nursing Diploma Therapeutic and Diagnostic Services: Nurse Aide	— 8
Student Government Association (SGA)	_46 46	Veterinary Medical Technology Degree	— 8
1. SGA Student Handbook	_ 40 46	General Occupational Technology Degree	— 90
	_46 46	General Occupational Technology Degree	— ^
3. Clubs 4. Other Activities	_ 4 6	Arts and Sciences (College Transfer)	0(
5. Phi Theta Kappa Honor Society	_ 4 6 46	Arts and Sciences (College Transfer) Associate in Arts Degree (AA)	— %
The Honors Scholars Program		Associate in Arts Degree (AA) Associate in Science Degree (AS)	$-\frac{9}{0}$
I il C i	_ 4 0 47	Associate in Science Degree (AS) Associate in Engineering (AE)	— 92 92
Library Cards and Student IDs		Associate in Engineering (AE)	
Circulation Policies	_ - 77 -47	Pusiness Technologies	00
Library Δssistance	_ - 77 _47	Business Administration Degree	— 30
Library Assistance Computers, Printing, and Fax	_ - 77	Pusiness Administration Diploma	-999
Study Spaces	_ - 77	Business Administration Diploma Manager Trainee Certificate	— 95 100
Library Resources	_ - 77	Entropropour Cartificate	$-\frac{100}{100}$
College Success Center	48	Entrepreneur Certificate Retail Management Certificate	$-\frac{100}{100}$
TRIO Student Support Services & STEM-Health Science		Social Media Marketing Certificate	- 10
Developmental Studies Program	48	Human Resource Management Track Degree	$-\frac{10}{10}$
Writing and Reading Center	48	Human Resource Management Track Diploma	$-\frac{10}{10}$
AVISO	49	Human Resources Management Certificate	$-\frac{102}{107}$
AVISOAcademic Assistance Center	49	Healthcare Management Technology	- 10.
The Instructional Program	49	Healthcare Management TechnologyMedical Office Administration Degree	$-\frac{10}{10}$
Continuing Education	49	Medical Office Administration Diploma	$-\frac{10^{2}}{10^{2}}$
College & Career Readiness	50	Insurance Coding	- 10 ²
1. Adult Basic Education	50	Insurance Coding	- 10.
2. High School Completion Programs	50	Office Administration Degree	- 10.
3. English as a Second Language (ESL)/English	_50	Office Administration Diploma	- 100
Literacy	50	Office Administration Diploma Information and Word Processing Certificate	$-\frac{100}{100}$
Small Business Centers	50	Recentionist Certificate	- 102
Industrial Services & Customized Training	-50 -51	Receptionist Certificate Paralegal Technology Degree	- 103
Workforce Development Services	51	Paralegal Technology Diploma	- 100
Performance Funding Measures Report	51	Paralegal Technology Diploma Paralegal Technology Certificate	- 100
		Information Technology Degree (General)	- 103
ont Accessibility Sorvings	53	Information Technology Diploma	
ent Accessibility Services Academic Standards	53 54	Database Programming Certificate	- 110
ACADEURE MARIONUS	14	- avacace i regioniming continue	

Internet and Computing Core IC3 Certificate	111	Criminal Justice Technology Degree	137
Hardware/Troubleshooting Certificate	111	Criminal Justice Technology Diploma	138
Information Technology-Network Management Degree		Criminal Justice Technology Certificate	138
Information Technology Network Management Diploma		Criminal Justice Administration Certificate	139
Network Operation Systems Certificate	113	Criminal Justice Technology-Forensic Science Degree_	139
Network Infrastructure Certificate	113	Forensic Science Certificate	140
Network Security Certificate	_ 114	Culinary Arts Associate Degree	140
Voice Over IP Certificate	114	Culinary Fundamentals Certificate	141
	_	Farm to Table Entrepreneurship Certificate	141
Accounting & Finance	115	Early Childhood Education Career Associate Degree	142
Accounting & Finance Accounting & Finance Degree	115	Early Childhood Education Non-Licensure Degree	
Accounting & Finance Degree	_115	Early Childhood Education Licensure Degree	143
Accounting & Finance Diploma	_115	Farly Childhood Dinloma	144
Income Tax Preparer Certificate	_116	Early Childhood Diploma Family Home & Early Childhood Certificate	1/1/
Payroll Accounting Certificate Small Business Financial Advisor I Certificate	_116	Infant/Toddler Care Certificate	1/15
Small Business Financial Advisor I Certificate	_116	Esthetics Certificate	145
			- 143
Commercial and Artistic Production Technologies _		Esthetics Instructor Certificate	- 143
Broadcasting Production Technology Degree	_117	Library and Information Technology Degree	- 146
Radio Broadcasting Production Diploma Television Broadcasting Production Diploma	117	Library and Information Technology Diploma	_ 146
Television Broadcasting Production Diploma	118	Library Cataloging Certificate	_ 147
Audio/Radio Production Certificate	119	Library Programs Certificate	_147
Video/TV Production Certificate	119	Library Public Services Certificate	_ 148
		Library Technical Services Certificate	_ 148
Construction Technologies	120	Library Basics Certificate	_148
Construction Technologies Building Construction Technology Degree Building Construction Technology Diploma	120	Library Basics CertificateLibrary Management Certificate	_ 149
Puilding Construction Technology Diploms	120	Manicuring/Nail Technology Certificate	149
Duilding Construction Technology Diploma	120	Early Childhood School-Age Certificate	149
Building Construction Technology Certificate	_120	Early Childhood Administration Certificate	150
n	101	Early Childhood Preschool Certificate	150
Engineering Technologies	121		_
Computer Engineering Technology Degree	_121	Transportation Systems Technologies	151
Electronics Engineering Technology Degree Electronics Engineering Technology Certificate	_121	Collision Panair Tachnology Dinlama	151
Electronics Engineering Technology Certificate	_122	Collision Repair Technology Diploma Automotive Restoration Technology Diploma	151
Laser and Photonics Technology Degree	_122	Automotive Restoration Technology Certificate	151
Sustainability Technologies Degree	_123	Automotive Restoration Technology Certificate	151
Sustainability Technologies Certificate		Automotive Systems Technology Degree	152
Sustainability Technologies Green Building Certificate		Automotive Systems Technology Diploma	153
Sustainability Technologies Biofuels Certificate	124	Automotive Systems Technology Certificate	153
Renewable Energy Certificate	124	Motorcycle Mechanics Diploma	_ 153
		Motorcycle Mechanics Certificate	_ 154
Industrial Technologies Computer-Aided Drafting Technology Degree Computer-Aided Drafting Technology Diploma	125		
Computer-Aided Drafting Technology Degree	126		
Computer-Aided Drafting Technology Diploma	126	Programs at Harnett Correctional Institution	_155
Computer-Aided Drafting Technology Certificate			
Computer-Aided Drafting-Solid Modeling Certificate		Construction Technologies	
Computer-Integrated Machining Degree	132	Carpentry Certificates	_155
Computer-Integrated Machining Diploma	132	Electrical Systems Technology Certificates	155
Computer-Integrated Machining Certificate	132	Masonry Certificates	156
Industrial Systems Technology Degree	132		_
Industrial Systems Technology Diploma	130	Public Service Technologies	
Electrical Controls Cartificate	122	Barbering Certificate	155
Electrical Controls Certificate	_132 121	Barbering Certificate Foodservice Technology Certificate	156
Industrial Hydraulics Certificate			_
Programmable Logic Controller Certificate	$-\frac{132}{132}$	Industrial Systems Technology	
Welding Technology Diploma	_133	Welding Certificates	157
Welding Technology Certificate	_133	Welding Certificates	_ 137
Robotic Welding Technology Certificate	_133		
		Course Descriptions	159
Public Service Technologies	132		239
Barbering Associate Degree	_134	Board of Trustees	
Barbering Diploma	_134		239
Barbering Certificate	_135	Staff	_240
Basic Law Enforcement Training Certificate	_133	Full-Time Faculty	249
Cosmetology Associate Degree	_135	Index	250
Cosmetology Diploma	_136		
Cosmetology Certificate	_136		
Cosmetology Certificate Cosmetology Instructor Certificate	_137		